

Please, provide us the following documents for the Visa application to the Russian Federation:

Visa Application Form*

To complete the visa application form is a long and complicated process. If you don't want to waste your time our team is happy to help you and to fill out the application form for you. Please fill out the information on page 3.

If you would like to complete the electronic visa application yourself, we have compiled a list of the most important points for the efficient and correct completion of the application below:

Please use the following link to get the electronic visa application: <https://visa.kdmid.ru>

Save your username and the security question in case you need to make changes or corrections in your application

Please use the following information for the invitation:

- 1) Name of the inviting company: Open Up; 2) Address: Moscow; 3) Reference number: 020645;
- 4) Confirmation number: 000

* **For UK, American and Irish citizens** there is no option to fill in the form, applicants fill in the form themselves.

Original Passport

Original, signed passport valid for 6 months beyond your stay, with at least two adjacent blank passport pages available for visa stamps.

One colored photograph

One recent 3,5 × 4,5 cm passport style photographs-head and shoulders, face forward, neutral expression, in color and with plain/white background. The applicant must not wear glasses in the photo unless the photo in the original passport includes glasses.

ATTENTION: the photo must be not older than 6 months

Insurance confirmation letter

We hereby inform you that according to Russian legislation a copy of the health insurance letter must be enclosed with the required application documents. It must contain the following information:

- Date of the insurance
- Number of the police
- Personal data of the insured person (name, last name, etc.)
- Information about the insurance company
- Overview of medical services including **expenses for medical repatriation and repatriation of the urn/dead/in case of death must be included (important requirement of the consulate)**
- Territorial validity area with a mandatory entry: valid for Russia
- Coverage. The minimum coverage must be EUR 30 000 and covers the dates of travel (for a business visa - the date of first entry)
- Signature of the insurer, his name and last name, as well as his stamp

The policy may only apply to one claimant. Exceptions are the following cases: 1) close relatives of applicants entering Russia with him / her; 2) in case of tourist visa application for a tourist group

Hotel booking confirmation (for tourist visa)

If the hotel reservation is not available, we are here to help.

For non-Swiss and non-EU citizens

If you are a European Union citizen and resident in Switzerland, please provide a scan or copy of your residence permit.

If you are not a citizen of Switzerland and not an EU citizen, you must provide the following documents:

- 1. The Swiss permanent residence permit valid for more than 90 days. This applies to the citizens of the following countries:** Albania, Bahrain, Venezuela, Haiti, Egypt, Ireland, Lesotho, Libya, Macedonia, Mali, Mexico, New Zealand, the United Arab Emirates, Oman, the Republic of Korea, Saudi Arabia, United Kingdom Kingdom of Great Britain and Northern Ireland, Sierra Leone, Equatorial Guinea, South Africa, Japan.
- 2. The permanent Swiss settlement permit or other such document must be provided by citizens of the following countries:** Algeria, Angola, Afghanistan, Bangladesh, Vietnam, Georgia, India, Iraq, Iran, China, the Democratic People's Republic of Korea, Nepal, Nigeria, Pakistan, Rwanda, Syria, Somalia, Chad, Sri Lanka, Ethiopia.

Only flight tickets*

***Only for Super Express Business Visa (Blitz)**

Explanation letter* (about the reason for the urgency of issuing a visa)

***Only for Super Express Business Visa (Blitz)**

Please fill out the following form:

1. Expected dates of your entry into the Russian Federation:

From _____ until _____

2. Please indicate your primary itineraries:

3. Have you ever been granted a visa to Russia? If applicable, please specify the date of the last time you were granted the visa:

From _____ until _____

4. Home address:

5. E-Mail:

6. Phone number:

7. Information about employer (Name, address, phone number):

8. Purpose of visit:

Tourism

Business

Please send us all documents by registered mail to the following address: Wangenstrasse 43a, Postfach 665, CH-3018 Bern

Everything else we do for You!