



Call us for assistance:
(415) 781-6655
www.russart4you.net

RUSSIAN VISA STEP-BY-STEP GUIDE

Thank you for considering **Russart** for your RUSSIAN Visa Travel needs. You'll make an excellent choice if you use our services since our agency specializes in expediting Russian visas. Our travel professionals help you avoid delays, save money and time. Please follow our FOUR Steps instructions.

We must receive all required documents by our office before expediting your visa to Russia

STEP ONE: Obtain, Complete, and SIGN these documents

- **A Valid Passport:** You have to MAIL us your current valid and signed passport. Passport should be valid at least SIX (6) months after your departure from Russia. Also, you should make sure you have at least **TWO (2) side-by-side** completely blank pages for visas in your passport. Amendment pages (pages 22, 23 and 24) do not count.
If your passport is about to expire or needs more pages, please contact us and we will help to obtain new, renew or add pages to Your passport.
- **TWO (2) Passport Style Photographs:** We advice to go to a passport photographer since she/he is familiar with passport style photograph requirements. Photographs must be 2x2 inches in size.
- **Visa Questionnaire/Application** complete online at: <http://russart4you.net> - website will open in a new window. **Download Step-by-Step instructions on How to complete Russia Visa Application online:** <http://russart4you.net/howtoru>.

As of July 1, 2011, all visa applicants will be required to fill out on-line the Visa Application Form. The information that you enter is not submitted electronically. It is only used to generate the printed form and your application number. **When you start your application, you MUST PRINT OUT down DeclarantID and Password. Please include this information in your package. We will not accept documents without this information.** After completing the application form online, please print it. **Please do not forget to sign and date your application.** We will accept only applications completed online.

- **Visa Sponsorship/Invitation Letter/Confirmation/Voucher from Russia:** You do not need to worry about it. Our complete visa service package includes Letter of Invitation (a.k.a. Confirmation, Voucher) for both business and tourist visas. If you have your invitation letter, please call us.

STEP TWO: Make a Payment:

Please add shipping and our visa expediting fees together and provide us with payment. We accept the following payment types:

- By Credit Card (Visa, MasterCard, Amex).
- By Check/Money Order. Make checks payable to "Russart"

STEP THREE: Mail your application

Please mail or bring all required documents to us. See document checklist below. We recommend you to send your paperwork via traceable, overnight delivery service such as FedEx, DHL, USPS Express or similar courier.

TERMS AND CONDITIONS: Russart acts only as an agent, and only Embassy/consular officials and U.S. Passport Office agents make the final determination when deciding how fast a visa or passport will be issued and for what period of time (validity) visas can be issued. U.S. Passport Services reserve the right to prioritize the processing according to the departure date provided by the applicant. Embassy/consulate officials also have the right to ask for additional documentation in order to issue a passport or visa. Russart accepts no responsibility for the services of the Passport Agency or Embassy/Consulate in connection with the granting of passports or visas, nor for any delays, loss of passports or other materials occasioned by such services or by any delivery services such as FedEx, UPS, or the US Postal Service. Damage compensation is not available. In the case where a visa or passport application has been canceled or rejected, the service fee will be non refundable.

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