

## **Russian Invitation Guide**

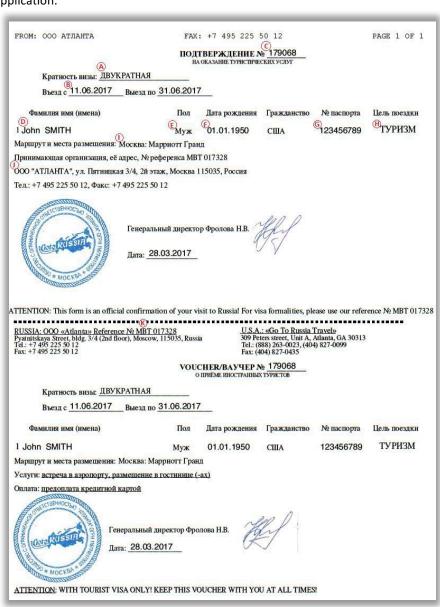
The Russian Consulate accepts several types of invitations to Russia. They differ based on what visa you're applying for. The most common types are Tourist Support Vouchers and Business invitations.

## **Tourist Support Vouchers (also known as Tourist invitations)**

If you're applying for a Tourist Visa, you may have been provided a Tourist Support Voucher by your hotel or travel agent. If you don't have a Tourist Support Voucher yet, our company can obtain one for you for \$30. Please contact your account manager if you'd like to do so.

Below is a common type of Tourist Support Voucher. The key on the left side will help you read your invitation. All this information will be needed when filling out your Russian visa application.

- A. This section states how many entries your Voucher is for.
   Однократная = single
   ДВУКРАТНАЯ = double
   Многократная = multiple
- B. Entry and Exit Dates
- C. Confirmation Number
- D. Your full name as it appears in passport
- E. Sex. Male = муж; Female = жен
- F. Date of Birth (Day-Month-Year)
- G. Passport Number
- H. Туризм = Tourism
- This section pertains to the cities you're visiting. Mapupyt = Itinerary
- J. This section states the Travel Company that is inviting you. The company name is often preceded by the letters "OOO". The address is immediately following this.
- K. This is the reference number often preceded by the letters "MBT"



## **Business Invitation Letters**

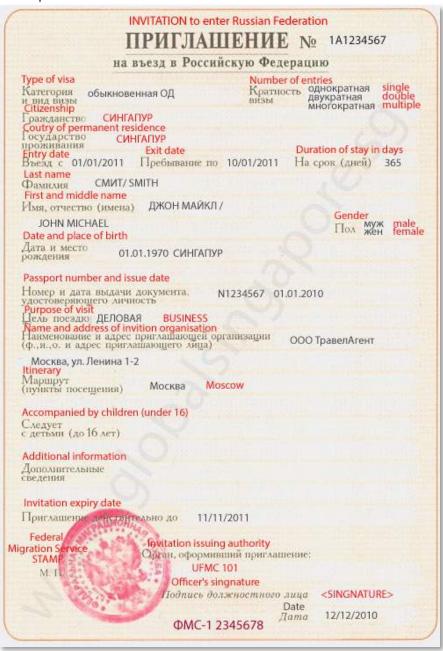
The Russian Consulate accepts 4 types of invitations for business purposes. Below are detailed explanations of each. If you do not have any of the types of invitations detailed below, please contact your Account Manager.

IMPORTANT: Only the FMS, eFMS, and Telex invitations can be processed as Emergency 4-day processing or Rush 7-day processing. The Standard Russian Business Invitation Letter MUST be processed as Standard 12-day processing.

FMS (Federal Migration Service) invitation – When applying for a visa with this type of invitation, you MUST submit the
original document. Copies are not acceptable. The information on your invitation will be inputted in the "Visit Details"
section of your Russian Visa Application.

These types on invitations CAN be turned into the Consulate for Emergency 4-day processing or Rush 7-day processing.

Pictured below is a sample.



2. **eFMS (Electronic Federal Migration Service) invitation** – This type of invitation is the exact same type of invitation as the FMS invitation mentioned above, except you CAN submit a print out of this document. The document is electronic and can be printed once you receive it from your business contact in Russia. This invitation comes with english translations for each field. The information on your invitation will be inputted in the "**Visit Details**" section of your Russian Visa Application.

These types on invitations CAN be turned into the Consulate for Emergency 4-day processing or Rush 7-day processing.

ΦN	ЛС России		Electronic	nvitation to ente	r the Russ	sian Federati
Номер приглашения Invitation number	771600	Opr	ан, оформивший пригл Invitation issuing		г	
Дата и место рождения Date and place of birth		a marriage of	tente:		Пол Sex	муж
Гражданство Nationality	США					
Документ, удостоверяющий г	зичность / Passport	or other ID				
Номер Number	Дата выдачи Date of issue 20.05.				016	
Категория и вид визы Category and type of visa	ОБЫКНОВЕНЬ [ОД]	НАЯ ДЕЛОВАЯ	Кратность визы Number of entries	Д] КАН		
Въезд с Entry from	01.09.2016	Пребывание по Stay until	29.11.2016	На срок (дней) Duration of stay (days)		
Место получения визы Place of visa issuance		Auginos de la compansión de la compansió	en coperati			****
Цель поездки Purpose of entry	член экипажа					
Приглашающая сторона Invited by		male mic and	C. THEODIE ST	and the same	979.37	AL STREET,
				771600 2Y	8885061	
				771600 2Y	8885061	

3. **Telex Invitation** – if your business contact in Russia obtained a Telex invitation for you, you will NOT have a physical invitation to submit with your application, instead your Russian contact should have provided you with a 6-digit Telex Directive Number. This number will be inputted in the "**Directive (telex) number**" field in the "**Visit Details**" section of the Russian visa application. The Telex itself does not exist in paper form until your application arrives at the Consulate and printed out there.

This type on invitation CAN be turned into the Consulate for Emergency 4-day processing or Rush 7-day processing.

- 4. **Standard Russian Business Invitation Letter –** Some companies may choose to send you a simple letter typed on company letterhead as an invitation letter. This will suffice however it will need the following information.
  - a. Invitation on the letterhead of the host company with full contacts and address of the company.
  - **b.** Tax ID Number often preceded by TIN or MHH (Russian letters).
  - **c.** Invitation must be addressed to the Consular Division of the Russian Federation in the United States where you will be applying.
  - **d.** Short description of the host company: What is the purpose of the invitee's visit? What is he/she going to do at the host company?
  - **e.** What type of visa are you seeking? Single, Double, or Multiple. Note: if multiple, you must provide a reason as to why you'd like a multiple entry.
  - **f.** All passport details of the invitee.
  - g. Your position within your company, address of your company and your contacts at your company (superiors).
  - h. Type of Visa sought Business or Humanitarian, type (single, double, multiple) and period of stay. (dd/mm/yy)
  - i. Address of hotel accommodations in Russia.
  - j. Places (cities) to be visited in Russia.
  - **k.** The letter must be signed by person of authority at the host company. Include his/her position in the letter. Only the head of a company or the manager of a department can sign the invitation.
  - I. The letter must be stamped with the host company's official seal.

This type on invitation MUST be turned into the Consulate for 12-day standard processing. It CANNOT be submitted for rush or emergency processing.

## Below is sample of a standard business letter from a Russian Company.

