

General guidance to help you complete the Russian Visa Application Form:

1. **Registration** - Before you complete the online visa application form you will need to register with the Russian Visa Application website, to do this please click on registration, enter your name and then enter the numbered code as seen in the image.
2. **IMPORTANT** – Please make a note of your ID number and password given to you, without this information you will not be able to recall or amend your application should you need to.
3. Once you have confirmed your registration click on New Application and agree to the terms and conditions to start your visa application.
4. Enter the information requested into the appropriate spaces on the form. Please answer all questions in full and accurately. Your answers must be in English and must use English characters. Letters like ñ, é, ü, ç are not recognized by the system. Please enter names like Muñoz and Sémonin as Munoz and Semonin. Please do not use hyphens, commas etc.
5. When completing the information about the inviting organization **for tourist visas** the MFA Directive number should be left blank however you will need to include the inviting tourist company information and reference number, **for business visas** you will need to include the inviting Russian institution or organization as on your original invitation, you will also need to include the invitation number, if you are unsure about any of this information then please contact us.
6. **Appointment date**, please enter the date you will be sending the application and passport to ctms for submission and in the visa issuing office please select VFS LONDON.
7. **Print** - Once you have completed the application form, click the save and submit button, and then the print in A4 button to print off your application form in the correct format.
8. You will need to complete an entire application form for each applicant. If the application is left incomplete your information will not be saved and the entire activity will need to be repeated from the start when you log on again.
9. Once you've printed your application form please attach your passport-type photograph with glue (no staples) then sign and date the form.
10. Once you have all your visa related documents together deliver to:

Visa Department, ctms Ltd., The Connection, 198 High Holborn, London WC1V 7BD

ctms CANADA (Head Office)

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11. Should you decide to **visit us** personally to submit your application, please bring all printed pages of your Visa Application Form, and supporting documents with you.
12. The online application form is only stored on the Russian Visa Application website until the date of travel you have selected. If you submit a printed and signed application form after this date has passed then we would be able to process the application however, it would not be possible to retrieve, modify or reprint the application and new form would need to be created under these circumstances.

We are happy to complete the online form for you should you encounter any difficulties. In this case please [request a manual form](#), complete it (hand written) and return it to us. We will then upload the information for you. We do charge a £20 (plus VAT) fee for this service.

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