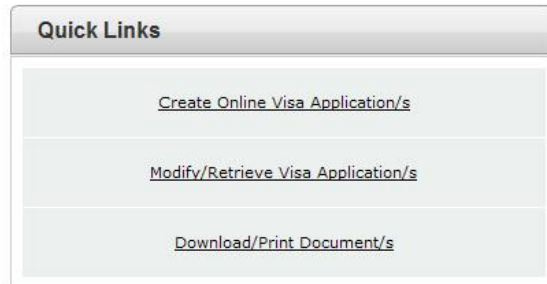


A step by step guide to completing the on line visa application for Russia

- 1) Please enter <https://www.visaservices.co.in/Russia-UK-Online/> in your browser's address bar.
- 2) Once the page has opened (fig 1). Select :- **Create Online Visa Application/s.**

fig1



- 3) The next screen will ask you to select the following (fig 2) :-

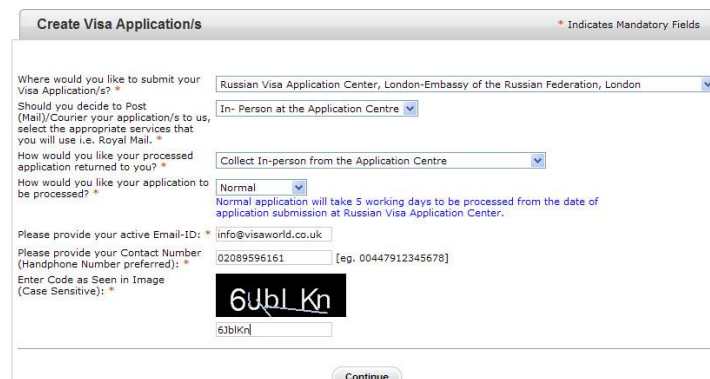
Where would you like to submit your Visa Application/s?
How would you like to submit your application?
How would you like your processed application returned to you?
How would you like your application to be processed?

Select: **London**
Select: **in person at the application centre**
Select: **Collect in person**
Select: **Normal** for 6 day Service or
Urgent for next day Service
Enter **ONLY** :- **info@visaworld.co.uk**
Enter **ONLY** :- **02089596161**

Please provide your active **Email-ID**
Please provide your Contact **Number**
Finally Enter the **Code** as Seen in the Image and click **Continue.**

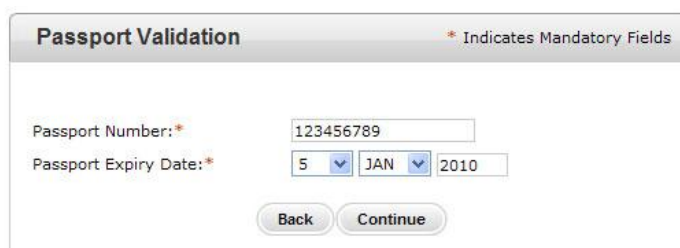
It is imperative that you enter the information as shown. Failure to do so will result in **additional** charges and possible rejection of your application by the Russian Embassy.

fig2



- 4) The next screen (fig 3) will ask you to enter your passport information and click continue.
Please read the notes given on the page.

fig 3



- 4) The next screen (fig4) will ask you to enter the details relating to the visa application. Complete **all** sections, as you type the screen will occasionally refresh. At the top of each page you will find a link for assistance in completing the form. When entering your name please ensure that you enter your name as it appears in your passport. If travelling on **business** It is imperative that you enter the Name of the company you are visiting in the section “Russian organisation to be visited “, if you are travelling as a **tourist** enter the **name** of hotel / tour operator and ref number as it appears on your **tourist voucher**”.

fig 4

- 5) Once you have completed all the fields on the form click “Continue” the next screen (fig 5) will ask “if you wish to add another Relative’s or your Spouse/Partner’s application?” Select Yes or No. (if you select **yes** repeat steps 4 and 5)

fig 5

- 6) After you click Submit you will be asked to read and agree to the terms of use. The next screen (fig 6) will display your unique web reference number/s. Please ensure that you make a note of each number for **all** applicants displayed. Once you have done so please click “Continue”

fig 6

This screen displays a total collation of application information with applicable fees. For a more detailed understanding of each field of entry, please [[Click Here](#)].

You have successfully created online VAF.
Please note your Web Reference Number for future use.

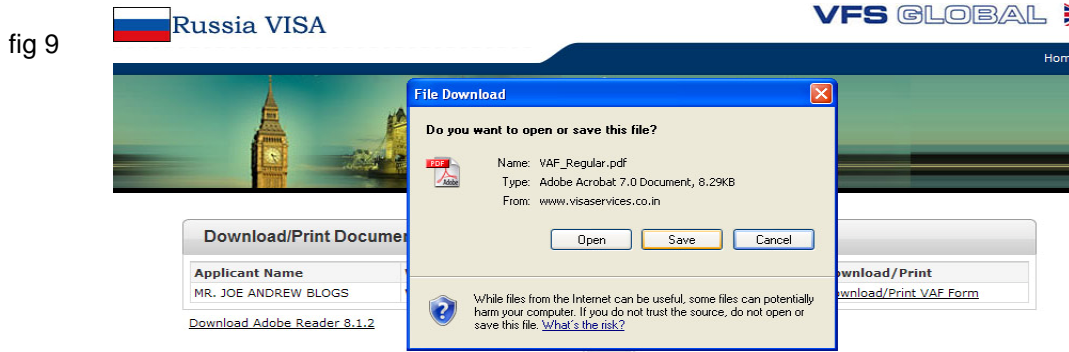
Applicant Name	Web Reference No	Passport No	Visa Fees	Administrative Charges	Emergency Charges	Admin VAT	Application Courier Return Charges	Courier VAT	Service Charges	Service VAT	Referral Charges	Total Applicable Fee per applicant
MR. JOE ANDREW BLOGS	W0015303673453	123456789	50.00	0.00	0.00	0.00	0.00	0.00	22.00	3.30	0.00	75.30
Grand Total:												75.30

Continue

- 7) Next you will be presented with four options (fig 7) Please select “**Download/Print VAF Form**” only **DO NOT** make payment via this system as **we** will make payment directly to the visa department.

fig 7

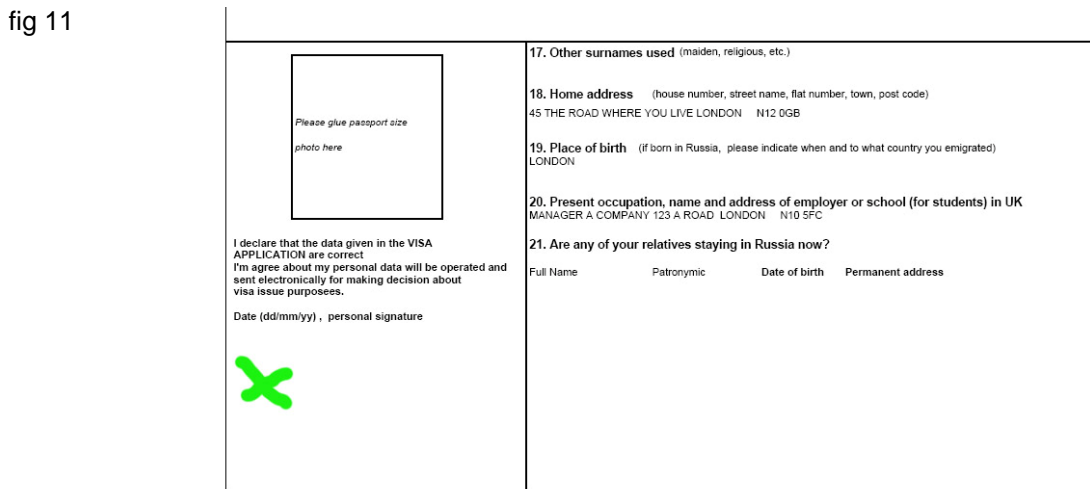
9) A pop up window will open (fig 9) select "open"



10) The completed application form will now open in Adobe acrobat. Please check all the information thoroughly and that the web reference is clearly visible in the top left corner of the form (fig 10)



11) If you are satisfied that all the information on the form is correct, Please print the form on white paper. Once printed, please sign and date the form in the space provided (fig 11).
If there is more than one application please repeat steps 8 to 11 for each applicant.



12) Your application form **must** be submitted within **10 days** of completing the online form.

13) When submitting your application/s to our office, please include our order form which can be found on the next page. This is a check-list component and an aid to our efficiency and it will help us to give you better assistance and a speedier service.

Please ensure that you have enclosed all supporting documents and that your passport/s is valid for a minimum of six months beyond your intended stay in Russia. As an accredited agent of the [UKPS London Passport Office](#), we are well positioned to be able to process routine or [urgent passport applications](#), renewals, name change on marriage, other name change, a photo change or other amendment as well as a child's first passport, renewal, extension or amendment etc. If the need occurs, we can also advise on the criteria and requirements necessary to apply for a second or a third passport etc.

Should you experience any problems completing the application process or if you would prefer our staff to complete the form for a nominal fee. Please contact our office on **020 8959 6161**, where our staff will be happy to take your order and assist you with your application.