

VISA INFORMATION

Please note that the information provided in this letter is generic. Russian visa requirements vary from country to country based on the diplomatic and political situation as well as the regulations of the Ministry of Foreign Affairs of the Russian Federation.

Diplomatic situations can change rapidly, so we advise you to refer to the [Russian Ministry of Foreign Affairs](#), as well as travel advice from your own diplomatic bodies and the Russian embassy or consulate in your country.

As exhibition organisers, we at ITE Group cannot guarantee or help our customers with obtaining a Russian visa. In many cases it is not a quick process, we therefore recommend **to start preparing well in advance**.

INVITATION, LETTER OF SUPPORT AND TRAVEL AGENCIES

- To obtain a Russian business visa, you must have an **official invitation** issued by the Ministry of the Foreign Affairs or Ministry of Internal Affairs of the Russian Federation.
- **ITE Group cannot provide this invitation.** Travel agencies and organisations accredited by the Russian Ministry of Foreign Affairs usually have partners who can get the invitation for a fee.
- ITE Group can provide a **letter of support**. This letter confirms your intention to exhibit at one of our events, but it cannot be used instead of the official invitation.
- Please note that having the invitation does not guarantee a Russian visa. The decision is usually made on a case-by-case basis.
- As mentioned above, travel agencies or other organisations can assist you with the process. One of our partners is Corporate Visas UK travel agency, which is based in London, or Travelmart, based in Moscow. We do not receive commission from these agencies, we simply recommend them because we also use their services. Please feel free to use any third party.

OBTAINING A RUSSIAN VISA

Corporate Visas UK: Irina Ligay, Business Account Manager, E-mail: info@corporatevisasuk.com Address: 5 Southampton Place, London, WC1A 2DA. Tel: 020 34 05 40 82 (only visa help, not a travel agent)

Travelmart: E-mail: invita@travelmart.ru Tel:+7 (495) 935-83-85 (both visa help & traveling services)

These recommendations were prepared by Corporate Visas UK and are updated every 4 months. They were last updated in June 2019. Any questions should be addressed to Corporate Visas UK or your chosen visa provider /travel partner, **ITE cannot provide any immigration/visa advice**.

The Russian MFA has restrictions/processing times and additional documentation requirements with issuance of Business Visa Supports depending on applicants' nationalities.

Obtaining a Business Russian visa is a two-stage process:

1. Obtain an **official invitation** from the Russian Ministry of Foreign Affairs or accredited body
2. Apply for your **visa**

Cost for Single-entry visa support – from GBP 65.00 (depending on applicant's nationality and processing time at the Russian MFA).

DHL: from GBP 60.00 (depending on the destination)

Business Single entry Visa Support process takes 6-8 working days, 12-14 w.d.* at the Russian MFA.

Please note the official process will start 90 days prior to travel dates.

Documents required for the invitation:

- A colour-scan of the applicant's passport
- A completed order form (refer to Corporate Visas UK for the form)
- A letter from the applicant's company on letterheaded paper addressed to the Russian Ministry of Foreign Affairs, Moscow, Russian Federation. The letter should be dated, confirming the applicant's position and date employment commenced. Signed by the applicant's manager or HR representative and the applicant. (refer to Corporate Visas UK for a sample) (required for some nationalities only)
- A letter (in **Russian** and **English**) from the organisation being visited in Russia (letter of support) on letterheaded paper addressed to the Russian Ministry of Foreign Affairs, Moscow, Russian Federation. The letter should be dated, signed and stamped, confirming the purpose of the business trip. Please refer to the Customer Success Team/your Event Coordinator for a **letter of support**. (required for some nationalities only).

A copy of the official invitation can be delivered to the applicant's address. Full delivery address, contact name and phone number should be provided to Corporate Visas UK in advance.

Once the invitation has been delivered from Moscow, the applicant can submit their visa application at their country's Russian embassy or consulate. Corporate Visas UK will issue an invoice once the completed order form is received.

*up to 3-4 weeks for some nationalities.