

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 CTMS 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

CTMS: Irina Ligay, Visa Support Manager visa.support@ctmstravel.com +44 (0) 20 7421 0001

Travelmart: invita@travelmart.ru +7 (495) 935-83-85

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

Please note that CTMS does not work with nationals of all countries, please contact them directly to find out if they can help you.

Obtaining a Business, single-entry 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**

Costs for the official invitation:

- Business single entry visa support (obtaining the invitation) – GBP 250.00
- CTMS processing fee – GBP 30.00
- Invitation delivered from Moscow by FedEx or DHL – around GBP 90.00
- Total cost including delivery – GBP 370.00

The process of obtaining the invitation can take up to 3-4 weeks.

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 CTMS 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 CTMS for a sample)
- 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**.

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 CTMS 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. CTMS will issue an invoice once the completed order form is received.