

## Tourist Visa

Documents to be submitted with the visa application:

- A visa application form correctly completely and signed
- Two (2) recent color photographs (3 cm × 4 cm) bearing the true likeness to the applicant
- International Passport (including photocopies, only pages containing any information). The passport should be valid for at least three (3) months after the expiry of the validity period of the visa and contain at least two (2) free pages.
  - In case of a new passport, photocopies of the old passport are required (only pages containing any information)
- Internal Passport (including photocopies, only pages containing any information)
- Hotel Booking / Voucher / Confirmation of reservation of accommodation. All documents should be submitted in the original or in faxed copies, if there is only an e-mail confirmation of accommodation, a recent bank statement should be present in order to prove that the payment/pre-payment has been made.
- Certificate of Employment, mentioning job title, salary and period of employment. The Certificate should be written on an official letterhead of the company, containing work address and telephone number, it should be dated, stamped and signed. The Certificate should be recent (issued maximum one month before the day of submission)
  - In case of Self Employed persons: Tax declaration and Permit of Work as Self Employed
  - In case of Students: Photocopy of student identity card as well as job certificate and letter from sponsoring persons (close relatives) and a copy of the passport of the sponsoring person and a supporting document for relationship proof
  - In case of Pensioners: Copy of the payments of pension
  - FOR ALL OTHER CASES: A sponsoring letter (only by close relatives) / bank statement / proof of other sufficient and regular financial means are needed. In case of sponsoring letter a copy of the passport of the sponsoring person and a supporting document for relationship proof are needed.
- Travel Insurance Policy [The Travel Insurance should be an International Medical Insurance valid for all Schengen countries. The Insurance coverage should be at least 30,000 Euros or equivalent and cover all risks (e.g. accident, illness, medical emergency evacuation etc)]
- Ticket (if available)

## Important

1. FOR CHILDREN: A Birth Certificate is needed along with a supporting document from school (if the child is in school)
  - When the child is not travelling with either parents, or the validity period of the visa is different for the child and one of the travelling parents, a notary public form of the non travelling parent is required along with a copy of his passport.
  - If the child is being accompanied by another person, and not the parent, a notary public form from both parents is being required along with copies of their internal passports.
  - In case if a child has ONLY one parent one of the following proofs should be presented:
    - Form N.25
    - Decision of the court stating that one of the parents was deprived of his/her parent's rights.
    - Death Certificate
2. FOR CHILDREN IN PARENTS' PASSPORT: A separate Visa will be issued for each child included in the parents' passport and no combined visa for the child and parent can be issued. A separate Application Form for each child with photographs and set of documents shall be required.
3. FOR NON RUSSIAN CITIZENS: A valid resident permit for the Russian Federation valid three (3) months after the expiry of the visa is required
4. APPLICATIONS SHOULD AS A RULE, BE SUBMITTED BY THE APPLICANT. IN SPECIAL CASES (DISTANCE etc) THEY COULD BE SUBMITTED BY ANY OTHER PERSON HAVING A SPECIAL POWER OF ATTORNEY. THE CONSULATE MAY AT ANY TIME REQUEST THE PRESENCE OF THE APPLICANT FOR AN INTERVIEW AS WELL AS REQUEST ADDITIONAL DOCUMENTS