

WORK VISA CHECKLIST

(TO BE SENT WITH THE VISA APPLICATION)

DOCUMENTS	AVAILABILITY ✕ NOT ENCLOSED ✓ ENCLOSED
ORIGINAL PASSPORT	
COMPLETED ONLINE APPLICATION FORM (PRINTED AND SIGNED)	
COLOUR PHOTOGRAPH (3,5 X4,5)	
WORK VISA INVITATION	
TRAVEL INSURANCE	
HIV CERTIFICATE	
A COPY OF BELGIAN ID CARD (IF REQUIRED)	
SIGNED SOLEMN DECLARATION	

CONTACT INFORMATION

NAME		CONTACT NUMBER	
EMAIL ADDRESS			
PREFERRED DELIVERY ADDRESS:			
DATE		SIGNATURE	

I hereby confirm that I have submitted a complete application and that I know and accept the minimum processing times required for my visa application.

Date: _____ Signature: _____

DOCUMENTS REQUIRED

In order to apply for a standard, single-entry, double-entry or multi-entry work visa, the following must be submitted:

1. **Original passport**, which must contain at least 2 blank pages visa pages, and which must be valid for a period of 1.5 years from the date the visa becomes valid;
2. **Online application form** completed on the website visa.kdmid.ru , printed and signed in person by the applicant.
 - When selecting the location where you are going to submit your documents, you need to choose VFS Antwerp
3. **Colour photograph 3,5x4,5** - please see [Photo Specifications](#)
 - Your photo should be glued to the application form
4. **Work Visa Invitation**
 - An invitation to enter the Russian Federation issued by the Ministry of Internal Affairs Electronic (copy is enough) or original (orange paper. Original needs to be sent).

PLEASE CHECK THE EXAMPLES ATTACHED AFTER THE LIST OF REQUIRED DOCUMENTS

5. **Medical insurance policy** document, valid in the territory of the Russian Federation and covering the entire duration of the visa.
 - Please note - The medical insurance policy must contain:
 - the date when the agreement was signed;
 - the policy number;
 - the full name of the person insured;
 - full details of the insurer;
 - the policy must cover the entire period of stay in Russia for all type of visas;
 - a list of medical and medical-transport services provided for, including repatriation in case of death;
 - the minimum amount of cover must be 30,000 EUR;
 - the territory must be Worldwide, the Russian Federation, or Europe including Russia;
 - the signature of the insurer.

Insurance policies and confirmation letters which do not contain the information above and standard forms stamped by the insurer will not be accepted.

6. A certificate not older than 3 months confirming that the foreign national is HIV-negative
7. **Copy of Belgian ID card** (both sides)

Citizens of all countries except for the EU countries should provide a valid Belgian residence permit with the durability of more than 90 days.

Please note that **the citizens of Denmark, Ireland and Great Britain and the Northern Ireland have to provide** a permanent residence permit.

USA citizens do not need to provide a permanent residence permit.

Important: The Consulate General of the Russian Federation in the Kingdom of Belgium may require additional documents before issuing a visa, may invite you to an interview or extend the time required for consideration of your visa application.

SCHEDULE 1

SOLEMN DECLARATION*

I, holder of passport No, issued by, hereby undertake that I shall utilise my visit only for the purpose of which, Visa has been applied. I also declare that I am present in Belgium on the date of making this application and that all the information given by me here is true, accurate and complete.

I understand that my Visa application is being handled through VFS GLOBAL, service providers in Belgium appointed by Consulate General of Russia in Brussels, or the Russian Embassy in Brussels Belgium. I am aware that the grant or refusal of Visa is at the sole discretion of the Consulate General of Russia / Russian Embassy and VFS Global is not responsible for the same or for any delay in the receipt of the Visa.

The processing of my application including processing time is subject to the procedures and timescales of the Consulate General of Russia / Russian Embassy over which VFS Global has no control. I hereby agree to the VFS GLOBAL SERVICES Belgium, Terms and Conditions including Disclaimer and VFS Data Protection policy current at the date of my application.

I accept that application fees are not refundable and are payable even if a Visa is not granted. I accept that VFS Global limits its liability for replacement of lost passports or other travel documents, to refund of my application fee, and reimbursement of government fees in accordance with the VFS Global refund policy.

I am responsible for the accuracy of my application form, and I accept that if VFS Global checks my application form, it does not guarantee that it will find any errors, and does not verify information I have provided. I accept that VFS Global excludes all other liability in relation to my application and advice or information given to me, including for breach of contract or negligence. I acknowledge and agree that my application and associated data (personal even sensitive) will be processed in accordance with the VFS Data Protection Policy and that my data may be processed by an affiliated company which may be a part of the VFS group of companies or a subcontractor for VFS Global, and that such processing may take place by Russian Embassy / Consulate but subject to the same standards as apply in under the Belgian Law as currently effective and according to the type of data I submit to have my VISA issued. I also state that I fully understand the present text in English and all other documents referring to VFS group policies , Terms & Conditions etc. that were available for me to review and I dully accept.

Important Note: Suppression of facts or furnishing misleading/false information will result in denial of Visa without assigning any reason. Visa fee once tendered is non-refundable and subject to change without notice. After receipt of Visa ensure name, spellings, passport number, type and validity Visa is given correctly. Visa is valid from the next day of date of issue. It is advisable to make travel arrangements after obtaining appropriate Visa.

Submitted in, on [.....] [.....] 2018

.....
Sign & print name in block capitals

* TA commits to obtain a duly signed SOLEMN DECLARATION by each applicant

EXAMPLES:**WORK VISA INVITATIONS:**

- An invitation to enter the Russian Federation issued by the Ministry of Internal Affairs**



ФМС России

Электронное приглашение на въезд в Российскую Федерацию
Electronic invitation to enter the Russian FederationНомер приглашения
Invitation number **771500 2Y8878437**Орган, оформивший приглашение
Invitation issuing authority **NET**

Дата и место рождения Date and place of birth			Пол Sex	МУЖ
Гражданство Nationality				
Документ, удостоверяющий личность / Passport or other ID				
Номер Number			Дата выдачи Date of issue	
Категория и вид визы Category and type of visa	ОБЫКНОВЕННАЯ ДЕЛОВАЯ [ОД]	Кратность визы Number of entries	МНОГОКРАТНАЯ [М]	
Въезд с Entry from	Пребывание по Stay until	На срок (дней) Duration of stay (days)	0365	
Место получения визы Place of visa issuance				
Цель поездки Purpose of entry	ДЕЛОВАЯ			
Приглашающая сторона Invited by				

ELECTRONIC

771500 2Y8878437

ПРИГЛАШЕНИЕ № 2Y9471814
на въезд в Российскую Федерацию

Вид визы: **обыкновенная деловая** Кратность визы: **многократная**

Гражданство: **БОЛГАРИЯ**

Государство постоянного проживания: **БОЛГАРИЯ**

Въезд с: **25.05.08** по: **25.05.09** На срок (дней): **365**

Фамилия: **БИЧЕВИНА/BIACHEVINA**

Имя, отчество (имена): **НАТАЛИЯ ВЛАДИМИРОВА / NATALIA VLADIMIROVA** Пол: **жен**

Дата, страна и регион рождения: **01.01.1975/БОЛГАРИЯ СОФИЯ**

Номер и дата выдачи паспорта: **357885834 17.09.2007**

Цель поездки: **Коммерческая**

Приглашающая организация и ее адрес (ф. и. о. и адрес приглашающего лица):
ООО ИТ ГРУПП
109240 МОСКВА РАДИЩЕВСКАЯ ВЕРХН. УЛ. д.4 кор.3-4 кв.5

Маршрут (пункты посещения): **Г МОСКВА С ПЕТЕРБУРГ**
ИРКУТСК БРАТСК

Следует с детьми (до 16 лет):

Дополнительные сведения:

Въезд действителен до: **25.05.2009**

Орган, оформивший приглашение: **УФМС-513**

Подпись должностного лица: *[Подпись]*

ПВС-2 4178460 Дата: **05.05.2008**

ORIGINAL