

WORK VISA

Version: 18/02/2019

LIST OF DOCUMENTS REQUIRED FOR WORK VISA

- 1 **The original passport, having at least 2 blank visa pages and valid for a period of at least 18 months from the time the visa is delivered**
- 2 **A photocopy of the bio page of the passport (photo and signature)**
- 3 **One colour photograph conform to the norms mentioned on our [website](#)**
 - Your photo should be glued to the application form
- 4 **The visa application form duly filled on the site visa.kdmid.ru**
 - Your application form should be printed and signed in **black** pen (signature of the applicant only)
 - For the choice of place to submit your application you should select the visa centre where you are intending to apply
 - If you are holding an Irish, British, Australian, Danish, American, Georgian or Canadian passport you must provide **2 copies** of the application form

In our Marseille office, British passports are only accepted with official invitations from FMS or Telex
- 5 **One of the following documents**

An Invitation letter to enter the Russian Federation issued by the Ministry of Internal Affairs
A decision to issue a visa from the Ministry of Foreign Affairs (telex/FMS)
- 6 **The original insurance policy which contains the following information:**
 - the date, stamp and signature of the insurer
 - the policy number
 - the full name of person insured
 - the address and contact details of the insurer
 - the policy must cover the whole stay in Russia for single and double entry visas and for the duration of the first visit for multiple entry visas
 - the list of medical services and medical transport including repatriation
 - the territory of cover should be World, Russian Federation or Europe including Russia

Insurance policies and attestations which do not include the above elements as well as generic policies with insurance company stamps will not be accepted.
- 7 **A certificate confirming that the foreign national is HIV-negative (if applying for a visa for a period of over 90 days)**

In our Marseille office, certificate confirming that the foreign national is HIV-negative for all work visa application

LIST OF ADDITIONAL DOCUMENTS

If you are from a country other than France, Switzerland or European Union country (except Ireland, Great Britain and Denmark)

- Original and photocopy of a valid « Titre de Séjour » for France (not required if you are a Liechtenstein passport holder)
- Original and photocopy of a permanent « Titre de Séjour » in France with validity of more than 90 days for following nationals: Albania, Bahrein, Venezuela, Haiti, Egypt, Lesotho, Libya, Macedonia, Mali, Mexico, New Zealand, United Arab Emirates, Oman, Republic of Korea, Saudi Arabia, Sierra Leone, Equatorial Guinea, South Africa, Japan
- Original and photocopy of authorisation of unlimited stay in France or any other equivalent document for the following nationals: Algeria, Angola, Afghanistan, Bangladesh, Vietnam, Georgia, India, Iraq, Iran, China, Popular Democratic Republic of Korea, Nepal, Nigeria, Pakistan, Rwanda, Syria, Somalia, Chad, Sri Lanka, Ethiopia
- Applicants whose nationalities do not appear above or below must provide the Original and photocopy of a valid « Titre de Séjour » or Category D visa for France

If you are holding an Irish, British, Australian, Georgian or Danish passport

- Original and photocopy of a valid « Titre de Séjour » /ID for France **or** an employment/study attestation **or** a residency attestation from the Town Hall
- In our Marseille office, British passports are only accepted with official invitations from FMS or Telex

If you are holding an American passport

- Original and photocopy of a valid « Titre de Séjour » for France. If there is no « Titre de Séjour » processing time can be a minimum of 8 working days (in Marseille 12 working days)
If applying in Marseille : Original and photocopy of residence permit / ID card in France or work/study attestation from France or attestation of address issued by the Town Hall

If you are holding a Canadian passport

- No document related to stay in France is required
Original and photocopy of a valid « Titre de Séjour » /ID for France **or** an employment/study attestation **or** a residency attestation from the Town Hall is required in Marseille

IMPORTANT: The Embassy of the Russian Federation can request additional documents, call you for interview, or increase the time to examine the file before issuing a visa.

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

Date: _____

Signature: _____