

# The ICEF Moscow Workshop

Meet quality student recruitment agents from Russia, Eastern Europe, Central Asia and the Caucasus



The Ritz-Carlton, Moscow • March 23 – 25, 2012

## Business visa support form II

If you need visa support, which costs EUR 100 or EUR 250 (Telex), please fill in this form and return it by fax to **Interconnect Group Moscow**. **Visa support is issued only in connection with a hotel reservation through the Interconnect Group. Please note:** This form should be sent **30 days prior to the arrival date!** See important facts below.\*

### Personal details (Please type or print in capital letters)

|  |  |
|--|--|
| Last name _____  | First name _____   |
| Date of arrival _____  | Date of departure _____  |
| Date of birth _____  | Sex: male <input type="checkbox"/> female <input type="checkbox"/> Citizenship _____ |
| Place of birth (city & country) _____                          |  |
| Permanent residence (city & country) _____                     |  |
| Passport no. _____   | Date of issue _____  |
| Date of expiry (at least 6 month before visa expiration) _____ |  |
| Company / Institution _____                                    |  |
| Current position _____   | Street _____   |
| P.O. Box _____   | City _____   |
| Postal Code _____  | Country _____  |
| State _____  | Tel. (company) _____   |
| Tel. (private) _____   | Fax _____  |
| Email _____  | URL _____  |

### Payment

- EUR 100 per person (standard)
- EUR 250 per person (Telex - **urgent business visa invitation** will be send to the Russian Embassy in your country within **2 days**)
- Money transfer against invoice
- Credit card

\*Please note: If you prefer to pay by credit card, it will be charged with a 3% non-refundable fee at the time of payment.

### Important facts

\*Please be informed that the invitation letter that will be issued by this order is **not a visa** and is **not sufficient to enter Russia**. To obtain your Russian business visa you will need to apply to your local/nearest Russian consulate using this invitation. When you receive your invitation by fax (or, for some countries, in original) we advise that you contact your travel agent or local/nearest Russian consulate for details. The amount of EUR 100 will cover your invitation letter only. A separate payment for your Russia visa has to be made to the consulate or your travel agent.

\*Please be aware that the invitation letter is issued within **14 days**. Please be also informed that Interconnect Group will try to obtain your invitation letter as soon as possible, but in some cases the Foreign Authority can detain the issue of invitations. In such situations Interconnect Group will take advantage of every option to accelerate this procedure, but can not guarantee a positive outcome and neither Interconnect Group nor ICEF are responsible for any consequences of such delays.

\*Please be aware that **proof of medical insurance is required to enter Russia**.

\*Every person who is not a citizen of Russia must be in possession of a **migration card** that is provided at the airports in Russia. Please complete the migration card before passing through customs and immigration at the airport. When completing the migration card, make sure to indicate in the section 'Purpose of visit' the reason of your visit corresponding to your visa type. Please note that, as a foreign visitor, you must also have a hotel registration and confirmation secured for the entire period of your visit. This information will be added to your migration card at the reception desk of your hotel when checking in.

### For further information please contact

Interconnect Group, Ms Olga Andreeva

Tel +7 495 956 82 68, Fax +7 495 956 82 68, Email ► [workshop2012@inter-co.ru](mailto:workshop2012@inter-co.ru)

► Fax to: +7 495 956 82 68