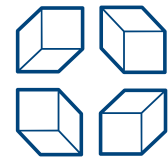


# The ICEF Moscow Workshop

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



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



**ICEF**  
Workshops

## Business visa support form I (for Ritz-Carlton residents)

If you need visa support, which costs EUR 85, please fill in this form and return it by email to **Western Gate** at [irina@westerngate.ru](mailto:irina@westerngate.ru)

**Please enclose a copy of your passport.**

**Please note:** This form should be sent at least **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) _____	
Place of Visa issue _____	Dates of stay in Russia: from _____ to _____
Address in Russia _____	
Company/Institution _____	Job position _____
Street _____	P.O. Box _____
City _____	Postal code _____
Country _____	State _____
Tel. (incl. area code & extension) _____	Fax _____
Email _____	URL _____

### Payment

- Business invitation single entry  EUR 85  
 Money transfer against invoice  Western Union

### Document delivery

- by FedEx (additional, individual delivery costs apply)  by fax

### 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 original, we advise that you contact your travel agent or local/nearest Russian consulate for details. The amount of EUR 85 will cover your invitation letter only. A separate payment for your Russian 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 Western Gate 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 Western Gate will take advantage of every option to accelerate this procedure, but can not guarantee a positive outcome and neither Western Gate 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

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Tel +7 342 2762 196, Email ► [irina@westerngate.ru](mailto:irina@westerngate.ru)