

ICEF Moscow Workshop

For international educators and student recruitment agents from Russia, Eastern Europe, Central Asia and the Caucasus



ICEF
Workshops



The Ritz-Carlton, Moscow • March 23 – 25, 2018

Business Visa Support Form

If you need support for a single or multi entry business visa, please fill in this form and return it by email to **Western Gate** at irina@westerngate.org. **Please enclose a colour scan of your passport.**

Please note: This form should be sent at least **6 weeks 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 100 Business invitation multi entry for one month EUR 120
 Money transfer against invoice Western Union

Document delivery

by courier (additional, individual delivery costs apply) by email

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 nearest Russian consulate using this invitation. When you receive your invitation by email or as an original, we advise that you contact your travel agent or local Russian consulate for details. The amount of EUR 100/ EUR 120 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 30 days.** Please also be informed that Western Gate will try to obtain your invitation letter as soon as possible, but in some cases the Foreign Ministry can detain the issue of invitations. In such situations Western Gate will take advantage of every option to accelerate this procedure, but cannot 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

Western Gate, Ms Irina Novoselova
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