



Guidance Notes for ONLINE visa application form (Form-checking service for school groups)

GUIDANCE NOTES TO HELP COMPLETE THE ONLINE VISA APPLICATION FORM FOR RUSSIA

You can complete the online visa application form here:

<https://visa.kdmid.ru/PetitionChoice.aspx>

Please select the following password: Bishop 2016

Section: Welcome page

- Select “UNITED KINGDOM”.
- Select language if not ENGLISH.
- Check the box – “I have read this information”.
- Click complete new application form.

Section: Application ID page

- Choose a password. We would recommend that the password be the name of the school and the year of your trip, and all applicants use the same one.
- **Please, send the password to us as we may need to amend some of the application forms.**
- Enter the symbols in the box and click “Submit”. If the symbols are difficult to make out, refresh the page.

Section: Your Electronic visa application details

- Record your application ID number or click “Print application ID”.
- Click Next.

n.b. The ID number will be required to continue the application if your session times out before completion. In order to save a draft, use the “Save draft” option which appears after several minutes?

- Follow the instructions on each page. If during completion there are mistakes or mandatory fields are not completed, they will be highlighted and a notification of mistake will be displayed below the field. These mistakes must be corrected on order to continue.

Please be aware all questions have to be answered!

Section: Visa Details

- Purpose of visit (section)
Select Tourism.
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- Visa Category and type
Select “Common Tourist”.
- Number of Entries
Enter “single”
- Date of Entry into Russia and Date of Exit from Russia
- Click Next.

Section: Personal Details

- Complete as requested.
- Click Next.

Section: Passport details

- Complete as requested.
- Type of passport: Please select “Tourist”
- Issued By
For UK nationals enter IPS or UKPA (this is shown above your passport signature).
- Click Next.

Section: Visit details

- Which institution are you going to visit?
Please select Travel Company
- Name of organisation
Enter ‘Select Service’.
- Address of company
Please enter Moscow, Novinsky Boulevard 11A , Building 2, 121099
- Reference number
Enter ‘000421’.
- Confirmation number
Enter ‘000421’.
- Itinerary (places of visit)
Please enter city of arrival and city of departure (if different).

- Who will pay for your trip to and stay in Russia?
Students could enter either ‘independently’ or ‘Other person’. If ‘Other person’ selected, please enter the full name and date of birth.

- Do you plan to stay anywhere (hotel, individual) during your stay in Russia?
Please select ‘Yes’ and select ‘Hotel’

Please enter full details of hotels corresponding to Itinerary (places of visit)

- Click Next.

Section: Additional Information

- Education and Previous Employment

Applicable for teachers, only!

If you are currently employed, please complete details of previous two places of employment.

If you have no previous employers, please select the answer ‘No’. If this is the case, you are required a cover letter to state the same.

- List all countries you have visited in the last ten years and indicate the date of visit

Please reflect visas and stamps you have in your current passport. If visited Russia previously, please start the list with it.

Section: Miscellaneous information

•Do you have a permanent residential address?

Please select 'Yes' and enter your home address.

•Do you work (study) in the present time?

.Please select 'Yes' and enter your school's details.

•Appointment details

•Select the location where you will be applying for your visa

Select Visa Application Centre VFS UK (London) or (Edinburgh) as applicable

•Click Next to review the details you have entered on your form.

Additional guidance notes

You may edit each section, if required, before saving the application form.

Click Save – your application form will be saved on the website you have completed it.

Click 'Print A4' to save it on to your computer. Your application form will be opened in a new window where you have the option to save it on to your computer..

•Email it to Asla Visa Service along with the following:

- Copy of the information page of your passport
- Copy of the information page of the passport of the parent who signs the letter of parental consent provided by Asla.

EMAIL: visas@aslatravelgroup.com

Our Contact details:

Asla Ltd.

Visa Department

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