

## Step one – Online Visa Application

This needs to be filled in online before anything else. Attached are the Guidance Notes that they sent out by ASLA a couple of ago.

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

Remember to make a note of the Visa application ID as you will need this later.  
Use the password Bishop16 (that way ASLA can check it for you)

**Identification number of your electronic visa application form {NUMBER}**  
**Please, write down your application ID and keep it in a safe and secure place.**

I have also attached the final printed out version of Tom’s application which has the necessary reference numbers, addressed etc included (personal details blanked out).

## Step Two – Send Visa Application and other docs to ASLA

Once you have completed the online application, it needs to be emailed to ASLA for checking.

[visas@aslatravelgroup.com](mailto:visas@aslatravelgroup.com)

You need to include in the email/attach to the email:-

1. Copy of the information page of the Student’s passport – i.e. the photo page with all the details
2. Copy of the information page of the passport of the parent who will sign the letter of parental consent provided by Asla
3. The details of your online application so they can log on and check it.
  - a. Application ID : e.g. 15661717
  - b. First five letters of student’s surname
  - c. Year of Birth
  - d. Password – Bishop16 (or whatever was used)

They will then contact you and ask you to pay - £12 for the checking and will supply you with a “Visa support letter” (in Russian) and also a “Letter of parental consent”. It will take a day or two for this to come back so do this in advance of going to London to get visa.

Once you have everything back you will need to collate/print everything to take with you to London:-

- Visa application form –printed off, signed and dated by student.
- Original passport of Student
- One colour passport size photo for the Student. Make sure this is done professionally in a booth – I saw someone refused in in London because their self-printed photo was not good enough. There is a booth at the Visa office but best to get it done in advance in case that is not working/busy.
- Visa support letter (both pages)
- Letter of parental consent – dated and signed by Parent
- Copy of the information page of the passport for Parent who signed the parental consent

## Step Three – Visit Visa Centre in London

The student has to go in person as they take electronic finger prints.

<http://ru.vfsglobal.co.uk/>

Russia Visa Application Centre  
15- 27 Gee Street,  
Barbican, London  
EC1V 3<sup>RD</sup>

<http://tinyurl.com/zlnyeuz>

Submission of Applications: 08:30 - 15:00 pm Monday to Friday. Check their holiday days too :-  
[http://ru.vfsglobal.co.uk/public\\_holidays.html](http://ru.vfsglobal.co.uk/public_holidays.html)

Until end of April South West trains have an offer on of £15 return to Waterloo – the first train permitted on this rate is 08:47 and the last train back is 15:50. Allow 30 mins from Waterloo via tube (nearest stations Barbican and Old Street (Jubilee line to London Bridge and then Northern to Old Street – 5-10 mins walk to Gee Street).

As soon as you get through the door you have to pass security (a chap with a portable metal detector) and a bag search. You will then be given a number and asked to wait until called – a bit like Argos collection. When we went they had 12 booths open and although the seating area was half full (about 40 people ahead of us) we only waited 30 minutes to be called.

Hand over all your documents and the assistant will check it all. Make sure you have everything (we also have a backup copy just in case!) we saw a number of people sent away for missing documents – mainly the Russian Visa Support Letter that Asla provide you. They keep it all including the students passport – you can choose have it posted back to you to save a trip back up to collect it, it costs an extra £9-£10 but that is easier / cheaper than another trip – just fill in the plastic envelope they give you with your preferred address.

The cost for this does add up :-

Visa Application - £50

Service Charge - £35

Postage - £9.95

Total on the day :- £94.95 (Plus the £12 paid to ASLA).

They take credit card BUT not American Express

## **Step Four – Wait for Visa**

Wait for visa to arrive – this will be stuck in the returned passport. It took about a week to ten days, so leave enough time before the trip.

Hopefully this helps? This is NOT intended to be the definitive guide, just some extra assistance. Please read through Asla's guide attached and also through the VFSGlobal website to make sure you have everything before going. Virginia Godfrey (spelt correctly) at Asla was really helpful and would be happy to answer any questions etc. 01480 433800 or [visas@aslatravelgroup.com](mailto:visas@aslatravelgroup.com)