



GUIDELINES

on VISA APPLICATION and ENTERING

the RUSSIAN FEDERATION

for INTERNATIONAL MEDIA REPRESENTATIVES

ATTENDING WORLDSKILLS KAZAN 2019



worldskills
Kazan 2019



The Competition Organizer of WorldSkills Kazan 2019 offers the accredited Media Representatives a **simplified procedure** of obtaining Russian visas.

The visa issuing process is **free of any consulate or visa fees provided that the visa application is made through the Embassy/Consulate of the Russian Federation**. Please note that all the fees charged by the agencies as well as all other expenses related to the visa application are to be paid by the applicant and will not be refunded by the Competition Organizer.

A **single-entry business visa** valid during the period between **7 August 2019 and 7 September 2019** will be issued by the Embassy/Consulate of the Russian Federation on the basis of an **official Letter of Invitation provided by the Competition Organizer**.

The **Letter of Invitation** is the official invitation letter issued by the Competition Organizer that declares and confirms the Media Representative's intention to participate in the WorldSkills Kazan 2019 and allows getting the **Russian entry visa on a priority basis**. The Letter of Invitation is required during the visa application procedure to be done by the individual through the Embassy/Consulate of the Russian Federation in the country of residence.

The **Letter of Invitation** provided by the Competition Organizer is **not valid for travelling and entering the Russian Federation** and by no means will be considered by border control authorities. **The aim of the Letter of Invitation is solely to initiate and support official visa application procedure.**

Media Representatives must apply for the official Letter of Invitation by completing Individual Entry Forms in the WSK2019 Accreditation System by the **deadline on 22 June 2019 at 21:59 (GMT)**.


The process of issuing and distributing official Letters of Invitation starts after the specified deadline, i.e. 22 June 2019 and takes **20 working days**.



In order to receive the official Letter of Invitation Media Representatives must:

1. Submit the relevant personal information through the WSK2019 Accreditation System. Please note that the personal information (name, surname, citizenship, passport number, gender, etc.) **must be identical to the one in the passport**, which will be used to cross the border of the Russian Federation.
2. Upload **scanned/electronic copy of a valid passport** through the WSK2019 Accreditation System. **Please note** that the **passport** must be the one, **which you intend to use for crossing the border of the Russian Federation** and it must be **valid at least until 7 March 2020**.
3. Submit a **name of the Organization**.
4. Submit a **single, correct, and valid email address** where the scanned official Letter of Invitation will be sent, and a **valid and active contact telephone number**.
5. Once a complete application is submitted to the WSK2019 Accreditation System and approved by the Competition Organizer, i.e. the status of the Individual Entry Form is **"Active"**, the latter issues the official Letter of Invitation and **sends it by email** strictly in accordance with the email address indicated in the WSK2019 Accreditation System. **Please note** that the process of issuing and distributing Letters of Invitation starts no earlier than 23 June 2019. **Issuing and distributing will be made within 20 working days after the deadline 22 June 2019**.
6. Upon receiving the Letter of Invitation, the Media Representative is **to collect all the documents** in accordance with the requirements of the Embassy/Consulate of the Russian Federation and **submit them to the Embassy/Consulate of the Russian Federation** together with the Invitation issued by the Competition Organizer.

More detailed information on the documents required is available on the website of the Embassy/Consulate of the Russian Federation of the city where the Media Representative intends to apply for a visa. Application terms and conditions may vary from one country to another. Every Embassy/Consulate reserves the right to require additional documents to process your application.



Visa processing period, if the application is made directly at the Embassy/Consulate of the Russian Federation, may take up to **3 working days**. **The Competition Organizer cannot influence the working process of Embassies/Consulates of the Russian Federation.** In order to avoid any delays it is of **utmost importance to inquire about all the details of the visa** issuance procedure at the respective Consular Office **in advance**.

Please note that the visa application will be processed and decided by the Embassy/Consulate of the Russian Federation in the country of residence. Although the Competition Organizer will do its best in assisting the application process, the decision to issue or refuse a visa is made solely by the Embassy/Consulate of the Russian Federation.

If there is no Embassy/Consulate of the Russian Federation in your country please apply to the nearest Embassy/Consulate or an agency (refer to the list of countries without Russian Embassies below). Please note that all the fees charged by the agencies are to be paid by the applicant and will not be refunded by the Competition Organizer.


For any queries related to the visa assistance, please contact the Competition Organizer using the following email address: **visasupport@worldskillskazan2019.com**.

In order to enter/exit the territory of the Russian Federation under a visa regime during the period between **7 August 2019 and 7 September 2019**, Media Representatives must have the following documents:

- a **passport** valid for at least six months after the expiry date of the visa, i.e. until **7 March 2020**;
- a **valid visa**.

IMPORTANT NOTE:

1. Each Media Representative is obliged to check the status of the passport with which they enter the territory of the Russian Federation. The passport should




leave no doubt as to its authenticity or the fact that it belongs to the holder, must not contain marks, errors of fact, records, crossings out or corrections which are not certified by the competent authorities of the foreign state, and must contain no torn or loose pages. The passport must contain at least two blank pages. It should be valid for at least six months after the expiry date of the visa, i.e. until 7 March 2020. In case these documents are expired at the moment of crossing the border, you will be denied passing the state border of Russia.

2. In the event of unforeseen circumstances arising upon entering the Russian Federation, you must immediately contact the consular office of the Ministry of Foreign Affairs of the Russian Federation, located at the point where they crossed the border of the Russian Federation (Moscow international airports Sheremetyevo, Domodedovo, and Vnukovo, and Kazan International Airport).
3. In the event of unforeseen circumstances arising upon entering the Russian Federation, visitors must have four colour non-glossy photos sized 3x4 cm and at least EUR 100 in order for an urgent entry visa to be processed.
4. Each Media Representative must have a medical insurance policy valid on the territory of the Russian Federation.

**List of countries, which don't have an Embassy/Consulate
of the Russian Federation**

| | Country | Embassy in: |
|-----|---------------------|-----------------------------------|
| 1. | Andorra | Spain |
| 2. | Antigua and Barbuda | Jamaica |
| 3. | Bahamas | Cuba |
| 4. | Barbados | Guyana |
| 5. | Belize | Mexico |
| 6. | Burkina Faso | Côte d'Ivoire |
| 7. | Comoros | Madagascar |
| 8. | Dominica | Jamaica |
| 9. | Dominican Republic | Venezuela |
| 10. | El Salvador | Nicaragua |
| 11. | Equatorial Guinea | Cameroon |
| 12. | Fiji | Australia |
| 13. | Gambia | Senegal |
| 14. | Grenada | Guyana |
| 15. | Georgia | Embassy of Switzerland in Georgia |
| 16. | Haiti | Venezuela |
| 17. | Honduras | Nicaragua |
| 18. | Liberia | Ghana |
| 19. | Lesotho | South Africa |
| 20. | Libya | Tunisia |
| 21. | Liechtenstein | Switzerland |
| 22. | Malawi | Zimbabwe |



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| 23. | Maldives | Sri Lanka |
| 24. | Monaco | France |
| 25. | Nauru | Australia |
| 26. | Niger | Mali |
| 27. | Palau | Philippines |
| 28. | San Marino | Italy |
| 29. | Samoa | New Zealand |
| 30. | Sao Tome and Principe | Angola |
| 31. | Saint Vincent and the Grenadines | Guyana |
| 32. | Saint Kitts and Nevis | Jamaica |
| 33. | Saint Lucia | Jamaica |
| 34. | Sierra Leone | Guinea |
| 35. | Somalia | Djibouti |
| 36. | South Sudan | Uganda |
| 37. | Suriname | Brazil |
| 38. | Swaziland | Mozambique |
| 39. | Togo | Benin |
| 40. | Tonga | New Zealand |
| 41. | Trinidad and Tobago | Guyana |
| 42. | Tuvalu | Australia |
| 43. | Vanuatu | Australia |