

## **List of documents to be submitted by applicants in the Russian Federation for short-stay visas**

### **IMPORTANT:**

**All the documents must be submitted on separate sheets of paper. Double-sided printing is not permitted.**

- Travel passport (original) – Its validity must extend at least three months after the intended date of departure from the Republic of Cyprus, it shall contain at least two blank pages, it shall have been issued within the previous ten years. If the applicant has several valid passports (for example, a second travel passport of the Russian Federation or a passport of another country of which the applicant is a citizen), all the originals must be presented.

In case an applicant has more than 1 valid international passport and he/she can't submit all passports at the time of submission, in this case applicant must provide the copy of all pages and an explanation letter, along with the scheduled flight tickets.

In case of any cancelled passport within 1 year, applicant must submit the same at the time of the submission.

- A copy of the main page of the travel passport (page with data and photograph), and copies of pages with Cyprus stamps and visas.
- Application form. Applications for visas must be submitted at least 15 calendar days before the trip. The application can be filled out by hand or typed in. The application must be fully and correctly completed. At the end of the application applicants must fill in the date and the place of completion of the application. Applications must be signed by the applicants themselves. If the application is submitted for a minor, both parents must sign it.
- A Travel Medical Insurance covering medical expenses of at least 30.000 euros is required.
- Two recent photo (not older than 6 months), colored, 35x45 mm, in line with ICAO standards. Please see the link:  
[https://www.icao.int/Security/mrtd/Downloads/Technical%20Reports/Annex\\_A-Photograph\\_Guidelines.pdf#search=photograph%20guidelines](https://www.icao.int/Security/mrtd/Downloads/Technical%20Reports/Annex_A-Photograph_Guidelines.pdf#search=photograph%20guidelines)
- Visa fee.

## **I. Supporting documents required from all applicants<sup>1</sup>**

### **1. Proof of residence in the consular demarcation:**

- **Russian citizens:** original and full copy (copy of all pages with entries) of the applicant's internal passport.
- **Citizens of other countries:** original and copy of the document proving the applicant's residence (valid residence permit or long-term visa).

### **2. Travel arrangements:**

- Return ticket or reservation<sup>2</sup> or another document confirming the means of transport, e.g. a contract with a transport company or a copy of the driver's registration certificate and driving license; documentation proving the right to use a motor vehicle or other means of transport, etc.
- Proof of accommodation (e.g. hotel reservation, lease<sup>3</sup>, voucher from travel agency accredited to the Consulate).<sup>4</sup> Not applicable if applicant's travel purpose is visiting family or friends and accommodation is covered with sponsorship form or written request from the host (If the host is a permanent resident of Cyprus, they must fill out the Assumption of Responsibility form. The signature of the host must be certified by a Cypriot notary (Certifying officer). If the invitation is certified in Cyprus, a printed copy is required (not necessarily the original). The host can have their signature certified at the Consulate in Moscow (or at any other Consulate of the Republic of Cyprus) in person. Signature certification process at the Moscow Consulate must be done in advance by appointment only and not when submitting the application.).

### **3. Proof of financial means:**

- Bank statements showing bank operations over the last three months (mandatory for all applicants regardless of whether they have a sponsor).
- Extract from the Russian Pension and Social Insurance Fund for the last 10 years (Сведения о трудовой деятельности, предоставляемые из информационных ресурсов Фонда пенсионного и социального страхования Российской Федерации). The document should be digitally signed. Letter of sponsorship (dated and signed), if the cost of the stay is covered by a sponsor.

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<sup>1</sup> Without prejudice to the rights conferred by Directive (EC) 2004/38 to family members of EU citizens.

<sup>2</sup> If the reserved return ticket is not deemed sufficient, the applicant can be asked for a proof of payment thereof.

- The Letter must contain the following information:
  - full name, date and place of birth of the applicant;
  - full name, date and place of birth of the sponsor, personal code issued by Member State concerned if applicable, address and contact details of the sponsor and the link between the sponsor and the applicant;
  - destination and duration of the visit;
  - list of costs which are covered by the sponsor;
  - the sponsor's bank statement showing bank operations over the last three months;
  - copy of passport or national ID of sponsor, and copy of residence permit if not an EU citizen, if the sponsorship form does not contain the full personal information of the sponsor.

#### **4. Additional requirements for minors**

- Original and a copy of birth certificate.
- Power of Attorney of travel consent. Notary Power of Attorney must be signed by the parent or guardian who is not traveling or signed by both parents and guardians, if the minor travels unaccompanied. In latter case document must also include data of the adult who will be responsible for the minor during stay in the territory of the Republic of Cyprus. Notarized consent must be issued no earlier than 1 year before the date of submission.
- Proof of sole custody if applicable.
- Visa of accompanying parent.
- If the name and surname of the parent(s) are different from those on the child's birth certificate, the parent(s) must provide additional documents (marriage certificate or court order or any other documents evidencing a change of name or surname and confirming the child's link with the parent(s)).

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<sup>3</sup> Copy of rental agreement for a real estate in Cyprus. The contract must be certified and bear the seals of the competent Cypriot authorities. You can only provide a copy of the first page with the details of the tenant and the owner, the address of the property and the oval stamp "ΕΦΟΡΟΣ ΤΕΛΩΝ ΧΑΡΤΟΣΗΜΟΥ", as well as a copy of the last page with the certified signatures of the parties. The lease agreement may not be certified if its term does not exceed one year.

<sup>4</sup> If the reserved accommodation is not deemed sufficient, the applicant can be asked for a proof of payment thereof.

## **5. Documents to be provided regarding the occupation of the applicant**

### **Employees:**

- Letter from the employer, confirming:
  - the employee's position and salary,
  - date of employment and date of end of employment, if relevant, and
  - salary slips for the last six months.

### **Individual entrepreneurs:**

- Proof of economic activity (e.g. 2NDFL<sup>5</sup> or 3NDFL form).
- Extract from trade/fiscal registry or certificate for individual business.

### **Pupils/students:**

- Proof of enrolment in school or university or a student ID (original and copy).

### **Pensioners:**

- Pension booklet (original and copy).

### **Unemployed persons:**

- A document proving the applicant's ties to Russia (i.e. vital statistics certificate, proof of property ownership).
- A copy of the work booklet's page with personal data and pages which show the holder's job history at least during last three years, if applicable.

## **II. List of documents to be submitted depending on the travel purpose**

### **1. Visiting family and friends:**

- Written and signed invitation from the host person. If the host is a permanent resident of Cyprus, they must fill out the Assumption of Responsibility form. The signature of the host must be certified by a Cypriot notary (Certifying officer). If the invitation is certified in Cyprus, a printed copy is required (not necessarily the original). The host can have their signature certified at the Consulate in Moscow (or at any other Consulate of the Republic of Cyprus) in person. Signature certification process at the Moscow Consulate must be done in advance by appointment only and not when submitting the application.
- Copy of passport or national ID of host person, and copy of residence permit if not an EU citizen.
- Proof of family ties if applicable.

### **2. Official (members of official delegations):**

- Letter (e.g. verbal note) issued by a competent Russian authority (e.g. MID<sup>6</sup>) confirming that the applicant is a member of its delegation travelling to the Member State.
- Copy of the official invitation.

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<sup>5</sup> NDFL: Acronym for the Russian tax return form

<sup>6</sup> MID: Ministry for Foreign Affairs

### **3. Study (pupils, students, post-graduate students and accompanying teachers):**

- Written request or certificate of enrolment or student card by the host university, academy, institute, college or school or certificate of the courses to be attended in the Member State.

### **4. Culture (participants in scientific, cultural and artistic activities):**

- Written request from the host organization in the Member State on participation in such activities.
- Letter from the applicant's organisation.

### **5. Sports (participants in international sports events and accompanying persons in their professional capacity):**

- Written request from the host organization (competent authority, national sport federation or national Olympic committee), including information on the role of the persons.
- Letter from the applicant's organisation.

### **6. Tourism**

- Confirmation of the booking of an organized trip or any other appropriate document indicating the envisaged travel plans; if not applicable then itinerary with a written description of the planned journey.

#### **7.1. Business - general**

- Official invitation from the inviting company containing the following information:

- personal data of the person invited (full name as in the passport, date of birth);
- purpose and duration of the visit;
- nature of the business;
- the full address of the company and contact persons;
- name and position of the person signing the invitation;
- person or entity who will bear the applicant's travel and living costs.

- **or**

- Other proof of purpose of stay (e.g. information on participation in conference, entrance ticket to trade fair, business correspondence, program of the business trip).

#### **7.2. Business – drivers (international cargo and passengers)**

- Written request from the Russian national association of carriers (ASMAP or RAS) or the national association of carriers of the Member State stating the purpose, duration and frequency of trips.

- Written request by companies registered in the Member State or in third countries providing for international road transportation, stating the purpose, itinerary, duration and frequency of the trips.

- Documents concerning the transport company: registration number, as required by the national law of the Member State or of the Russian Federation, and, if applicable, contract between a company established in the Russian Federation or in a third country and its partner company established in the Member States.

- Documents concerning the driver:

- driver's license;

- transport truck driving certificate;

- copy of registration certificates of truck and trailer or bus;
- license or permit for carrying out long-distance transportation of cargo or passengers.

### **7.3. Business - members of train, refrigerator and locomotive crews:**

- Written request from the competent Russian railway company (OAO-RZD with its branches and OAO "Refservice") or a competent railway company of the Member State stating the purpose, duration and frequency of trips.

### **7.4. Business - seafarers:**

- Full copy of the seaman's book.
- Copy of contract.
- Employment certificate from manning agency / crew management company.
- Invitation from shipping agency in the EU as well as from the Russian sending agency.

The invitation letter from both mentioned agencies should be written on the company's official paper with stamp, signature, name and position of the authorized signatory, and should include the following detailed information:

- complete identity of the seafarer (name, place and date of birth);
- passport and Seafarer's Identity Document numbers, with date of issue and validity;
- sailor's position on the vessel (in case of a group of sailors, this information can be included in a list signed, sealed and attached to the invitation letter);
- name of the vessel;
- port and date of boarding;
- duration of the contract;
- itinerary that the seafarer will follow to arrive to the Member State of destination/transit.

### **7.5. Business - journalists:**

- – A certificate or other document issued by a professional organization proving that the person is a qualified journalist.
- – Letter from his/her employer stating that the purpose of the journey is to carry out journalistic work.

### **8. Medical reasons (persons travelling for medical reasons and their companions):**

- Official document from the Russian health institution confirming the need for medical treatment and, if applicable, for the patient to be accompanied, as well as proof that sufficient financial means are available to pay for the treatment.
- Proof of deposit to meet the expenses of the medical treatment, if applicable.

### **9. Owners of property in the territory of the Member States and their close relatives:**

- Relevant national document (e.g. recent extract from the real estate register, copy of the purchase contract/deed of sale, etc.<sup>7</sup>) proving that the applicant owns the property in question.

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<sup>7</sup> Copies of the title deed / contract of sale for a real estate in Cyprus. The contract of sale must be certified and bear the seals of the competent Cypriot property registration authorities. You can only provide a copy of the first page

- In cases of close relatives, proof of the relationship.

**10. Other - short-term laborers/internship (if permissible with Schengen visa and relevant national law):**

- Letter from the employer, employment contract and/or other document in accordance with the legislation of the Member State concerned.

**11. Other – transit**

If applicable, documents related to the onward journey to the final destination (visa or other entry permit for the third country of destination; tickets for onward journey).

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with the details of the buyer and seller, the address of the property and the oval stamp "ΕΦΟΡΟΣ ΤΕΛΩΝ ΧΑΡΤΟΣΗΜΟΥ", as well as a copy of the last page with the certified signatures of the parties.