Harmonised list of supporting documents to be submitted by applicants for a Schengen visa in the Russian Federation

1) Harmonised visa application form completed and signed by the applicant.
2) Travel document valid for at least three months after the intended date of (last) departure from the Schengen area, containing at least two blank pages and issued within the previous ten years.
3) Photograph in line with ICAO guidelines (http://www2.icao.int/en/MRTD/Downloads/Technical%20Reports/Annex_A-Photograph_Guidelines.pdf).
4) Visa fee in line with the categories of the visa facilitation agreements with Russia and the Visa Code. Certain Member States apply optional visa fee waivers as provided for in Article 16(5) of the Visa Code.
5) Travel medical insurance covering the entire period of intended stay, valid for all Schengen States and covering any expenses which might arise in connection with repatriation for medical reasons, urgency medical attention, emergency hospital treatment or death during the stay. The minimum coverage must be €30.000.
6) Copy of the internal passport (issued at the age of 14): pages concerning the applicant's bio data, foreign passport(s) issued to him/her, his/her marital status and registration in Russia.
7) In cases of minors:
   i. Copy of the birth certificate.
   ii. Consent of the parental authority or legal guardian should be required only if the minor travels alone or only with one parent. Exceptions should be made to this if the single parent with whom the minor is to travel holds the parental authority alone (i.e. in cases where the other parent has deceased or been deprived of custody, e.g. a death certificate of the other parent or a court degree vesting custody exclusively in the parent who is signing the application would be requested)
   iii. Copy of the valid Schengen visa of the parent(s) travelling with the minor for whom a visa is not applied at the same time with the parent(s).
8) In cases of third-country nationals, proof of legal residence in the Russian Federation in line with federal legislation (e.g. residence permit, long-term visa or FMS registration), valid for at least three months after the planned return from the Schengen area or a document proving that the applicant has applied for a renewal of proof of legal residence. If not resident, proof of legal presence in the Russian Federation and justification for submitting visa application in the Russian Federation instead of the country of residence.
9) As per category of traveller:

- **Business / work**

  Members of official delegations

  a) Letter (e.g. verbal note) issued by a competent Russian authority (e.g. MID) confirming that the applicant is a member of its delegation travelling to the Schengen Member State.

  b) Copy of the official invitation.

  Participants in official twin city programmes

  a) Written request from the head of administration/mayor of the city where the twinning activity is to take place.

  b) Written request from the head of administration/mayor of the sending city with full details of the participant.

  Employees travelling on business

  a) Written request from a hosting firm or organisation, an office or branch, state or local authority of the Russian Federation and the Member State or organising committees of trade and industrial exhibitions, conferences and symposia to attend meetings, conferences or events connected with trade, industry or work; if no such written request can be obtained, other proof of purpose of stay (e.g. information on participation in conference, entrance ticket to trade fair, business correspondence, programme of the business trip)

  b) In case not already sufficiently demonstrated in the written request, proof of employment.

  Self-employed people

  a) Written request from a hosting firm or organisation, an office or branch, state or local authority of the

Russian Federation and the Member State or organising committees of trade and industrial exhibitions, conferences and symposia to attend meetings, conferences or events connected with trade, industry or work; if no such written request can be obtained, other proof of purpose of stay (e.g. information on participation in conference, entrance ticket to trade fair, business correspondence, programme of the business trip).

b) Proof of economic activity (e.g. 2NDFL or 3NDFL form, extract from the trade/fiscal registry or certificate for individual business) or bank statement(s) covering at least three preceding months.

Drivers (international cargo and passengers)

a) 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.

Members of train, refrigerator and locomotive crews

a) 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.

Air crews (if in need of a visa)

a) Letter from the operating body..

Journalists

a) A certificate or other document issued by a professional organisation proving that the person is a qualified journalist.

b) Letter from his/her employer stating that the purpose of the journey is to carry out journalistic work.

c) Freelance journalists: proof of journalistic activity (e.g. a press card or work contract) and proof of economic activity/financial means (e.g. 2NDFL or 3NDFL form, excerpt from the trade/fiscal registry, certificate for individual business, bank statement(s) covering at least three preceding months).

Other short-term (90/180 days) labourers (if permissible with Schengen visa and relevant national law)

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

Tourism / other private visits

Visitors of military and civil burial grounds

a) Official document confirming the existence and preservation of the burial ground and relationship between the applicant and the buried.

b) Proof of employment (with salary information); if not available, other proof of financial means and will to return (e.g. bank/credit card statement(s) covering at least three preceding months, proof of real estate property in Russia or proof of sponsorship).

Property owners in the Schengen area and their close relatives

a) Relevant national document (e.g. recent extract from the real estate register, copy of the purchase contract/deed of sale, etc.) proving that the applicant possesses the property in question

b) In cases of close relatives, proof of the relationship.

c) Proof of employment (with salary information); if not available, other proof of financial means and will to return (e.g. bank/credit card statement(s) covering at least three preceding months, proof of real estate property in Russia or proof of sponsorship).

Tourists and other private visitors

a) Proof of accommodation (e.g. an invitation/sponsorship form from the host if staying with one; document from the establishment providing accommodation or any other appropriate document indicating the accommodation envisaged in accordance with the legislation of the Schengen Member State concerned); if not available, adequate written description of the planned journey.

b) Proof of the itinerary (e.g. a confirmation of the booking of an organised trip or any other appropriate document indicating the envisaged travel plans such as a reserved return ticket); if not available, adequate written description of the planned journey.

c) Proof of employment (with salary information); if not available, other proof of financial means and will to return (e.g. bank/credit card statement(s) covering at least three preceding months, proof of real estate property in Russia or proof of sponsorship).

Close relatives' / family members' visits

Close relatives visiting Russian citizens residing legally in a Schengen Member State

a) Written request from the host person, whose authentic signature must be proved by the competent authority, in accordance with the legislation of the Schengen Member State concerned.

b) Proof of the legal residence of the inviting person and family tie in accordance with the legislation of the Schengen Member State of residence.

c) Proof of employment (with salary information); if not available, other proof of financial means and will to return (e.g. bank/credit card statement(s) covering at least three preceding months, proof of real estate property in Russia or proof of sponsorship

Close relatives visiting EU (EEA & Swiss) citizens

a) Written request from the host person, whose authentic signature must be proved by the competent authority, in accordance with the legislation of the Schengen Member State concerned.

b) Proof of the nationality of the inviting person and family tie in accordance with the legislation of the Schengen Member State concerned.

c) Proof of employment (with salary information); if not available, other proof of financial means and will to return (e.g. bank/credit card statement(s) covering at least three preceding months, proof of real estate property in Russia or proof of sponsorship).

Family members of EU (EEA & Swiss) citizens (not resident in their home country in line with Directive 2004/38/EC)

a) Proof of the family tie according to the legislation of the Schengen Member State of residence and of the EU.

Transit

9) 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).

10) Proof of employment (with salary information); if not available, other proof of financial means and will to return (e.g. bank/credit statement(s) covering at least three preceding months, proof of real estate property in Russia or proof of sponsorship).

Study or training, events or activities

Participants in scientific, cultural and artistic activities

a) Written request from the host organisation in the Schengen Member State on participation in such activities.

b) In case not included in the written request, a separate statement on sponsorship either from the sending or receiving party (or other proof of financial means).

- **Pupils, students, post-graduate students and accompanying teachers**

a) 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.

b) In case not included in the written request, a separate statement on sponsorship either from the sending or receiving party (or other proof of financial means).

- **Participants in international sports events and accompanying persons in their profesional capacity**

a) Written request from the host organisation (competent authority, national sport federation or national Olympic committee), including information on the role of the persons.

b) In case not included in the written request, a separate statement on sponsorship either from the sending or receiving party (or other proof of financial means).

A "written request" referred to above shall contain the items mentioned in Article 4(2) of the EU- Russia Visa Facilitation Agreement as well as of the corresponding Article of the Denmark-Russia, Iceland-Russia, Norway-Russia and Switzerland-Russia Visa Facilitation Agreements on the invited person and inviting person/ organisation.

Following Article 14(6) of the Visa Code, the consulate may waive one or more of the requirements above in the case of an applicant known to it for his integrity and reliability, in particular the lawful use of previous visas, if there is no doubt that he will fulfil the requirements of Article 5 (1) of the Schengen Borders Code at the time of the crossing of the external borders of the Member States.

Following Article 21 (8) of the Visa Code, the consulate may during the examination of an application in justified cases request additional documents, which are not mentioned in the above list, such as e.g. documents enabling an assessment of the applicant's intention to leave the Schengen territory before the expiry of the visa applied for, or request individual personal interviews. The applicant is hereby informed that submitting the abovementioned documents does not guarantee automatic issuance of a visa