

**RUSSIAN VISA APPLICATION FOR CHORAL ART TOUR:
INFORMATION YOU WILL NEED TO COMPLETE YOUR APPLICATION**

Dear ChoralArt 2017 Tour Travelers,

Each of us on the tour will need to apply for a Russian Visa. We are partnering with PassportVisasExpress.com to help us obtain the visas using their online application process.

Each traveler will be responsible for completing their online application and paying the Consular Fee of \$123.00 and Service Fee of \$60.00. You will be able to receive free online “chat” or phone help from them or you can opt to have them prepare the application for you, for an Additional Fee of \$65.00.

To save fees for Fed Ex postage, we will send in our applications in two batches, with **collections of the applications at our rehearsals on May 8 and May 15**. There will be a nominal fee, depending on how many are in each batch, but it will be less expensive than if each application is sent individually. If you prefer to send your application separately you may do so by ordering the Fed Ex labels online through PassportVisasExpress.com at \$29.95 to send your application and \$29.95 to receive your application.

Here is the link to the special webpage created for our group:

<http://www.passportvisasexpress.com/ACFEAChoralArtRussia>

Be sure to read all the information in this letter and on the webpage before you begin, then click on “Click to Begin.” You will first need to register with PassportVisasExpress.com and go through the steps to arrange for payment by credit card.

Under “Sending in Your Application,” for “Selection Required” click on “**I will arrange my own shipment (\$0.00)**” if you would like to have your application sent in one of our batches.

Under “Receiving Your Completed Documents,” for “Selection Required” click on “**I will send a pre-paid return envelope (\$0.00)**”

Once you have confirmed your order you will be able to advance to the instructions for completing the Russian Visa application.

You will be asked to create a password. Please use the password, “ChoralArt 2017.” That will allow the PassportVisaExpress.com staff to make any needed corrections to the applications prior to submitting them to the Russian Consulate, saving valuable time.

It is strongly advised that you download the Guided Walk-Through and print it out in advance so that you can gather all the needed personal information prior to starting to complete the online application.

When you get to the sections in the visa application entitled “Visa Details Page” and “Visit Details Page,” please enter the following answers as they are shown below in yellow highlight.

Visa Details Page

- Number of entries – “Single”
- Date of entry into Russia - “14 August 2017”
- Date of exit from Russia – “18 August 2017”

Visit Details Page

- Which institution you are going to visit? – “Travel Company”
- Name of organization – “Olton”
- Address – “Nab. Fontanki 52, Lit. D, Saint Petersburg, 191002, Russia ”
- Reference number (only numbers are allowed) – “000520”
- Confirmation number – “201704072”
- Itinerary (places of visit), City name – “Saint Petersburg”

- Do you plan to stay anywhere (hotel, individual) during your stay in Russia? – “yes”
- Type of place of visit – “Hotel”
- Hotel name – “Angleterre Hotel”
- Address – “Ul. Malaya Morskaya 24, Saint Petersburg, 190000”
- Telephone – “7-812-494-5666”

After completing your application, you will be able to print it out for submission. Last, but not least, you will need to provide a photo that meets passport requirements. This should be included with your application and passport. PassportVisasExpress.com will fasten it to your application.

If you have any questions along the way, don’t hesitate to contact PassportVisasExpress.com by phone or online on their “chat.” I have found them extraordinarily helpful in doing my own application.

Best regards,

Ann

Ann L. Elderkin