

**INSTRUCTIONS FOR COMPLETING RUSSIAN VISA APPLICATION**  
**DSC 2018 TOUR EXTENSION TO ST. PETERSBURG**

Because each participant on the DSC 2018 Tour Extension to St. Petersburg will need to apply for a Russian visa, to streamline this process we are partnering with Passport Visas Express (PVE) to help us obtain the visas using their online application service.

Each traveler will be responsible for completing his/her online application and paying the Consular Fee of \$123 and Service Fee of \$60.00. The service fee includes online or phone "chat" assistance.

STEP ONE: Read all the information in this letter.

STEP TWO: Register with Passport Visas Express as follows:

- A. You are creating your own PVE account and unique password, when you go on to the special webpage created for our group:  
[www.passportvisasexpress.com/DSC2018](http://www.passportvisasexpress.com/DSC2018)
- B. Read all of the instructions on that webpage, then click on "Click to Begin." Go through the steps to arrange for payment by credit card.
- C. Under "Sending in Your Application," for "Selection Required" click on "I will arrange my own shipment (\$0.00)."
- D. Under "Receiving You Completed Documents," for "Selection Required" click on "I will send a pre-paid return envelope (\$0.00)."

Once you have confirmed your order with Passport Visas Express, you will be able to move to STEP THREE.

STEP THREE: Complete the Russian Visa Application as follows:

- A. You will be asked to create a ***Russian Visa Application*** password. We all must use the same password so PVE can re-access our applications: **DSC2018TOUR**. Note, this is case sensitive.
- B. It is strongly advised that you download the Guided Walk-Through and print it out in advance, allowing you to gather all the needed personal information ahead of time.

C. IMPORTANT: On the “Visa Details Page” and “Visit Details Page,” please enter the following answers, exactly as they are shown below in yellow highlight.

#### Visa Details Page

- Number of entries – Single
- Date of entry into Russia – 17 June 2018
- Date of exit from Russia – 20 June 2018 OR 21 June 2018

#### Visit Details Page

- Which institution are you 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 if you depart for Helsinki on 6/20/18 – 20182203  
OR
- Confirmation number if you depart St. Petersburg 6/21/18 -20182204
- 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
- Address – Bristol Hotel, Rasstannaya Ulitsa 1, 192007 St Petersburg
- Telephone – +7 812 242 9900

STEP FOUR: After completing your application online, print it out. You will need to turn in the following to Lucy Meyers-Lambert:

- A. The hard copy of the online application that you will have printed
- B. A photo of yourself that meets passport requirements (paperclip to application)
- C. Your valid passport, if you have not already done so

If you have any questions along the way, don't hesitate to contact [PassportVisasExpress.com](http://PassportVisasExpress.com) by phone 888-596-6028 or online using their “chat.”