

LIST OF DOCUMENTS REQUIRED TO OBTAIN A SCHENGEN VISA IN ORDER TO PARTICIPATE IN SPORTS, CULTURAL OR SCIENTIFIC ACTIVITIES, AS WELL AS IN OFFICIAL EXCHANGE PROGRAMS

- **Visa application form with photo glued**, filled with Latin letters and signed by the applicant. If you are traveling with a minor, who is inscribed in the passport of a parent or legal guardian a separate completed application should be submitted. Minor will have pasted separate visa in the passport of the parent or legal guardian. The minor's application form should be signed by a parent / guardian.
- **One color photo** 3,5 x 4,5 cm on a white background and of very good quality.
- **Foreign passport and a copy of the first page**. Passport must be signed and must be valid at least 3 months beyond the planned date of return from the Schengen territory. Validity of the passport cannot be more than 10 years. Passport with extended period will not be accepted. Passport must have at least two blank pages (for visas). In case there are other valid passports it is necessary to put them to the visa application (the original and a copy).
- **National passport** (original), copies of the first page and registration, page with marital status if any stamps and page with stamp of issued second valid foreign passport if applicable.
- **Medical insurance** for a minimum coverage of 30000 euro, valid in all countries of the Schengen area (original and photocopy). In the case of a single-entry visa the policy should cover the whole period of validity of visa and all scheduled days. In the case of a multiple-entry visa - policy should cover the period of the first entry.
- **Documents confirming financial means**, available to the applicant in order to cover the costs of the trip, for example, bank accounts, credit cards (credit card and a copy of an extract from an ATM), certificate of employment specifying position and salary level or form of PIT 2, signed traveller's checks, pension certificate (original and copy). Sponsorship letter, financial guarantees and a copy of sponsor's passport if the applicant pays for travel non-self. Validity of all financial documents is maximum 1 month.
- **Written request** from the host organization (original + copy), containing data of invited persons and hosting organization, i.e. proof of purpose of entry for certain categories of citizens - in accordance with the Agreement between the European Community and the Russian Federation on the facilitation of the issuance of visas to the citizens of the EU and the Russian Federation. The invitation should include: details of the host organization, the data of invited person: name, date of birth, passport, job position (or status – student, attendant, coach, etc.), the purpose and period of travel / visa. For multiple entry visas - an action plan.
If the invitation was sent by e-mail, you must provide a printout of the letter with the sender and the recipient data
Invitation is valid for 3 months only.
- **Petition** from the local (sending) organization.
- **For the pupils, students, postgraduates and the accompanying teachers** travelling with the purposes of study or educational training, including in the framework of exchange programs or other school-related activities: a written request or a certificate of registration in the list of pupils / students of the host university, academy, institute, college or school; or student's ID card or a certificate of the courses that will be attended by the person,
- **If the applicant is a minor**, it is required to provide a birth certificate (original and copy), a copy of parent's or legal representative passport (main pages and pages with registration). If you plan travel of a minor without parents, than you should provide notarized consent to travel from one parent (guardian) to apply for a visa. If the parent (guardian) has a visa and documents are submitted only for a minor, you must provide a copy of a valid visa of the

parent (guardian) who will accompany the child.

- **Persons who are not citizens of the Russian Federation shall additionally submit:**
Russian visa (which gives the right to return to the Russian Federation) or a residence permit, residence registration, valid after the planned return to the Russian Federation at least for 3 months. Exceptions are the citizens of Belarus.
- All applicants from 12 years and older should come personally for submission to provide the fingerprints. Next biometric date capture should be in 59 months.
In case you don't have any possibility to submit documents in person, you should receive a written agreement from Consulate General for exemption from personal appearance and attach it to other documents. Submission of documents by approved representative is allowed only for those who had already provided fingerprints for Schengen visa.
- Applicant must apply for a Schengen visa personally. Exceptions are as follow: submission by accredited travel agency, submission for disabled persons, for spouses and / or for the minors (by parents only). Documents confirming the relationship status are obligatory (marriage certificate, birth certificate). In case you don't have any possibility to submit documents in person, you should receive a written agreement from Consulate General for exemption from personal appearance and attach it to other documents. Adults who have not had previous visas should submit documents personally only.
- A teacher can submit documents for the group of pupils / students by the power of Attorney.
- **Usually the list of above mentioned documents is enough to apply for a visa, but the Consul may request any additional documents or to invite the applicant for interview.**
- **Filing false documents and submission of false information may result in a ban on entry to the Schengen countries.**
- **You can submit documents for a visa no earlier than 3 months before the planned visit.**
- **You cannot have two valid Schengen visas.**

The Schengen visa does not guarantee entry into the Schengen territory. Each time a decision on admission is taken by the Border Guard Service.