

REQUISITE DOCUMENTS FOR NON- ACCREDITED TRAVEL AGENCIES

Please note: all required documents must be provided in original and one copy

- Letter of delegation from the applicant to the travel agency. Please note that handwritten letters will not be accepted.
**
- Certificate of Registration (Свидетельство о внесении в Единый федеральный реестр туроператоров) at the Russian Federal Agency for Tourism (РОСТУРИЗМ).
NB: a copy with the stamp of the company can be accepted in lieu of the original.
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- Letter of delegation by the travel agency's manager to the employee bringing the applications.
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- International passport («заграничный паспорт») valid for a minimum of 3 months after the requested visa has expired. Passport must have at least three blank pages.
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- In case an applicant has two valid international passports, both must be submitted. If one of the two passports has a valid Schengen visa the application cannot be accepted.
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- Previous old passports if applicable.
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- Internal passport («внутренний общегражданский паспорт») with valid registration («регистрация по месту пребывания») in the respective region confirming residence for at least three months before the journey and valid for a minimum of three more months after re-entering Russia.
**
- Non-Russian citizens must provide the following: valid registration («регистрация по месту пребывания») in the respective region (issued by Federal Migration Service) confirming residence for at least three months before the day of visa application + Russian residence permit valid for a minimum of three more months after re-entering Russia.
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- Visa application form in A3 format duly completed (in English or Italian language), signed (for minors both parents must sign) and accompanied by one recent passport photograph bearing a true likeness to the applicant
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- Detailed itinerary with confirmed hotel bookings in the Schengen area and indication of tour total cost.
Hotels vouchers
OR vouchers of an Italian tourist company
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- **Proof of sufficient financial means such as:**

- latest bank statements
- travelers cheques
- international credit card with statement of the credit limit.

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- Proof of a valid travel insurance policy, either individual or group, valid for the territories of all the Schengen states, with a minimum coverage of Euro 30.000 (thirty thousand)

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- Confirmed two-way air ticket bookings or train tickets

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- Proof of employment, «справка с места работы», providing the following information:

- company's type of activity
- applicant's date of hiring, type of work and monthly salary. Specific mention must be made that the applicant is going on vacation and he/she will keep his/her job.
- date and protocol number («исходящий номер»)
- signature of the employer
- official stamp of the company

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- **Individual entrepreneurs** or **partners of companies** must provide the following: certificate of registration («свидетельство о регистрации») + certificate from the city register («выписка из реестра») + tax declaration («налоговая декларация») + company's latest bank statement.

- **Pensioners** must provide the «пенсионное удостоверение» and the latest pension bank statement.

- **Students** must provide: a letter from the University signed by the Faculty Dean and stamped, stating that the person is a registered student in good standing + sponsor letter from one of the parent + parent's «справка с места работы».

Schoolchildren must have a «Spravka» from school

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- **For MINORS:** An application must be signed by both parents in front of the submission counter, birth certificate + “no objection letter” from both parents duly signed and notarized.

In case one of the parents is missing please provide ONE of the following:

- death certificate

-- «Форма № 25»

-- court sentence depriving one of the parent of his/her parental rights

-- letter from the Tutor and Guardianship Authorities («орган опеки и попечительства») certifying that he/she is a single parent.