



GO TO RUSSIA Travel ☐☐☐
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BELARUS VISA STEP-BY-STEP GUIDE

STEP 1: Prepare and SIGN these documents:

- **A Valid Passport:** You have to MAIL us your current valid and signed passport. Passport should be valid at least Three (3) months after your visa expiration date. Also, you should make sure there's at least ONE (1) completely blank visa page in your passport.
 If your passport is about to expire or needs more visa pages, please contact us, and we will help to obtain a new or renew passport and/or add visa pages to your existing one.
- **One Passport Style Photograph:** Photographs must be 2x2 inches in size.
- **Visa Application** Please COMPLETE and SIGN Your visa application form.
 We ask you to fill as much info as possible, but if you are not sure what to write for one question or the other please leave it blank. We will fill it ourselves rather than you fill incorrect information. You can always call **1-888-263-0023** with your questions. Application is enclosed.
- **GTR Order Form** Please complete Go To Russia Travel Order Form.
(see table below for processing time and fees). This form gives us your name, exact shipping address for your visa, and payment method. You do not have to fill order form for each applicant. If all visas are to be mailed to the same address, we just need one form and payment. Form is enclosed.
- **PROOF OF LEGAL STATUS IN U.S. FOR NON U.S. CITIZENS**
- **PROOF OF LOSS OF BELARUS/ SOVI ET CITIZENSHIP**

STEP 2: Select Return Shipping method.

Please select your preferred return shipping method and add **SHIPPING FEE** to your payment.

IMPORTANT: Below rates are per person.

- o **\$ 0.00** - Pick up in San Francisco office
- o **\$ 5.00** - Include Your Own Prepaid Self-Addressed Envelope
- o **\$22.00** - Pick up in Atlanta office
- o **\$22.00** - FedEx Second day
- o **\$27.00** - FedEx Standard Overnight (3.00PM delivery on next business day)
- o **\$32.00** - FedEx Priority Overnight (10.30AM delivery on next business day)
- o **\$43.00** - FedEx SATURDAY Priority Overnight (12noon delivery on Saturday)
- o **\$58.00** - Puerto-Rico, Hawaii, Alaska
- o **\$64.00** - Western\Central Europe
- o **\$43.00** - Canada, Mexico
- o **\$90.00** - Eastern Europe\Asia\South America

STEP 3: Enclose a Payment.

Please add up shipping and our visa fees (see table below) and provide us with payment. We accept the following payment types:

- Credit Card (Visa, Mastercard, Amex, Discover). Must fill out the credit card authorization form on Page 5.
- Check/Money Order. Make checks payable to "GO TO RUSSIA TRAVEL, Inc."

ALL PROCESSING TIMES ARE GIVEN IN BUSINESS DAYS

(Monday Through Friday excluding US and National holidays)

TOURIST VISAS

Processing in Business Days	3 days	8 days
Single Entry 1 month	\$470	\$300
Double Entry 1 month	\$490	\$320

BUSINESS VISAS

Processing in Business Days	3 days	8 days
Single Entry 1 month	\$470	\$300
Double Entry 1 month	\$490	\$320
Multiple Entry up to 12 months	\$870	\$470

PRIVATE VISAS

Processing in Business Days	3 days	8 days
Single Entry 1 month	\$470	\$300
Double Entry 1 month	\$490	\$320

TRANSIT VISAS

Processing in Business Days	3 days	8 days
Single Entry 48 hours	\$440	\$260

STEP 4: Mail your application

Please, mail all required documents to us. See document checklist below. We recommend you to send your paperwork via traceable, overnight delivery service such as FedEx, DHL, UPS, USPS Express or similar courier.

**Attn: Visa Dept.
Go To Russia Travel
309 Peters Street, Unit A
Atlanta, GA 30313**

Required documents checklist:

- Passport
- Photograph
- Visa Order Form
- Visa Application (please do not forget to sign)
- Payment

TERMS AND CONDITIONS:

Go To Russia Travel, Inc. acts only as an agent, and only Embassy/consular officials and U.S. Passport Office agents make the final determination when deciding how fast a visa or passport will be issued and for what period of time (validity) visas can be issued. U.S. Passport Services reserve the right to prioritize the processing according to the departure date provided by the applicant. Embassy/consulate officials also have the right to ask for additional documentation in order to issue a passport or visa. Go To Russia Travel, Inc. accepts no responsibility for the services of the Passport Agency or Embassy/Consulate in connection with the granting of passports or visas, nor for any delays, loss of passports or other materials occasioned by such services or by any delivery services such as FedEx, UPS, or the US Postal Service. Damage compensation is not available. In the case where a visa or passport application has been canceled or rejected, the service fee will be non refundable. In case mistake is made on our part in dates/names, please notify us within 12 hours after receipt of your visa for necessary corrections to be made. If your trip has been postponed or dates are changed, some consulates permit visa correction for a fee.

GTR TRAVEL AND VISA SERVICES**ORDER FORM**

(one per country/visa)

Please answer the following questions to ensure correct processing of your request and enclose this form with your other paperwork:

Your Full Name: _____

Country of destination for which you request visa(s): _____

Purpose of your trip (CHECK ONE)

Tourism/Pleasure	Business	Private/Home Stay	Other (specify)

Number of entries (CHECK ONE)

Single	Double	Multiple

Validity of requested visa (CHECK ONE)

1 month	3 months	6 months	12 months	Other

Dates visa to be valid for (dd/mm/yy): From ___/___/___ To ___/___/___

Important: Date you need to receive your visa by (Date of your departure from your home country) ___/___/___

Processing Time Requested (see options on Page 2): _____

Payment enclosed: check ___ money order ___ credit card authorization ___

For the **amount** of _____

Address for FedEx (Important: please provide physical address, no PO Boxes):

Please, choose visa return shipping (PER APPLICATION):

Pick up at San Francisco office - \$0 Pick up in Atlanta office - \$22

Include your own Prepaid Self-Addressed Envelope - \$5

Second day Fedex - \$22 Canada, Mexico - \$43

Standard Overnight - \$27 Puerto-Rico, Hawaii, Alaska - \$58

Priority Overnight - \$32 Western\Central Europe - \$64

Saturday delivery - \$43 Eastern Europe\Asia\South America - \$90

Signature Required on delivery YES NO

Contact **phone number(s)**: Home: _____

Work: _____

Fax: _____

Email _____ (not used for marketing purposes)

How did you hear about us?

Other Comments: _____



www.GoToRussia.com

www.UkraineTrip.com

www.AllRussianHotels.com

www.AllMoscowHotels.com

CREDIT CARDHOLDER'S AUTHORIZATION FORM

In lieu of my credit card imprint I (name of card holder shown on credit card)

hereby authorize Go To Russia Travel or its agents to charge my: AMEX VISA MC DISCOVER

_____ Exp. date (mm/yy) _____ in the amount of _____

Traveler 1: _____ Date of birth (mm/dd/yy) _____

Traveler 2: _____ Date of birth (mm/dd/yy) _____

Traveler 3: _____ Date of birth (mm/dd/yy) _____

Traveler 4: _____ Date of birth (mm/dd/yy) _____

Traveler 5: _____ Date of birth (mm/dd/yy) _____

For the following TRAVEL services (PLEASE SPECIFY): _____

—

My billing address: _____

My mailing address (if differs from billing): _____

Phone: (_____ FAX: _____ E-Mail: _____

Your GTR account manager: (if anyone in particular) _____

By signing below, I acknowledge charges described herein. Payment in full to be made when billed or in extended payments in accordance with standard policy of card issuer.

Change and/or Cancellation Policy: In case of **HOTEL, VIP, TRANSFERS or other travel services** cancellation, \$15 is kept as a non-refundable cancellation fee. Cancellations for **HOTELS** must be made no later than 3 business days before date of check in, in order to avoid a penalty of the cost of one night's stay. **VISA & VISA SUPPORT** fees are non-refundable. In case mistake is made on our part in dates/names, please notify us within 12 hours after receipt of your visa for necessary corrections to be made. If your trip has been postponed or dates are changed, some consulates permit visa correction for a fee. Please contact us for details. **TICKETS** are refundable with a \$300 penalty (unless fare rules state otherwise). Return date can usually be changed with a \$150 penalty paid to the airline provided seats are available.

_____ Date: _____

(Signature of cardholder)

VISA SUPPORT DOCUMENTATION REQUIRED FOR CERTAIN VISA TYPES:

For a Private/Homestay/Visitor's Visa, the applicant is required to provide an **original** invitation. The applicant's relatives or friends should obtain invitation ("zaprashehne") at the local passport and visa office of the Ministry of Interior Affairs. In case of emergency (unexpected illness, death of a relative, etc.) visas can be issued upon submitting a certified cable from a doctor or a clinic in Belarus.

Citizens of the US, Canada, members of EU and select other countries who intend to stay in the Republic of Belarus for no longer than 30 days when visiting a private person do not need to provide letters of invitation. Still, the inviting person and their address must be indicated in the visa application form.

For a Tourist Visa, the applicant must provide an **original** invitation issued by an authorized Belarus travel agency. **If you would like for Go To Russia Travel to obtain such invitation for you, please contact us for details. In most cases, a reservation at a hotel and booking of travel services is required in order to obtain a tourist invitation. Additional fees (cost of invitation, international shipping), besides cost of travel arrangements, will apply.**

For a Business Visa, the applicant must provide an **original** letter of invitation from a company or an organization in the Republic of Belarus, which is registered as a legal entity by the Belarus authorities. The letter of invitation should be printed on the official letterhead with a registration number, date of issue, and should bear the signature of an official and a corporate seal. It should also indicate the expected duration of the applicant's stay in Belarus. The inviting party must provide written guarantees that the invitee will abide by the rules and regulations applied to foreign citizens in the Republic of Belarus.

Citizens of the US, Canada, members of EU and select other countries who intend to stay in the Republic of Belarus for no longer than 30 days when visiting a company or an organization do not need to provide letters of invitation. Still, the inviting organization and its address must be indicated in the visa application form.

Multiple-entry long-term business visa requires confirmation from the Ministry of Foreign Affairs of Belarus.

For a Transit Visa, the applicant is required to have (in their passport) a visa for the country they will enter after transiting through Belarus. In case of traveling to a country that requires no visa for the applicant, it is required to provide a copy of the ticket, itinerary from travel agent or any other credible document confirming the trip to the appropriate country.

IMPORTANT NOTES ABOUT VISA REGISTRATION IN BELARUS

Your visa must be registered within 3 business days upon your arrival to Belarus. When you arrive at the border, you are required to fill out a [Migration Card](#), part of which will be retained by the passport control. The other part will be returned to you with an entry stamp. It is used for visa registration and must be presented to passport control upon departure from Belarus, so please keep it on you with your documents at all times!

If you are staying at a hotel, the hotel staff will register your visa for the duration of your stay at the hotel. If you are staying at a private residence, your visa must be registered at the Passport and Visa Department (formerly OVIR) in the city/district where you reside. You will need to be accompanied by your host or landlord and present your passport, Migration Card and proof of insurance and pay the fee of \$7.50 (in local currency). The mandatory insurance is sold at the international airport upon your arrival. If you arrive to Belarus by train or car, it is your responsibility to obtain such insurance in the city where you are staying prior to your visa registration. The two Belarus agencies that insure foreign travelers are Belgosstrah and Beleximgarant.

Please keep in mind the importance of visa registration, as you may encounter problems with Passport Control upon your departure from Belarus and have to pay a fine of up to \$150 in the event your visa is not registered.

Лицевая сторона части «А» миграционной карты

«А» (Въезд/Arrival)																											
Республика Беларусь														The Republic of Belarus													
Миграционная карта Migration Card														Серия													
														№													
Фамилия/Surname																											
Имя/Given name																											
Отчество/Patronymic																											
Дата рождения/Date of birth														Пол/Sex													
День Day		Месяц Month		Год/ Year												Муж/Male		Жен/Female									
														Гражданство/Citizenship													
Документ, удостоверяющий личность/Passport														Идентификационный номер визы/Visa's identification _____													
														Номер приглашения на въезд/Invitation's number _____													
Цель визита (нужное подчеркнуть)/ Purpose of visit (to be underlined): Служебный/Service, Туризм/Tourism, Коммерческий/Commerce, Учеба/Education, Работа/Employment, Частный/Private, Транзит/Transit														Сведения о приглашающей стороне (наименование физического или юридического лица, адрес) /Address (host organization) in Belarus _____													

С/From:														Срок пребывания/Term of stay: До/Until:							Подпись/Signature:						
Служебные отметки/Official use only																											
Въезд в Республику Беларусь														Выезд из Республики Беларусь													

Оборотная сторона части «А» миграционной карты

Внимание!

1. Иностранцы заполняют обе части («А» и «Б») миграционной карты и сдают ее должностному лицу пограничных войск вместе с документом для выезда за границу.
2. Бланк миграционной карты заполняется каждым иностранцем независимо от возраста на основании документов, дающих право на въезд и пребывание в Республике Беларусь, разборчиво печатными буквами, без помарок и исправлений, на русском языке или буквами латинского алфавита.
3. Для обозначения пола пассажира используется значок «X», проставляемый в соответствующих графах.
4. Согласно Закону Республики Беларусь «О правовом положении иностранных граждан и лиц без гражданства в Республике Беларусь» иностранец, прибывший в Республику Беларусь, обязан в течение трех суток, за исключением выходных дней, государственных праздников и праздничных дней, объявленных Президентом Республики Беларусь нерабочими, зарегистрироваться в органе регистрации по месту фактического проживания.
5. Часть «Б» миграционной карты рекомендуется хранить в документе, удостоверяющем личность пассажира до прохождения пограничного контроля на выезде из Республики Беларусь.

Attention!

1. Aliens are requested to fill in the both parts of the Migration Card («A» and «B») and hand it over to the Border Troops Officer along with their documents for travel abroad.
2. Migration Card blank is filled in clearly in Russian or in Roman alphabet characters in block letters without any corrections or blots by every alien regardless his or her age upon the documents which enable him or her to enter and to stay in the Republic of Belarus.
3. Mark «X» is used in the correspondent boxes to indicate passenger's sex.
4. In accordance with the Law of the Republic of Belarus On Legal Status of Foreign Citizens and Stateless Persons an alien who arrived in the Republic of Belarus is to be registered in the registration authority in the area of virtual residence within three days except for days-off, state holidays and festal days declared as non-working ones by the President of the Republic of Belarus.
5. Part «B» of the Migration Card is recommended to be kept along with the document identifying passenger's personality until going through the Border control procedure while exiting the Republic of Belarus.

Лицевая сторона части «Б» миграционной карты

«Б» (Выезд/Departure)															
Республика Беларусь										The Republic of Belarus					
Миграционная карта Migration Card								Серия							
								№							
Фамилия/Surname															
Имя/Given name															
Отчество/Patronymic															
Дата рождения/Date of birth								Пол/Sex							
День Day		Месяц/ Month		Год/ Year				Муж/Male				Жен/Female			
								Гражданство/Citizenship							
Документ, удостоверяющий личность/Passport								Идентификационный номер визы/Visa's identification _____							
								Номер приглашения на въезд/Invitation's number _____							
Цель визита (нужное подчеркнуть)/ Purpose of visit (to be underlined): Служебный/Service, Туризм/Tourism, Коммерческий/Commerce, Учеба/Education, Работа/Employment, Частный/Private, Транзит/Transit								Сведения о приглашающей стороне (наименование физического или юридического лица, адрес)/Address (host organization) in Belarus _____ _____ _____							
С/From:								Срок пребывания/Term of stay: До/Until:				Подпись/Signature:			
Служебные отметки/Official use only															
Въезд в Республику Беларусь								Выезд из Республики Беларусь							

Оборотная сторона части «Б» миграционной карты

Регистрация и изменение срока временного пребывания
и временного проживания в Республике Беларусь
Registration marks on places of temporary stay in
the Republic of Belarus