



GO TO RUSSIA Travel

309 Peters St., Unit A

Atlanta, GA 30313

Phone: **1.888.263.0023**, 404.827.0099

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www.GoToRussia.com

KAZAKHSTAN VISA STEP-BY-STEP GUIDE

If you require an expedited service, please contact us at 1-888-263-0023, it may be available for additional fee.

*Our fees include official necessary **tourist voucher and/or invitation** (where required), consular fee, one overnight delivery to the Consulate and our document handling fee.*

Discounts are available with your own official invitation - please call for details.

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 SIX (6) months after visa expiration date. Also, you should make sure there's at least TWO (2) completely blank visa pages 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, signed on the back.
- **Cover Letter** completed and signed *Page 6*
- **Visa Application** Please COMPLETE and SIGN Your Kazakhstan visa application form *Pages 7-8*
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.
- **Proof of legal status in USA for non US Citizens** (i.e. photo copy of your green card, both sides, or another legal document)
- **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 *Page 5*.

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 Page 9.**
- Check or 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)

Rates for applicants, who are NOT REQUIRED to present Official Invitation to obtain their visa. Read Important Notes Page 3.

Processing in Business Days	7 days
Tourist Single Entry 1 month	\$290
Business Single Entry 1 month	\$290
Homestay Single Entry 1 month	\$290

Rates for applicants, who are REQUIRED to present Official Invitation to obtain their visa. Invitation and Visa. Support is INCLUDED. Read Important Notes on Page 3.

Processing in Business Days	12 days
Tourist Single Entry 1 month	\$190
Tourist Double Entry 1 month	\$220
Business Single Entry 1 month	\$225
Business Double Entry 1 month	\$250
Business Single Entry 3 months	\$385
Business Double Entry 3 months	\$400
Business Multiple Entry 6 months	\$640
Business Multiple Entry 12 months	\$740

Important Notes:

- As of February 15, 2004, **single entry** business, tourist and private (**up to one month**) visas are issued to citizens of the following countries without invitations from Kazakhstan but on the basis of their personal or companies' written statements submitted to the Consulate of Kazakhstan: Australia, Austria, Belgium, Canada, Denmark, Finland, France, Germany, Greece, Italy, Ireland, Iceland, Japan, Liechtenstein, Luxembourg, Malaysia, Monaco, the Netherlands, New Zealand, Norway, Portugal, Singapore, South Korea, Spain, Sweden, Switzerland, the United Kingdom of Great Britain and Northern Ireland, and USA.
- If you are a dual citizen and hold citizenship of Kazakhstan or other country of the former Soviet Union, please contact our office for details.
- If you are applying for visas other than tourist or business, please provide your own official invitation.
- If you apply for a **private/homestay** visa for more than one month, an original invitation letter issued by the Immigration Department of the Ministry of Internal Affairs (MIA) of the Republic of Kazakhstan is required. Your relatives or friends in Kazakhstan can obtain invitation from the local authorities of MIA and send it to your address in the USA. The period of stay in Kazakhstan is shown in a separate paragraph and must not exceed 90 days
For **adoption visa** processing, a copy of an invitation letter from the Regional Departments of the Ministry of Education of Kazakhstan is required.
Please contact our office for fees quote when you have your own invitation.
- When applying for a child traveling without parents, please present the following (in addition to required paperwork):
 - copies of parents' passports;
 - a copy of the child's birth certificate;
 - a letter from one of the child's parents stating non-objection to the child's other parent taking him or her to Kazakhstan.
- Discounts for children under 16 years of age are available – please contact our office for details.
- Visa processing starts on the day we receive your complete paperwork. One day should be added for FedEx delivery of your visa to your home.
- Consulates are closed for all U.S. and their National holidays. Please call us for information on specific country's National holidays.
- Kazakhstan consulates are closed and do not process visas on Wednesdays – Wednesday is not counted as a business day.
- Registration of your visa may be necessary upon arrival – please consult us before your departure.
- Visas cannot be extended while in Kazakhstan.

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
Cover Letter
Proof of legal status in USA for non US Citizens
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: _____

Embassy of Kazakhstan
Washington, D.C.
Consular Section

Date:

Consular Section,

I, _____, am applying for a single entry
Tourist or *Business* visa to visit Kazakhstan. Please issue the visa from _____ to _____.

The address and telephone number where I will be staying in Kazakhstan:

Complete address:

Name of host:

Telephone Number:

My address and telephone number in the United States:

Complete address:

Telephone Number :

My passport details are:

Name as it appears in your passport:

DOB:

Passport Number:

Passport Expiration Date:

Thank you for your assistance.

Signed,

ҚАЗАҚСТАН РЕСПУБЛИКАСЫ
ВИЗАЛЫҚ САУАЛНАМА



The Republic of Kazakhstan
VISA APPLICATION FORM

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Ескертпе!

Сауалнама баспалық әріптермен толық және ұқыпты түрде толтырылуы тиіс.

Дұрыс толтырылмаған сауалнама кіру визасын беруден бас тартуға себеп болуы мүмкін.

Attention!

Application form should be filled in fully and accurately, in block letters.

Wrong filling of application form can become a cause of refuse in issue of entry visa.

фотосуреті

photo

1. Тегі/Surname(s): _____

2. Аты/First names: _____

3. Өзге де тегі мен аты/Other names and surnames: _____

4. Жынысы/Sex: ☐ Ер/Male ☐ Әйел/Female

5. Туған күні/Date of birth:

күні/day

айы/month

жылы/year

6. Туған жері (қала және ел)/Place of birth (city and country): _____

7. Азаматтығы/Nationality: _____

Туған кезіндегі азаматтығы/Nationality by birth: _____

8. Отбасы жағдайы/Marital status:

☐ бойдақ/single

☐ үйленген (күйеуде)/married

☐ ажырасқан/divorced

☐ тұл ер (жесір)/widow(er)

9. Егер үйленген (күйеуде) болсаңыз жұбайыңыздың (зайыбыңыздың) аты-жөнін және азаматтығын көрсетіңіз/If you are married, please, inform your spouse's full name and nationality: _____

10. Тұрақты тұратын мекен-жайы/Your permanent home address: _____

тел/tel. _____

11. Мамандығы және лауазымы/Occupation (educational background and position): _____

12. Жұмыс орны/Place of work: _____

мекен-жайы/address: _____ тел/tel. _____

13. Паспорт түрі/Type of passport:

☐ дипломаттық/diplomatic ☐ қызметтік/service

☐ ұлттық/ordinary ☐ басқа құжат түрі/other type of document

Нөмірі/Number: _____ берілген күні/date of issue: _____ берілген жері/issued by: _____

қолданыс мерзімі/valid till: _____

14. Туған елінен тыс тұратын адамдар үшін: тұратын мемлекетіне қайтуға рұқсаты бар ма?/For person who lives outside of the country of origin: have you got a permission to return to the country of living?: ☐ Жоқ/No ☐ Бар/Yes

Рұқсаты болған жағдайда, құжат нөмірін және қолданыс мерзімін көрсетіңіз/If yes, please indicate the number of this document and its validity: _____

15. Бұрын Қазақстанда болғансыз ба?/Have you visited the Republic of Kazakhstan before?: ☐ Жоқ/No ☐ Иә/Yes

Болған жағдайда, бұрынғы сапарларыңыздың күндерін және мақсатын көрсетіңіз/If yes, indicate the date and purpose of the visit(s): _____

16. Сіздің Қазақстан Республикасына келуіңізге бұрын рұқсат берілмеген жағдай болды ма?/Have you ever been refused entry to the Republic of Kazakhstan?: ☐ Жоқ/No ☐ Иә/Yes. Бас тартылған жағдайда, себептерін жазыңыз (қашан және кім рұқсатты берген жоқ)/If yes, please give details below (when and by whom): _____

17. Сапардың мақсаты/Purpose of travel: _____

18. Қабылдайтын тарап (мекен-жайы, тел.)/Inviting organization (address, tel.): _____

немесе жауапты тұлға туралы мәлімет (толық аты-жөні, мекен-жайы, тел.)/or person, arranging your visit to Kazakhstan (full name, address, tel.): _____

19. Қазақстан Республикасында болатын пункттері/Places of destination in the Republic of Kazakhstan: _____

20. Қазақстан Республикасындағы келетін бастапқы пункті/The first place of entry into the Republic of Kazakhstan: _____

21. Қазақстандағы уақытша тұратын мекен-жайы/Temporary address in Kazakhstan: _____

22. Сіздің сапарыңызды және Қазақстанда болу мерзімінде тұру шығыстарыңызды кім қаржыландырады?/Who is paying for your cost of travelling and for your costs of living during your stay in Kazakhstan?: _____

23. Қазақстанда болу мерзіміне сақтандыруыңыз бар ма?/Have you got an insurance for the period of your stay in Kazakhstan?: ☐ Жоқ/No ☐ Бар/Yes. Сақтандыру болған жағдайда, оның қолданыс мерзімін және сақтандыру компаниясының атауын көрсетіңіз/If yes, please indicate its validity and the name of insurance company: _____

24. Қазақстан арқылы транзитпен өткен жағдайда, негізгі баратын мемлекеттің визасы немесе тұруға ықтиярхаты бар ма?/In case of transit through Kazakhstan, have you got an entry visa or residence permit for your destination?:

☐ Жоқ/No ☐ Бар/Yes. Болған жағдайда, баратын мемлекетті/if yes, indicate the country of destination: _____ кіру жоспарланған шекара пунктін/border point through which entry is planned: _____ транзиттің бағытын көрсетіңіз/route of transit: _____

25. Сұрау салынатын визаның мерзімі/Period of requested visa: from _____ бастап to _____ дейін

26. Сұрау салынатын визаның мәртелігі/Number of entries requested: ☐ 1 ☐ 2 ☐ 3 ☐ көп мәртелік/multiple

27. Балалары (сізбен бірге жүрген балалар паспортыңызға енгізілген жағдайда ғана толтырылады)/Children (please indicate whether they are traveling with you and are entered in your passport):

№	Тегі, аты/ Surname, First names	Туған жері мен күні/ Date and place of birth	Азаматтығы/Nationality

Мен жоғарыда көрсетілген мәліметтердің толық және дұрыс екенін растаймын. Жалған мәліметтер беріліп қойған визаны жоюға немесе оны беруден бас тартуға себеп болуы мүмкін екендігі маған мәлім. Маған берілген визаның іске асу мерзімі аяқталуына дейін Қазақстан Республикасының аумағынан шығып кетуге міндеттімін.

Мен 2001 жылғы 12 маусымдағы Қазақстан Республикасының «Салық және бюджетке төленетін басқа да міндетті төлемдер туралы» № 209-II Кодексінің (Салық Кодексі) 514-бабына сәйкес төленген консулдық алымдар сомасының қайтарылмайтыны; берілген виза Қазақстанға кіруге толық кепілдік бермейтіні және Қазақстан Республикасының құзыретті органдары менің Қазақстан аумағына кіруіме келісім беруден бас тартқан жағдайда өтемақыға құқық бермейтіні туралы хабардармын.

I undertake that the above mentioned personal data are full and correct. I am aware, that wrong data can cause refuse and canceling of already issued visa. I am obliged to leave the territory of the Republic of Kazakhstan before visa expiration.

I am told, that in accordance with the article 514 of the Tax Code of the Republic of Kazakhstan № 209-II of the 12 of June 2001 the sum of money paid as consular fee is not subject for return; the issued visa does not fully guarantee entry into Kazakhstan and will not serve as basis for compensation in case the authorized bodies of the Republic of Kazakhstan refuse entry for the owner of visa into territory of Kazakhstan.

Күні және жері/
Place and date: _____

Қолы/Signature: _____

Қызметтік жазбалар үшін

For official use only



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)