-IMPORTANT: DO NOT LOSE THIS CHECKLIST-

All Students MUST have a student visa to participate in this program.
Students arriving without a visa will be sent home by immigration officials at your own expense.
YOU are solely responsible for obtaining your visa **ON TIME** for your program.
Please take this process seriously.
IF YOU ARE NOT A US PASSPORT HOLDER, YOU MUST RESEARCH THE VISA REQUIREMENTS FOR YOUR NATIONALITY.

***YOU WILL APPLY FOR YOUR RUSSIAN VISA THROUGH Washington Passport and Visa Service (WPVS).**
Note: You will need to surrender your passport in order to obtain your visa.
Please plan your summer travel accordingly.*

What You Will Need TO DO:

- **READ** information on this **CHECKLIST** and **Washington Passport and Visa Service** website **www.wpvs.com.**
- **MAKE AN APPOINTMENT** with your physician or a travel clinic for required HIV test.
- **GATHER** all of the supporting documentation (and copies!) for your visa application.
- **APPLY** online: You must complete ONE online Visa Application Form (found on wpvs.com)
- **SEND** your documents to Washington Passport and Visa Service
- **RECEIVE** your passport back from the visa service and **ENSURE** that your visa is correct.

Step 1: FAMILIARIZE YOURSELF WITH THE VISA APPLICATION AND SUPPORTING DOCUMENTS

- **NOW!** Complete the Russian visa application on the WPVS website. http://www.wpvs.com/international_info/countries/country.asp?CID=150
- **Remember to complete one form and provide a copy.** Your letter of invitation from RGGU in Moscow is enclosed in this packet. DO NOT LOSE THIS LETTER.

Step 2: COMPLETE YOUR VISA APPLICATION AND GATHER SUPPORTING DOCUMENTS

- **MAKE AN APPOINTMENT** with your health care provider for an HIV test. **You need to have the HIV test done within 90 days of your departure for Russia. You need to have the negative results in hand before applying for your visa.**

Step 3: SEND YOUR MATERIALS TO THE VISA SERVICE

- Send your completed applications, HIV test results, processing fee, and all other supporting documents (listed on the following page) by UPS, FedEx, or registered mail to WPVS.
- Please make sure your application and materials are complete before sending them to the visa service. Any error in your paperwork could jeopardize your application and cause serious delays in processing.

- **NOTE**: The Russian Embassy will **not process visas 60 days prior** to the start of the program. If you need your visa processed before this, please contact WPVS directly (contact information below.)

CHECKLIST FOR YOUR VISA APPLICATION

Items you will need to have a complete visa application:

Required Items	Provided by:	Notes
One (1) Complete and Signed Visa Application form + ONE (1) COPY	WPVS Website completed by You	The invitation letter will entitle you to a **single entry** into Russia. The Russian Ministry will not issue a multi-entry visa. It can be changed after you arrive in Russia. The on-site staff will help you with this process. Print and Sign this form once it is completed
Signed passport	You	Must be valid through 19 June 2015 (for fall semester students) or 21 November 2015 (for academic year students).
One (1) HIV test results documentation from within 90 days before your departure	You (via health care provider)	Must show negative results and be a copy of the actual test results or a note from a physician, written on the doctor's letterhead attesting to negative results.
One (1) photograph (1 3/8 x 1 ¾)	You	Recent, passport-sized, white background with **BOTH** ears showing, computer generated photos **are not** acceptable.
Copy of your flight itinerary	You	Watch for information on a Dickinson-suggested flight.
Proof of U.S. Residency (**copy** of your US visa or green card)	You	*For non-US citizens only; must have a copy of both front and back
Processing Fee	You	See WPVS for more information. 20 Business Days: $270.00 4-6 Business Days: $400.00 Must include $23.00 for return of your passport. *Personal Check or Money Order*
Letter of Invitation (from the Russian State University of the Humanities - RGGU)	CGSE	Find enclosed in your packet. Please do not lose this letter!
Health Insurance Letter	CGSE	Find enclosed in your packet. Please do not lose this and make copies!

- Money orders can be purchased at the Carlisle Post Office at 66 W. Louther St.

Contacts:
Center for Global Study and Engagement | Dickinson College | 717.245.1341 | global@dickinson.edu
Washington Visa and Passport Service 2318 18th Street NW Suite 200 Washington, D.C. 20009 Phone: 1-800-272-7776 Fax: 1-202-462-2335 Business Hours: 9:00 AM to 5:00 PM www.wpvs.com

All information is subject to change; please consult Travisa for the most up-to-date regulations and requirements.