

-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 THE TRAVISA. 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 **Travisa** website **www.travisa.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** through Travisa for your visa.
- **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 Travisa website.
<http://russia.travisa.com/TVSVisaInstructions.aspx?CountryID=RU&ResidenceID=US&CitizenshipID=US&TravelerTypeID=ST&PartnerID=TA>
- **Remember to complete one form and provide a copy.** In mid to late-June you will receive a letter of invitation from RGGU in Moscow.

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

- **Once you receive your invitation letter from RGGU:** 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 Travisa.
- 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.

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 COPY	Travisa 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.
Signed passport	You	Must be valid through 22 June 2014 (for fall semester students) or 25 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 3/4)	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 Travisa for more information.
Letter of Invitation (from the Russian State University of the Humanities - RGGU)	CGSE	This letter should arrive at the CGSE in mid to late June. The CGSE will contact you, confirm your address, and forward it to you.

- Money orders and pre-paid Express Mail envelopes can be purchased at the Carlisle Post Office at 66 W. Louther St.

Contacts:

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