Star Club 2019 Moscow
Russian Visa Application Process
Dear Star Club 2019 Moscow Qualifiers,

Thank you for your Star Club 2019 Moscow trip registration.

Nationals of most countries, including Singapore, need a valid visa to enter Russia. Russian visa cannot be issued at the Russian immigration checkpoints, therefore you must apply for your visa prior to travel. In this information deck, you will be able to find out more details on Russian Visa application process. **It is important that you study the information, otherwise you may be rejected to travel into Moscow, Russia.**

Due to the large number of visa applications, the visa processing time will be a **minimum of 2 to 4 weeks**. During the submission period, please ensure that you are not traveling as you are required to **submit your physical passport to the Embassy**. Please note that certain applications may take longer to process especially if the Russian Embassy requires interviews and/or additional clarifications.

*For full visa information to Russia, please visit: http://www.vfsglobal.com/russia/singapore/Tourist.html.*

Thank you.
STEP 1

• You should receive the following two (02) documents from Global Travel sent to your PruAdviser email (refer to Page 2 and 3 for sample copy).

1. Tourist Confirmation

This should state your actual travel dates in Moscow.
If you are extending to St Petersburg (pre /or post trip, need a separate tourist confirmation from your hotel).

Hotel appeared on your confirmation and voucher may not be the actual hotel allocated for Star Club 2019 as this is strictly for visa application purpose only.

Take note of your confirmation number
STEP 1 (Continued)

2. **Visa Voucher** (refer to sample copy below)

This should state your **actual travel dates** in Moscow.

If you are extending to St Petersburg (pre/or post trip, need a separate tourist confirmation from your hotel).

Hotel appeared on your confirmation and voucher may **not** be the actual hotel allocated for Star Club 2019 as this is strictly for visa application purpose only.
STEP 2

• Kindly log on to https://visa.kdmid.ru/ to submit your online application form.

Country (select the country where you will be applying for your visa)
Select: "Singapore"

Hints and help language:
Select your preferred language

Kindly read the terms in the blue box and tick "I have read this information" to acknowledge.

Select this option to complete a new application
STEP 3

In order to access your application later, however, you will need:
(1) your Application ID, and
(2) the password that you will enter on this page.

Enter your password here (at least one alphabetical symbol and one numeric symbol).

Enter the writing from the picture and press "Submit".
STEP 3 (Continued)

Click “Next” button to proceed to do your online visa application.
STEP 4

Fill in your **visa details** accordingly:

1. **Nationality** – Select your nationality
2. If you had USSR or Russian nationality at some time please select “yes” and indicate when and why you lost it
3. **Purpose of visit (section)** – Select **"TOURISM"**
4. **Purpose of visit** – Select **"TOURISM"**
5. **Visa category and type** – Select **"COMMON TOURIST"**
6. **Number of entries** – Select **"SINGLE"**
7. **Date of entry into and exit from Russia** – Select the dates (including pre and/or post trip travel dates) as indicated in your Tourist Confirmation and Visa Voucher (refer to Step 1).
**STEP 5**

Fill in your **personal details** accordingly:

1. **Surname (as in passport)**
2. **First Name, middle names, patronymic name (as in passport)**
   
   *For Malaysia, Malay & Indian names, type hyphen symbol (-) as Surname and your full passport name in the First name, middle box.*
3. If you have any alias name, please indicate this in item 18
4. **Sex (Gender)**
   
   1. **Date of birth**
   2. **Your place of birth**
   3. If you were born in Russia, select “yes” and specify when and which country you have immigrated to
STEP 5 (Continued)

Fill in your **passport details** accordingly:

1. Passport number
2. Date of issue
3. Date of expiry
STEP 6

Fill in your visit details accordingly:

1. Which institution you are going to visit – Select “TRAVEL COMPANY”
2. Name of organization – Enter “Eventz Plus LLC”
3. Address – Enter “5/7, Building 2, Rozhdestvenka St, Premise V, Room 18, Moscow, Russia, 107031”
4. Reference number – Enter “017539”
5. Confirmation number – as shown in your Tourist Confirmation and Visa voucher (refer to Step 2 for more information).
6. Itinerary (places of visit) – Enter your full itinerary of your trip to Russia (e.g. Enter “MOSCOW” as City Name). Add St Petersburg if you are also travelling to this city for post trip.
   ➤ If St Petersburg is your first point of entry in Russia, type in St Petersburg and add Moscow as second place. Key in the Tourist Confirmation number provided by the St Petersburg hotel.
7. Do you have medical insurance policy valid in Russia? – Select “YES” and indicate “QBE” under ‘provide details’ field.
8. Have you ever visited Russia? – Select “YES” or “NO”.
STEP 7

Fill in your **miscellaneous details** accordingly:

1. Do you have a permanent residential address? – Select “YES” and complete the necessary fields.
   - Your permanent address
   - Your mobile number
   - Your personal email address

2. Do you work (study) in the present time? – Select “YES” and complete the necessary fields.
   - Name of employer – Enter your Agency’s registered company name
   - Work position – Enter your rank
   - Employers address – Enter your Agency’s office address
   - Work telephone – Enter your mobile number
   - Work email – Enter your PruAdviser email

3. Children under 15 years and other relatives written in your passport and travelling with you – Select “Yes” or “No”
STEP 8

Select the location where you will be applying for your visa: 
Select “Visa Application Center VFS (Singapore)”
**STEP 9**

### Miscellaneous information

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you have a permanent residential address?</td>
<td>Yes</td>
</tr>
<tr>
<td>Your permanent address</td>
<td></td>
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<tr>
<td>Your phone number</td>
<td></td>
</tr>
<tr>
<td>Your fax</td>
<td></td>
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<tr>
<td>Your email</td>
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<tr>
<td>Children under 16 years and other relatives written in your passport and traveling with you</td>
<td>No</td>
</tr>
<tr>
<td>Do you currently have relatives in Russia?</td>
<td>No</td>
</tr>
</tbody>
</table>

### Appointment details

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<td>Select the location where you will be applying for your visa</td>
<td>Visa Application Center VFS (Singapore)</td>
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</table>

Kindly **check** and ensure all the details are correct before you click the **“Save and Submit”** button.

**Print** a copy of the completed application form and follow Step 10.
STEP 10

A printed coloured photograph is required. Kindly refer to Step 11 for more details.

Kindly ensure the following:
1. Basis (voucher, dir, No, inv. No):
   **Refer to Step 1 to locate your confirmation number**
2. Application No (web-site):
   **Refer to Step 3 to locate your application number**

Kindly **sign** on the printed visa application form.
STEP 11

An email for visa photo-taking registration will be sent to your PruAdviser email.

Do visit [http://www.prustarclub.com/registration-travel](http://www.prustarclub.com/registration-travel) from **Monday, 13 May, 10.00am** to register yourself for a photo-taking slot. Kindly note that slots are based on first-come, first-served basis.

**This registration will be closed on Friday, 17 May at 6.00pm.**

*Refer to Step 12 for photo-taking schedule.*

Kindly be informed that you are required to bring along the printed set of application form on the day of your scheduled visa photo-taking slot. Refer to **Step 13** for more information.
Visit [http://www.prustarclub.com/registration-travel](http://www.prustarclub.com/registration-travel) from **Monday, 13 May, 10.00am** to register yourself for a photo taking slot. Kindly note that slots are based on first-come, first-served basis.

Click here to enter your 5-digit Agent Code for your visa photo taking registration.

**This registration will close on Friday, 17 May at 6.00pm.**
STEP 11 (Continued)

If you are unable to make it for the visa photo-taking at the Prudential offices, you may visit the following photo studios for your visa photo to be taken at your own expense. Kindly note that no reimbursement will be made. Price for the photo-taking service including printing starts from $10.00 for 6 pieces.

**Photo Studios near your office**

**AMK Colour Centre Pte Ltd**  
500 Lorong 6, Toa Payoh HDB Hub #01-130  
Singapore 082001  
Tel: 62512527  
Mon-Sun : 8.30am - 8.30pm

**Shalom ColorLab**  
Bras Basah Complex  
231 Bain St, #01-77  
Singapore 180231  
Tel: 6338 1032  
Mon-Sun : 10am - 7.00pm

**Dynamic Phototronics**  
Block 1, Tanjong Pagar Plaza #01-51  
Singapore 082001  
Tel: 62237338/96612134  
Mon-Fri : 8.30am - 7.00pm  
Sat: 9.00am – 3.30pm
STEP 12

Please find the following photo-taking schedule:

*Kindly note that a 5-min slot per pax has been allocated from 10.30am onwards daily. Please arrive 10 mins prior to your selected timeslot. Do note that we will follow the schedule strictly. Should you miss your timeslot, you will have to make your own visa photo-taking arrangements at your own expense (refer to Step 11 Continued).

<table>
<thead>
<tr>
<th>Date</th>
<th>Time*</th>
<th>Photo taking Venue</th>
<th>Name of Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thu, 23 May</td>
<td>10.30am to 5.00pm</td>
<td>Fuji Xerox Tower</td>
<td>Level 8, Cantonment Room</td>
</tr>
<tr>
<td>Thu, 6 Jun</td>
<td>10.30am to 5.00pm</td>
<td>Fuji Xerox Tower</td>
<td>Level 8, Cantonment Room</td>
</tr>
<tr>
<td>Wed, 22 May</td>
<td>10.30am to 5.00pm</td>
<td>Prudential @ Scotts</td>
<td>Level 1 Training Centre, eHub</td>
</tr>
<tr>
<td>Fri, 24 May</td>
<td>10.30am to 4.30pm</td>
<td>Prudential @ Scotts</td>
<td>Level 1 Training Centre, eHub</td>
</tr>
<tr>
<td>Fri, 7 Jun</td>
<td>10.30am to 4.00pm</td>
<td>Prudential @ Scotts</td>
<td>Level 1 Training Centre, eHub</td>
</tr>
</tbody>
</table>
## STEP 13

If you are joining us for the visa photo-shoot, please bring along the following documents on your selected date/time slot for our processing:

<table>
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<tr>
<td>1. Your passport</td>
</tr>
<tr>
<td>2. Coloured copy of Tourist Confirmation (refer to Step 1)</td>
</tr>
<tr>
<td>3. Coloured copy of Voucher (refer to Step 1)</td>
</tr>
<tr>
<td>4. Signed copy of visa application form (refer to Step 10)</td>
</tr>
<tr>
<td>6. For Nationals of European Union Member States, China – valid travel insurance for the whole travel period, original &amp; photocopy. Electronic Ticket, Hotel Confirmation and last 3 month bank statement.</td>
</tr>
</tbody>
</table>

If you are unable to join us at any of our scheduled photo-taking dates in FXT and Scotts, please submit the following documents to Global Travel at our office in person by **Friday, 21 Jun.**

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<tr>
<td>7. 1 coloured recent passport photo of yourself (Strictly as per specifications in Step 14)</td>
</tr>
</tbody>
</table>
STEP 14

Printed Coloured Photo Specifications

1. Size 3.5cm by 4.5cm
2. Face size from top of the head to chin 3cm
3. In colour with white background
4. Printed on photo paper
5. Clear and focused
6. Full face with neutral expression (i.e. no smiling, no showing of teeth)
STEP 15

Ensure your passport is signed

Please sign your passport.

Your visa will be rejected if you failed to do so.
For more clarifications on your visa application form, kindly reach out to Global Travel at the following:

**Global Travel**

prusc@globaltravel.com.sg

DQ / Aster / Mary / Jennyll

Tel: +65 6398 3684 / 6398 3688

Operating hours: Monday to Friday 9.00 am – 6.00 pm

Due to the high volume of enquiries, email communication is preferred. We will endeavor to reply within 3 working days.