The Procedures and Terms for processing of visa invitations at the request of the structural divisions of the IKBFU

 **1. Ordinary humanitarian visa (no wages paid)**

An ordinary humanitarian visa is issued to a foreign citizen entering the Russian Federation for the purpose of pursuing scientific, cultural, social, political, sport or religious communication.

**1.1.** **Invitations for citizens of the European Union** (in accordance with the Agreement between the Russian Federation and the EU on the simplified visas processing) are issued at the IKBFU on the letterhead of an educational institution (except for Ireland, Great Britain and Denmark).
To request a visa invitation, you must send the following documents to the mail visa@kantiana.ru :

- a scanned copy of the passport of the invited citizen.

• Passport validity must be + 6 months from the date of the requested visa.

- a form for issuing a visa invitation (see Appendix 1).

• The form must be signed by the head of the structural unit.

- program of stay or study, etc. in the IKBFU

**1.2. Invitations for the citizens of other visa countries not listed in clause 1.1** are issued at the Kaliningrad Regional Office of the Ministry of Internal Affairs of Russia.

Documents required for issuing of an invitation:
• copy of the passport of the invited foreign citizen.
• application form for obtaining a visa invitation (see Appendix 1).
• receipt of payment of state duty (see Appendix 2).

The deadline for issuing an invitation on the IKBFU letterhead is **from 7 to 14 working days**.
The term for issuing an invitation on the letterhead of the he Kaliningrad Regional Office of the Ministry of Internal Affairs of Russia takes **20 working days** from the date of submission of documents to the MIA Administration.

Attention!!! Documents must be brought to the Visa Support Centre in advance. The deadline for processing a package of documents at the Visa Support Centre is 2-3 working days. Submission of documents to the Kaliningrad Regional Office of the Ministry of Internal Affairs of Russia is carried out only on Wednesdays (excluding holidays).

**2. Working for hire, teachers/lecturers (wage paid)**

These invitations are issued for foreign citizens arriving for the purpose of carrying out their professional activities and / or teaching at IKBFU. The invitations are issued on the letterhead of the Kaliningrad Regional Office of the Ministry of Internal Affairs of Russia.
For an invitation of these foreign citizens, you must send the following documents to visa@kantiana.ru:
- a scanned copy of the passport of the invited citizen;
• Passport validity must be + 6 months from the date of the requested visa
- a form for a visa invitation;
• The form must be signed by the head of the structural unit.
- a copy of the preliminary employment contract concluded with a foreign citizen;
- receipt of payment of state duty (see Appendix 2).

Documents for issuing an invitation must be provided **at least 40 days before the planned date of entry** of a foreign citizen. Submission of documents to the Kaliningrad Regional Office of the Ministry of Internal Affairs of Russia is carried out only on Wednesdays (excluding holidays). The invitation is issued **within 20 working days** from the date of submission of documents.

**3. Electronic visas**

Foreign citizens can also apply for an electronic visa to enter the territory of the Kaliningrad Region. An electronic visa to visit the Kaliningrad region can be obtained only by citizens of the following states, the list of which is established by the Government of the Russian Federation (see Appendix 3).
An electronic visa is issued free of charge. To receive it, you do not need invitations, confirmation of hotel reservations or any other documents confirming the purpose of your trip to Russia. The term for issuing an electronic visa is no more than 4 calendar days from the date of submission of the completed application.
An electronic visa is valid for entry and exit to or from the Russian Federation and only through checkpoints located on the territory of the Kaliningrad region:
• air checkpoints "Kaliningrad (Khrabrovo)";
• sea checkpoints "Kaliningrad" (sections in the cities of Kaliningrad, Baltiysk and Svetly);
• railway checkpoints "Mamonovo", "Sovetsk";
• automobile checkpoints "Bagrationovsk", "Gusev", "Mamonovo (Grzechotki)", "Mamonovo (Gronovo)", "Morskoye", "Sovetsk", "Chernyshevskoye".
An e-visa is a single entry visa and is issued for a period of 30 calendar days from the date of issue. The permitted period of stay in the Russian Federation for an electronic visa is up to 8 days, starting from the date of entry, within the period of its validity. The period of validity of an electronic visa and (or) the permitted period of stay on it cannot be extended.
Electronic visas can only be of the following categories:

• ordinary business (the purpose of the trip is business),
• ordinary tourist (the purpose of the trip is tourism),
• ordinary humanitarian (the purpose of the trip is sports, cultural, scientific, and technical contacts).

If the purpose of your trip or the estimated duration of stay in the Russian Federation does not meet the requirements established for an electronic visa, you need to apply with an invitation to a diplomatic mission or consular office of the Russian Federation to obtain a regular (non-electronic) visa.

Foreign citizens who arrived in the Russian Federation on electronic visas have the right to move freely within the territory of the constituent entity of the Russian Federation into which they entered, with the exception of visiting territories, organizations and objects, for entry into which, in accordance with federal laws of the Russian Federation, is required special permission.
There must be at least 6 months left until the expiration date of your passport from the date you submitted your e-visa application. The passport must have free space for border crossing stamps.
Foreign citizens who arrived in the Russian Federation on electronic visas are required to have a medical insurance policy valid in the territory of the Russian Federation for the entire period of stay.

Appendix 1

**Visa invitation application form**

Анкета для оформления визового приглашения

|  |  |
| --- | --- |
| **Surname** Фамилия |  |
| **First name** Имя |  |
| **Date of birth** dd/mm/yyДата рождения дд/мм/гг |  |
| **Sex** Пол |  |
| **Nationality**Гражданство |  |
| **Country of birth, place**Страна рождения, место |  |
| **State of residence, place**Страна постоянного проживания, место |  |
| **Place of obtaining the visa**Место получения визы |  |
| **Place of work**Место работы |   |
| **Employer’s address**Рабочий адрес |  |
| **Job position**Должность |  |
| **Passport number**Номер паспорта |  |
| **Date of issue**…… .. dd/mm/yyДата выдачи дд/мм/гг |  |
| **Date of expiration** dd/mm/yyДействителен до дд/мм/гг |  |
| **Purpose of the visit**Цель визита |  |
| **Date of the visit** dd/mm/yyСроки визита дд/мм/гг |  |
| **Period of stay**Период пребывания |  |
| **Cities in Russia to visit**Города, которые собираетесь посетить в РФ |  |

***The fact of my transborder transfer of personal data to Immanuel Kant Baltic Federal University staff members shall be construed as a automatic consent for the use, transfer and storage of this data for the purpose of applying for the Russian Federation entry invitations or for visa extension, or for the purpose of other actions stipulated by the migration legislation of the Russian Federation.***

|  |  |
| --- | --- |
| **Date**Дата  | **The Form was filled out by myself on**Форма заполнена мною лично\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/**Signature**/Подпись |

***A copy of the main page of the foreign passport of a foreign citizen and confirmation from his place of work are attached in format PDF or JPEG.***

I have read the "Regulations on the stay of foreign citizens and stateless persons in the Immanuel Kant Baltic Federal University"

 «\_\_\_\_» \_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_ г.

|  |  |  |
| --- | --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **(Должность руководителя структурного подразделения)** | **(Подпись)** | **(Ф.И.О.)** |

*Appendix 2*

**Реквизиты для оплаты госпошлины**

*Наименование платежа:* **приглашение на въезд в РФ**

*Код ОКТМО:* **27 701 000**

*Наименование получателя платежа:* **УФК по Калининградской области**

*КПП* **390601001**

*Налоговый орган:* **УМВД России по Калининградской области** **3904020768**

**(л/с 04351128190)**

*Номер счета получателя платежа:* **40101810000000001002**

*Наименование банка:* **Отделение Калининграда**

*БИК:* **042748001**

*Код бюджетной классификации (КБК):* **18810806000010012110**

*Сумма:* **800 рублей**

**Details for payment of state duty**

*Payment name:* **invitation to enter the Russian Federation**

*Russian Classification of Territories of Municipal Formations code:* **27 701 000**

*Beneficiary's name:* **Federal treasury department for the Kaliningrad region**

*Registration reason code* **390601001**

*Tax authority:* **The Kaliningrad Regional Office of the Ministry of Internal Affairs of Russia 3904020768**

**(client number 04351128190)**

*Beneficiary account number:* **40101810000000001002**

*Bank name:* **Kaliningrad Department**

*RCBIC:* **042748001**

*Budget classification code:* **18810806000010012110**

*Amount:* **800 rubles**

|  |  |
| --- | --- |
| *Appendix 3***List of states whose citizens are allowed to enter the territory of the Kaliningrad region with electronic visas**  |  |
|  | AustriaAndorraBahrainBelgiumBulgariaVaticanHungaryGermanyGreeceDenmarkIndiaIndonesiaIranIrelandIcelandSpainItalyQatarCyprusChina (including Taiwan)Democratic People's Republic of KoreaKuwaitLatviaLithuaniaLiechtensteinLuxembourg | MalaysiaMaltaMexicoMonacoNetherlandsNorwayOmanPolandPortugalRomaniaSan marinoSaudi ArabiaNorth MacedoniaSerbiaSingaporeSlovakiaSloveniaTurkeyPhilippinesFinlandFranceCroatiaCzechSwitzerlandSwedenEstoniaJapan |  |