**VISA FORM INSTRUCTIONS 2020:**

*Follow carefully – any mistakes may result in a visa being refused.*

1. Go to the following website: <http://ru.vfsglobal.co.uk/>



1. On the top menu bar, click on:



1. Then near the bottom centre, click on:
2. Select TOURIST (as visa category). Then UNITED KINGDOM (or your own country!) Agree to T&Cs, and click ‘Proceed to Online Application Form’.
3. To apply for visa, select in the UNITED KINGDOM and ENGLISH as the language.



1. Tick the box:



1. Then click on:
2. **On this new screen you will see your ‘application ID’. You must copy and paste this into an email and send this email to JDD and RLD.**
3. **ALSO in this email you must write down the password (6 or more letters including a number). I recommend using your SURNAME + 1.**
4. **IF YOU DO NOT DO THIS WE WILL NOT BE ABLE TO ACCESS YOUR APPLICATION. AND YOU WILL HAVE TO DO EVERYTHING AGAIN.**
5. Click SUBMIT then NEXT to access the main form.

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**DO EVERYTHING IN CAPITAL LETTERS**

SECTION 1: VISA DETAILS

* Nationality: United Kingdom (unless not!)
* Purpose of Visit: Tourism
* Purpose of Visit (2): Tourism
* Visa Category: Common Tourist
* No of Entries: Single
* Date of Entry: 05 April 2020
* Date of Departure: 12 April 2020
* NEXT

SECTION 2: PERSONAL DETAILS

* Fill everything EXACTLY as it appears on your passport.

**At this point, << SAVE DRAFT >> then << NEXT >>… DO THIS AT EVERY STAGE, TO ENSURE YOU DO NOT LOSE INFORMATION.**

SECTION 3: PASSPORT DETAILS (all info should be on the INFO page of your passport)

* Type of passport: ordinary
* For the section which says ‘issued by’, you should find the answer under ‘Authority’, e.g. IPS / HMPO… SAVE DRAFT / NEXT…

SECTION 4: VISIT DETAILS

* Select ‘Travel Company’ as the institution you are visiting
* Travel company name: ALLIANCE TRAVEL COMPANY
* 191036, SAINT-PETERSBURG, RUSSIA, SUVOROVSKIY PROSPECT, BLD.2B, LETTER A, OF. 204
* Reference: 000961
* Confirmation: *123456 (this is the ‘voucher number’)*
* Itinerary: SAINT-PETERSBURG
* National Insurance Number: No
* Have you ever been issued with MMI: No
* Who will pay: Company, SEVENOAKS SCHOOL (leave ‘notes’ blank)
* Plan to stay anywhere: Yes, Hotel, USADBA DERZHAVINA HOTEL, NABEREZHNAYA REKI FONTANKI 118, 190005; +7 812 713-07-17

SECTION 5: ADDITIONAL INFO

* *I would expect you to answer ‘no’ to all questions,* ***except Q7*** *(have you filled this form yourself?)* Level of Russian = “Can have a simple conversation” (SAVE DRAFT)

SECTION 6: LAST VISIT DETAILS

* Have you visited other countries? *Work through you current passport, making sure that you put an entry in for every entry/exit stamp that you have. Dates must match. Then, enter as many countries as you can from the rest of your travel history. Any sensible dates should be fine, e.g. 1st-7th – just guess.* PURPOSE = TOURISM
* Visited Russia: Put ‘No’, unless you have been before!
* Is this your first British Passport? – put YES, **unless** parents have provided copies of earlier passports, in which case fill in the relevant info.

SECTION 7: MISCELLANEOUS INFO

* Enter as much info about your parents as you can – it should all be on the INFORMATION FORM that we asked them to fill out.
* Permanent home address (boarders give **home**, not school) + TELEPHONE NO
* Email: give your school email address
* Type of Job: other / Please specify: STUDENT
* Company Name: SEVENOAKS SCHOOL; Position: STUDENT
* Company Address: HIGH STREET, SEVENOAKS, KENT, TN13 1HU
* Company Telephone: +441732455133
* Company email: admin@sevenoaksschool.org
* Date of joining: 01/09/20\_\_ (leave other phone/fax/email sections blank)
* Financial Situation: Monthly income = 0 / other sources: no / Bank Accts: add your bank name if you have one / Total to spend $500 / Food & Accom: $300
* Answer no to everything else, but do add any Social Media (e.g. Snapchat, Facebook, Whatsapp, Instagram, Twitter…)

SECTION 8: APPOINTMENT DETAILS: Visa Application centre VFS UK, London

*Do* ***SAVE & SUBMIT****, then press ‘Print A4’ but* ***do not*** *print. You should be able to SAVE AS a copy of the PDF, with your* ***SURNAME*** *in the file name. Send this file to RLD & JDD.*