



1625 K Street NW Suite 750 Washington DC 20006
Tel: 888 838 4867 ♦ Email: STANFORD@PinnacleTDS.com

Visa requirements shown below are for U.S. PASSPORT HOLDERS ONLY. Nationals of all other countries please contact Pinnacle TDS directly for specific requirements associated with your itinerary.



Russia Extension
July 15 – 19, 2016

Visa(s) Req'd	# Forms	# Photos	Cost 1 – Persons - 2		Application Deadline	Expedite Fee Per Person
Russia	1	2	\$325.00	\$620.00	May 27, 2016 (or 50 days prior to your departure)	\$150.00

Visas are not required for short tourist stays in Mongolia.
Russian visas are issued for specific dates. Please complete your forms carefully.
Shoulders must be covered for photos. Applications will expire after 30 days. Applications MUST be sent to PTDS immediately following online submission. Please use general sample information verbatim and substitute

Fees shown above include all necessary consular and service fees as well as the cost to return your passport(s) via FedEx within the continental U.S. (Please add \$30.00 to cover extra shipping costs for addresses in Alaska, Hawaii, or Canada.) We strongly suggest that you send your documents to us via FedEx or some other form of traceable overnight courier service.

Please enclose your actual passport along with two (2) photographs, one (1) completed online visa application form. Please also enclose two (2) clear photocopies of the vital information page of your passport. **Please note that your Russia visa application must be completed online at the link shown herein.** Photographs should be recently shot passport-type color photos with a clear background approximately 2" x 2" in dimension. (Note that machine or home digital photographs are not acceptable, shoulders must be covered and photographs must be different than those in current passport.) Your passport must be valid for a minimum of six (6) months beyond the completion of your travel and must have at least four (4) blank unused pages available not including those reserved for amendments and endorsements at the back of your passport. Contact PTDS directly for assistance with renewal of your U.S. passport, as this can easily be done at the same time you apply for your visa.

Applications must be received in our offices no fewer than 50 days prior to your departure from your shipping address or by May 27, 2016, whichever is soonest. Documents received after the deadline will be subject to the per person expediting fee shown above. Special requests for passports to be expedited due to other travel plans prior to your tour departure may also require expediting fees. Please contact PTDS directly regarding any special processing needs or before submitting documents you expect may be received substantially after the deadline as there may be special requirements and/or additional fees to process your request. It may not be possible to cancel processing of your applications once they have been submitted.

Please note that consular fees, shipping fees and application requirements are subject to change without notice. Check or credit card payment accepted. Credit card payment subject to 3.5% surcharge.



PLEASE BE CERTAIN TO RETURN THE FOLLOWING TO:

**Pinnacle Travel Document Systems
1625 K Street NW Suite 750
Washington DC 20006**



- ◆ Your actual passport (Please keep a photocopy for your records.)
- ◆ This completed form
- ◆ Two (2) photocopies of the vital information page of you current passport
- ◆ One (1) visa application form *per person* completed online for Russia
- ◆ Two (2) passport-type color photographs *per person* (Do not attach PTDS will do this for you)
- ◆ Credit or debit card authorization below

PLEASE PRINT CLEARLY

Full Name (1): _____ **Full Name (2):** _____

Passport #: _____ **Exp:** Mo / Yr **Passport #:** _____ **Exp:** Mo / Yr

Home	_____	Home Tel:	_____
Mailing	_____	Work Tel:	_____
Address:	_____	Email:	_____
	_____	Date of Departure from Home:	<u>Month</u> / <u>Day</u> / <u>Year</u>

(FedEx cannot deliver to PO boxes)

Address	_____	Tour Name: Russia Extension
For the	_____	Date of Tour: <u>07</u> / <u>03</u> / <u>2016</u>
Return of	_____	Special Instructions: _____
Passport:	_____	_____
Tel:	_____	_____

Please indicate below if there are known periods prior to your tour during which you will need your passport for another international trip or when you will not be available to sign for the return of your passport.

I will need my passport(s) for other international travel from Month / Day / Year to Month / Day / Year

I will not be at my home and/or return shipping address from Month / Day / Year to Month / Day / Year

CREDIT CARD AUTHORIZATION: AMEX / VISA / MC (please circle one)

Cardholder Name: _____ Signature: _____ Billing Zip Code: _____

Card #: _____ CID# _____ Expires: Mo / Yr Amount US\$ _____

SAA RUSSIA EXT 2016(RUSSIA198)85 FX30 325/620 (APP)12 4PGS VAL 6 MTHS

DL 05/27/15 150.00 3.5%

ENTER RUSSIA 15 JULY 2016

ONLINE ORDER COMPLETION & AUTOMATED UPDATES:

If you have not already done so please complete your order online. This will allow you to create an inbound FedEx shipping label to securely send your documents to us and pay all required fees online. This will also allow you to receive automated email updates regarding the progress of your documents. Please locate and click on the name or number of your specific program at the link below to complete your order.

www.PinnacleTDS.com/StanfordAlumniAssociation

IMPORTANT NOTICE - PASSPORT PAGES & VALIDITY:

You must have at least four (4) blank unused pages available in your passport for visas and entry/exit stamps. In addition, your passport must be valid for six (6) months beyond the completion of your international travel. If you are a U.S. citizen and do not have the adequate number of pages or validity you will need to renew your passport since the U. S. Passport Agency will no longer add pages. Pinnacle Travel Document Systems can easily assist you with this at the same time your visas are being processed. The total additional fees for this service (including U.S. government expediting fee) is \$264.00 for passport renewals and second passports. We can also assist you with expediting first time passport applications.

You will need to complete an application form and a letter of authorization for PTDS and must send your actual passport to us. Specific requirements and the necessary forms are available for download from our Internet site:

Passport Renewals
First Time Passports
Second Passports

www.Traveldocs.com/PTDSPassports

You may also contact us at Stanford@PinnacleTDS.com or 888-838-4867 and we will send you an instruction kit.

APPLICATION COMPLETION SERVICE

We will complete your online visa application(s) for you as an optional service if you are not able to or simply prefer not to go through the online process on your own.

You must still provide all the necessary personal information in order for us to be able to provide this service. A hand written manual version of the visa application(s) must be completed and returned to us before you actually send in your passport and other required documents for visa processing.

Once we have received your completed manual visa application form(s) we will execute the online form on your behalf and return it to you within 2 working days. You will then need to sign this form and include it with your passport, photographs and other documents being sent to us for processing of your visa(s).

Please note that this service is separate from the actual processing of your visa(s) and you must wait to receive and then sign the completed online version of the visa application form(s) from us before you physically ship your documents to us for visa processing.

The fee for this service is \$75.00 per application, per person payable via credit card at the time you send the manual version of the application(s) to us and is in addition to the visa processing fees quoted.

If you would like to take advantage of this service please call us at 888-838-4867 or email us at applications@pinnacletds.com to request a manual version of the visa application form(s) be sent to you.

Online Visa Application Form for Russia

Please read ALL instructions carefully BEFORE beginning the online application process. The DATA APP SAMPLE sheet included in this visa kit has EXTREMELY IMPORTANT INFORMATION THAT YOU MUST READ BEFORE YOU PROCEED. Applications not filled in correctly WILL result in delayed processing.

VERY IMPORTANT: ALL applicants MUST INPUT “PINNACLE123” as their password. DO NOT input any other name or word here. We may need to access your online application in order to make any necessary amendments on your behalf.

All application forms must be completed online at the following web page:

<https://visa.kdmid.ru>

Please be careful to type the link exactly as shown above directly into your web browser address window and NOT into your search engine, e.g. Google or Yahoo otherwise you will not reach the application.

First time users click on “Complete New Application Form”

Refer to the sample visa application and data input sample included for information regarding dates and sponsoring organizations in the U.S. and Russia. Use general sample information verbatim and substitute your personal information.

Please note that this online format is the only acceptable application. No handwritten applications will be accepted.

Please print the online form and include it with your documents.

All forms must bear your original signature. Your application will expire after 30 days. Applications MUST be sent to PTDS immediately following online submission. Please DO NOT complete applications until you are ready to send all of your documents to our offices via an overnight courier service.

Please be aware that the above link is maintained by a Russian government sub-contractor and can sometimes be unavailable or not functioning properly. Please try again if you experience difficulties with this process. Browser “cookies” must be enabled to access the above website.

Russian Visa Application – Sample Data Input

VERY IMPORTANT: ALL applicants MUST INPUT “PINNACLE123” as their password. DO NOT input any other name or word here. We may need to access your online application in order to make any necessary amendments on your behalf.

YOU MUST CHOOSE “SAVE DRAFT” AFTER YOU HAVE ANSWERED ALL QUESTIONS ON EACH PAGE OF YOUR APPLICATION. FAILURE TO CHOOSE “SAVE DRAFT” WILL RESULT IN DELAYED PROCESSING.

PLEASE USE SAMPLE INFORMATION VERBATIM AND SUBSTITUTE YOUR PERSONAL INFORMATION. FOLLOW INSTRUCTIONS BELOW IN RED

Country where you will be applying for your visa: **USA (THIS IS THE ONLY CORRECT ANSWER)**
Nationality: **Your Nationality**
Formerly a Russian Citizen: **No**
Purpose Section: **Tourism**
Purpose: **Tourism**
Visa Category: **Common Tourist**
Number of Entries: **Multiple (THIS IS THE ONLY CORRECT ANSWER)**
PLEASE NOTE DAY/ MONTH/ YEAR DATE FORMAT
RUSSIAN VISAS ARE ISSUED FOR SPECIFIC DATES. PLEASE BE CAREFUL FILLING OUT FORMS
Date of Entry (dd/mm/yyyy): **15/ 07/ 2016**
Date of Exit (dd/mm/yyyy): **18/ 07/ 2016**
Your Last Name: **Doe (MUST MATCH YOUR PASSPORT EXACTLY)**
First Name/Middle Name: **Johnathan Bonham (MUST MATCH YOUR PASSPORT EXACTLY)**
Other Name used in the past: **Maiden name if married**
Gender: **Male**
Date of Birth (dd/mm/yyyy): **13/ 03/ 1961**
Place of Birth: **California USA (MUST MATCH YOUR PASSPORT EXACTLY)**
Were you born in Russia: **No**
Type of Passport: **Tourist**
Passport Number: **0123456789**
Passport Issue Date (dd/mm/yyyy): **10/ 05/ 2010**
Passport Expiration Date (dd/mm/yyyy): **09/ 05/ 2020**
Which Institution are you going to visit: **Travel Company (THIS IS THE ONLY CORRECT ANSWER)**
Name of Organization: **BTK Russian Mir**
Address of Host Travel Company: **Ul. Rossiskaya 6-2 Irkutsk, Russia 6644025 (THIS IS THE ONLY CORRECT ANSWER)**
Reference Number: **002878**
Confirmation Number: **0000 (ALL APPLICANTS MUST ENTER THIS NUMBER)**
Passport Issued by: **US Department of State (SAME FOR ALL US PASSPORTS)**
Places You Plan to Visit: **Irkutsk Listvyanka**
Medical Insurance Policy: **Yes**
Name of Policy Provider: **Blue Shield or Your personal Carrier Name**
Who Will Pay for Trip: **Independently (THIS IS THE ONLY CORRECT ANSWER)**
Do you plan to stay anywhere while in Russia: **Yes**
Where do you plan to stay: **Hotel (THIS IS THE ONLY CORRECT ANSWER)**
Name of Hotel: **Marriot Courtyard Hotel Podlemorye Hotel**
Address of Hotel: **Chkalov St. 15 Irkutsk 664025 Gorkogo 31, Listvyanka Irkutsk Oblast**
Phone Number: **7 3952 481 000 7 395 249 69 74**

Have You Ever Been Arrested or Convicted: **No**
Have You Had an Infectious Disease or Ever Abused Drugs: **No**
Have You Ever Been Refused a Russian Visa: **No**
Has Your Russian Visa Ever Been Canceled: **No**
Have You Ever Tried to Get a Russian Visa by Providing False Information: **No**
Have You Been in Russia with an Expired Visa or Without a Visa: **No**
Have You Ever Been Deported From Russia: **No**
Is This Application Filled Out By You Personally: **Yes**
Have You Ever Received a Russian Visa: **No**
Do You Have Specialized Skills With Firearms: **No**
Have You Ever Performed Military Service: **No**
List All Professional, Civil and Charity Organizations You Belong to: **Red Cross, United Way**
Have You Ever Been Involved In Armed Conflict: **No**
List All Educational Institutions You Attended Other Than High School: **Name,Address,Degree,Dates**
List Last Two Places of Work Excluding Current One: **Name,Address,Position,Supervisor,Dates**
Have You Ever Been Issued a Russian Visa: **No**
Has Your Passport Been Lost or Stolen: **No (THIS IS THE ONLY CORRECT ANSWER)**

List All Countries Visited in the Last 10 Years: **China 2010 Australia 2000**
Have you been issued a passport from another country: **No (If Yes please provide details)**

Miscellaneous Information

Fathers Full Name: **Johan Sebastian Doe**
Mothers Full Name: **Johanna Margaret Bach**
Your Permanent Address: **1234 Main Street Anywhere, California 98765**
Do You Currently Work: **No (If yes please provide details)**
Do You Have Relatives Currently in Russia: **No**

Location Where You Will Be Applying: **Visa Application Center ILS Washington**
(All Applicants MUST choose ILS Washington. Applications will be denied if this is NOT chosen.)
Appointment Date (dd/mm/yyyy): **Next day AFTER you have filled out this application.**

**Please print the online form and include it with your documents.
All forms must bear your original signature.**

**Your application will expire after 30 days. Applications
MUST be sent to PTDS immediately following online submission.
Please DO NOT complete applications until you are ready to
send all of your documents to our offices via overnight courier
service.**



VISA APPLICATION

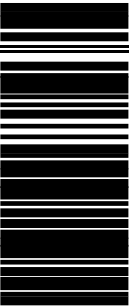
20002-1360884 \ 2/21/2013 7:35:03 PM Completed: visa.kdmid.ru

Destination: Visa Application Center ILS (Washington);

I declare that all data given in this form is complete and true. I am aware that any false statements will lead to my application being rejected or to the annulment of a visa already granted and may also render me liable to prosecution under Russian law. I undertake to leave the territory of Russia upon the expiry of the visa If granted. I understand that possession of a visa does not entitle its bearer to enter Russia automatically. I will not seek compensation if I am refused to enter Russia.

**** - not to be filled by holders of diplomatic and official passports**

1. Nationality (If you formerly had USSR or Russian citizenship, please indicate when and why you lost it) UNITED STATES		6. Purpose of visit TOURISM	
2. Last name (as in passport) DOE		7. Category and type of visa COMMON TOURIST	
3. First and middle names (as in passport) JOHNATHAN BONHAM		8. Number of entries Single entry <input type="checkbox"/> Double entry <input type="checkbox"/> Multiple entry <input checked="" type="checkbox"/>	
4. Date of birth (dd/mm/yy) 13/03/1961	5. Sex M <input checked="" type="checkbox"/> F <input type="checkbox"/>	9. Date of entry in Russia 15/07/2016 (dd/mm/yy)	10. Date of departure from Russia 18/07/2016 (dd/mm/yy)
11. Passport No 0987654321		Date of issue (dd/mm/yy) 12/01/2010	
Issued by US DEPT OF STATE		Valid until (dd/mm/yy) 11/01/2020	
12. Type of passport diplomatic <input type="checkbox"/> official <input type="checkbox"/> tourist <input checked="" type="checkbox"/> other <input type="checkbox"/> please specify			
13. Russian institution or organization to be visited? (for tourists – name and reference number of the host tourist company, for businessmen – name of the host organization and town, for private persons – last name, first name, middle names and home address of the host) BTK RUSSIAN MIR, 002878			
14. Itinerary (places of visit) IRKUTSK LISTVAYANKA			
**15. Do you have a medical insurance valid in Russia? yes <input checked="" type="checkbox"/> Please specify? BLUE SHIELD no <input type="checkbox"/>			
16. Who will pay for your trip to and stay in Russia? INDEPENDENTLY			
17. Marital status married <input type="checkbox"/> single (never married) <input checked="" type="checkbox"/> divorced <input type="checkbox"/> separated <input type="checkbox"/> widowed <input type="checkbox"/>			
18. Spouse's full name (if divorced or separated, please indicate maiden name if applicable)			19. Spouse's date of birth (dd/mm/yy)
20. Spouse's place of birth			
**21. Your father's full name JOHAN SEBASTIAN DOE		**22. Your mother's full name JOANNA BACH DOE	
23. Have you ever been issued a Russian visa? (When and where?)			
**24. Has your passport ever been lost or stolen? yes <input type="checkbox"/> no <input checked="" type="checkbox"/>			
**25. List all countries you have visited in the last ten years and indicate the year of visit ,ENGLAND 2009, FRANCE 2010, ITALY 2012		**26. List all countries which have ever issued you a passport	
**27. List your last two places of work, excluding the current one			
1. Name NO		Phone number NO	
Address NO		Your chief's surname NO	
Your position NO		Dates of joining – dismissal NO (mm/yy) NO (mm/yy)	
2. Name NO		Phone number NO	
Address NO		Your chief's surname NO	
Your position NO		Dates of joining – dismissal NO (mm/yy) NO (mm/yy)	

** - not to be filled by holders of diplomatic and official passports	
**28. List all educational institutions you ever attended, except high schools	
1. Name NO	Address and phone number NO
Course of study NO	Dates of admission and graduation NO (mm/yy) NO (mm/yy)
2. Name NO	Address and phone number NO
Course of study NO	Dates of admission and graduation NO (mm/yy) NO (mm/yy)
**29. List all professional, civil and charity organizations which you are / were a member of or cooperate / cooperated with	**30. Do you have any specialized skills, training or experience related to fire-arms and explosives or to nuclear matters, biological or chemical substance? If yes, please specify
**31. Have you ever performed a military service? If yes, indicate the country, branch of service, rank, military occupation and dates of service	
**32. Have you ever been involved in an armed conflicts, either as a member of the military service or a victim? If yes, please specify	
33. IMPORTANT! EACH APPLICANT MUST READ AND GIVE ANSWERS TO THE FOLLOWING QUESTIONS A visa may be refused to persons who are within specific categories defined by the law as inadmissible to Russia.	
Have you ever been arrested or convicted for any offence? yes: <input type="checkbox"/> When? (dd/mm/yy) Where? no <input checked="" type="checkbox"/>	
Have you ever been afflicted with a communicable disease of public health significance or a dangerous physical or mental disorder? Have you ever been a drug abuser or a addict? yes: <input type="checkbox"/> no <input checked="" type="checkbox"/>	
Have you ever been refused a Russian visa? yes <input type="checkbox"/> When? (dd/mm/yy) Where? no <input checked="" type="checkbox"/>	
Has your Russian visa ever been canceled? yes <input type="checkbox"/> When? (dd/mm/yy) Where? no <input checked="" type="checkbox"/>	
Have you ever tried to obtain or assisted others to obtain a Russian visa or enter Russia by providing misleading or false information? yes <input type="checkbox"/> no <input checked="" type="checkbox"/>	
Have you ever overstayed your Russian visa or stayed unlawfully in Russia? yes <input type="checkbox"/> no <input checked="" type="checkbox"/>	
Have you ever been deported from Russia? yes <input type="checkbox"/> When? (dd/mm/yy) Where? no <input checked="" type="checkbox"/>	
Your answer yes in item 33 does not automatically signify ineligibility for a visa. In this case you may be required to personally appear before a consular officer.	
34. Name, address and phone number of a person or hotel in Russia that you plan to stay with Marriot Hotel Chkalov St. 15 Irkutsk 7 3952 481 000 Podlemorye Hotel Gorkogo 31 Listvyanka 7395 249 69 74	
35. Has this application been completed personally by you? If no, indicate the person completing this application in item 36 yes: <input checked="" type="checkbox"/> no <input type="checkbox"/>	
36. Application completed: Surname, first name Relationship to applicant Applicant's address	
 Place for photograph	37. Other names ever used (maiden name, pen-name, holy orders, et..) 38. Your permanent address, phone and fax number, E-mail 1234 MAIN STREET LOS ANGELES CA 98765, 987-654-3210 39. Place of birth (If born in Russia, please indicate when and what country you emigrated to) CALIFORNIA USA 40. Place of work or study, present position (name, address, phone and fax numbers, E-mail) ABC INTERNATIONAL, ENGINEER, 4321 MAIN STREET ANYWHERE CA 98765 41. Are any of your relatives staying in Russia now? (full name, relation degree, date of birth, permanent address)
I agree to my personal data on this application form being processed and communicated to the appropriate Russian authorities for the issue of a visa. Date (dd/mm/yy), applicant's signature	