



APPLICATION FOR A SHORT-STAY VISA (SCHENGEN VISA, C VISA)

- ! **When to apply:** Applications may be submitted no earlier than 6 months and no later than 15 days before the start of the trip. Applications are processed within 45 working days.
- ! **Where to apply:** The Consulate is only accessible by appointment on Mondays, Tuesdays, Thursdays and Fridays from 10.00 to 12.00.
- ! **How to apply:** Bring all the required documents when submitting the application. Files should be arranged in the order listed below without perforated pockets, staples or paper clips and printed on one side only. A separate file must be prepared for each applicant, including minors. Unless otherwise stated, original documents are not required and documents in Russian must be accompanied by a translation in **French, English or German** on separate sheets. Reservations from travel agents, screenshots and photos of documents are not accepted. The Consulate has the right to request additional documents that are not included in the list (including a proof of payment of reservations) and invite the applicant for an interview. The submission of documents does therefore not guarantee the issue of a visa.
- ! **Visa fee:** EUR 90 and EUR 45 for children aged between the age of 6-12 must be paid in cash and in euros (excl. [visa facilitation agreements](#)).
- ! **Biometric data:** Applicants under the age of 12 and applicants whose fingerprints have been taken within the last 59 months are exempt. Applicants should contact the Consulate before the appointment to check the validity of the fingerprints by sending the most recent visa. If the fingerprints are still valid, the **application can be sent by post (any postal service)** to the Consulate to be received **on the day of the appointment** or delivered to a third party on the day/time of the appointment (no power of attorney required). Applicants must also organise the return delivery of their passport themselves once the Consulate has confirmed that the passport is ready for collection. Note that if the fingerprints are of poor quality, the Consulate will ask the applicant to reappear for the collection of the biometric data.
- ! **How to collect the passport:** The Consulate notifies applicants by telephone (on the number provided in the application form).

DOCUMENTS REQUIRED TO APPLY FOR ANY SHORT-STAY VISA (SCHENGEN VISA, C VISA)

☐	SCHENGEN VISA APPLICATION FORM > Filled out in English or French and signed by the applicant (or legal guardian/parental authority)
☐	1 STANDARD PHOTOGRAPH (according to Schengen guidelines ; glued in the upper right corner of the application form)
☐	INTERNATIONAL PASSPORT (original and copy, including all used pages, biometric data and previous Schengen visas) > issued within the last 10 years and valid for at least 3 months after the expected date of departure from the Schengen area > containing at least 2 blank pages
☐	COPIES OF PREVIOUS SCHENGEN VISAS FOR THE LAST 3 YEARS (if not in the current passport)
☐	PROOF OF RESIDENCE > <u>For Russian citizens</u> : original and copy of internal passport, including all used pages (the Consulate may request additional proof of residence if required) > <u>For non-Russian citizens</u> : original and copy of the document proving residence (valid residence permit or long-term visa)
☐	PROOF OF FINANCIAL MEANS AND WILLINGNESS TO RETURN > bank statements covering at least 3 preceding months (<i>NB: Translation not required</i>) > digitally signed extract from the Russian Pension and Social Insurance Fund for the last 10 years > in addition to the above, if the costs are covered by a sponsor: national sponsorship form (all pages must be printed for each applicant), including a copy of passport or national ID of the sponsor (and residence permit if not an EU citizen). Other documents proving the relationship to the sponsor and the financial capacity of the applicant may be requested.
☐	PROOF OF EMPLOYMENT > certificate of employment with position/salary/start (and end if relevant) date; salary slips of the last 6 months > <u>individual entrepreneurs</u> : proof of economic activity (e.g. 2NDFL or 3 NDFL); either extract from trade/fiscal registry or certificate for individual business > <u>students</u> : proof of enrolment in school or university > <u>pensioners</u> : original and copy of pension booklet > <u>unemployed</u> : document attesting to links in Russia (e.g. vital statistics certificate, proof of property ownership) ; copy of the work booklet containing personal data and pages showing employment history over at least the last 3 years
☐	PROOF OF TRAVEL HEALTH INSURANCE > covering the entire period of intended stay; valid for all Schengen countries and covering any expenses that may arise from repatriation for medical reasons, urgent medical treatment, emergency hospital treatment or death during the stay ; indicating a minimum cover of €30,000 > Concerning Russian insurance companies, the Consulate only accepts Абсолют Страхование, Альянс, ЭНЕРГОГАРАНТ, ЕВРОИНС, Ингосстрах, Капитал-полис, РЕКО-Гарантия, Совкомбанк страхование, and Зетта Страхование
☐	TRAVEL ARRANGEMENTS (<i>Reservations from booking.com/travel agents and screenshots are not accepted</i>) > round trip ticket reservation or other document confirming means of transport (e.g. contract with transport company, copy of driver's licence and registration) > proof of accommodation (e.g. hotel reservation, lease or voucher); not applicable if travel purpose is to visit family or friends and the accommodation is covered by the national sponsorship form

☐	FOR MINORS: PARENTAL CONSENT > original and copy of the birth certificate > copy of the notarised consent for travelling abroad if the minor is travelling alone or with one parent; exceptions can be made if the parent with whom the minor is travelling has sole parental authority (if the other parent is deceased or has been deprived of custody, in which case a death certificate or a court order granting custody solely to the accompanying parent is required) > copy of a valid visa of the parent(s) travelling with a minor for whom a visa is not issued at the same time as the parent(s)
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ADDITIONAL DOCUMENTS REQUIRED DEPENDING ON THE PURPOSE OF THE TRIP

VISITING FAMILY OR FRIENDS

☐	LETTER OF INVITATION > in addition to a national sponsorship form, a letter written and signed by the inviting party > proof of relationship (e.g. birth certificate, marriage certificate, evidence of long-lasting relationship) > a detailed itinerary of planned journey may be requested by the Consulate
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TOURISM

☐	DETAILED ITINERARY OF PLANNED STAY > confirmation of booking of an organized trip or any other document indicating envisaged travel plans > if not applicable, written description of the planned journey
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SHORT-TERM BUSINESS

☐	LETTER OF INVITATION > detailing the purpose of the trip and issued by the inviting company, including the full name and date of birth of the applicant, the purpose and duration of the visit, the nature of the activity, the full address of the company and contact persons, the name and position of the person signing the invitation, and the person or entity paying for the applicant's travel and accommodation expenses > If it cannot be obtained, other evidence of purpose of stay (e.g. information on participation in a conference, admission ticket to a trade fair, conference or symposium, etc.).
☐	SPECIFIC CASES > <u>journalists</u>: certificate issued by a professional organisation confirming that the applicant is a qualified journalist; letter from employer stating that the purpose of the trip is to carry out journalistic work (freelance journalists need to submit a proof of journalistic activity (e.g. press card or work contract)); proof of economic activity > <u>short-term (90/180 days) workers or interns</u>: Letter from the employer, employment contract and/or another document > <u>official delegations</u>: official letter issued by a competent Russian authority (e.g. MID); copy of the official invitation > <u>For drivers, train crew and seafarers</u>, please contact the Consulate for more information

STUDIES, TRAINING, EVENTS OR ACTIVITIES (E.G. CULTURE, SPORTS)

☐	LETTER OF INVITATION > detailing the purpose of the trip > issued by the host organisation (e.g. university, sport federation or committee, institute) in Luxembourg > if not included a statement of sponsorship from the sending or receiving party > <u>participants in sports events</u>: the request needs to include information on the role of applicant > <u>Pupils, students and accompanying teachers</u> can alternatively submit a certificate of enrolment or student card
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OTHER

☐	TRANSIT > Documents related to the onward journey to the final destination (visa or other permission to enter a third country of destination; tickets for onward journey).
☐	MEDICAL (person travelling for medical reasons and their companions) > official document from a Russian health facility confirming the need for medical treatment (including the type and foreseeable duration); the impossibility of obtaining appropriate treatment in Russia; if applicable, the need for the patient to be accompanied, as well as proof that the patient has sufficient financial means to pay for the treatment > a certificate issued by a medical institution in Luxembourg confirming that the applicant will receive medical treatment and proof of the deposit to cover the costs
☐	MARRIAGE > proof of relationship with future spouse > certificate of legal capacity to marry; if it cannot be obtained, it may be replaced by a certificate of national custom and a certificate of single status > full copy of the birth certificate of future spouse (including names of parents) issued within the last 6 months > copy of marriage declaration document issued by a civil servant within the 6 months preceding the visa application > copy of passport or national ID and residence permit of future spouse
☐	PROPERTY OWNERS IN THE SCHENGEN STATES AND THEIR CLOSE RELATIVES > relevant national document (e.g. recent extract from the property register, copy of purchase contract/deed of sale, etc.) proving that the applicant owns the property > proof of the relationship of close relatives to the property owner