



United Nations
Educational, Scientific and
Cultural Organization

MINEPS VI
KAZAN 2017

Sixth International Conference
of Ministers and Senior Officials Responsible
for Physical Education and Sport

GUIDELINES

for Visa Application and Entering the Russian Federation for the Participants of the Sixth International Conference of Ministers and Senior Officials Responsible for Physical Education and Sport (MINEPS VI)

The Local Organising Committee of the Sixth International Conference of Ministers and Senior Officials Responsible for Physical Education and Sport (MINEPS VI) held in Kazan (Russia) offers the confirmed participants **a simplified procedure** of obtaining Russian visas.

The visa issuing process is proposed to be free of any consulate or visa fees provided that the visa application is made through the Embassy/Consulate of the Russian Federation. **Please note** that all the fees charged by the agencies as well as all other expenses related to the visa application are to be paid by the applicant and will not be refunded by the Local Organising Committee.

A single-entry humanitarian visa valid during the period between **July 5, 2017 and July 20, 2017** will be issued by the Embassy/Consulate of the Russian Federation on the basis of an **official Visa Invitation Letter provided by the Local Organising Committee**.

The Visa Invitation Letter is the official document issued by the Local Organising Committee that declares and confirms the participant's intention to participate in the MINEPS VI and allows getting the **Russian entry visa**. The Visa Invitation Letter is required during the visa application procedure to be done by the individual at the Embassy/Consulate of the Russian Federation in the country of residence.

The Visa Invitation Letter provided by the Local Organising Committee **is not valid for travelling and entering the Russian Federation**. The aim of the Visa Invitation Letter is solely to initiate and support official visa application procedure.

The participant must apply for the Visa Invitation Letter through the <http://en.mineps2017.com/registration> by the **deadline June 30, 2017**.

The process of issuing and delivering the official Visa Invitation Letter takes **7-10 days** from the moment the relevant personal data is submitted to <http://en.mineps2017.com/registration> and approved by the Local Organising Committee to the moment the Visa Invitation Letter is sent to the participant by e-mail.

In order to receive the official Visa Invitation Letter the participant must:

1. Submit the relevant **personal information** to <http://en.mineps2017.com/registration>. **Please note** that the personal information (name, surname, citizenship, passport number, gender, etc.) must be identical to the one in the passport.
2. Upload a **photograph** in accordance with the photograph requirements and format.
3. Submit a **valid personal postal address**.
4. Submit a **single, correct and valid personal e-mail address** where the scanned official Visa Invitation Letter will be sent.
5. On the basis of the information received, the Local Organising Committee will issue the official Visa Invitation Letter, which will be sent to the participant **by e-mail**.

Upon receiving the Visa Invitation Letter, the participant is **to collect all the documents** in accordance with the requirements of the Embassy/Consulate of the Russian Federation and **submit them to the Embassy/Consulate of the Russian Federation no earlier than May 20, 2017** together with the Invitation issued by the Local Organising Committee.

More detailed information on the documents required is available on the website of the Embassy/Consulate of the Russian Federation of the city where the participant intends to apply for a visa. Application terms and conditions may vary from one country to another. Every Embassy/Consulate reserves the right to require additional documents to process your application.

Visa processing period in the Embassy/Consulate of the Russian Federation takes up to **3 days**. In order to avoid any delays it is of **utmost importance to inquire about all the details of the visa** issuance procedure at the respective Consular Office **in advance**. The Local Organising Committee cannot influence the working process of the Embassy/Consulate of the Russian Federation.

Please note that the visa application will be processed and decided by the Embassy/Consulate of the Russian Federation in the country of residence. Although the Local Organising Committee will do its best in assisting the application process, the decision to issue or refuse a visa is made solely by the Embassy/Consulate of the Russian Federation.

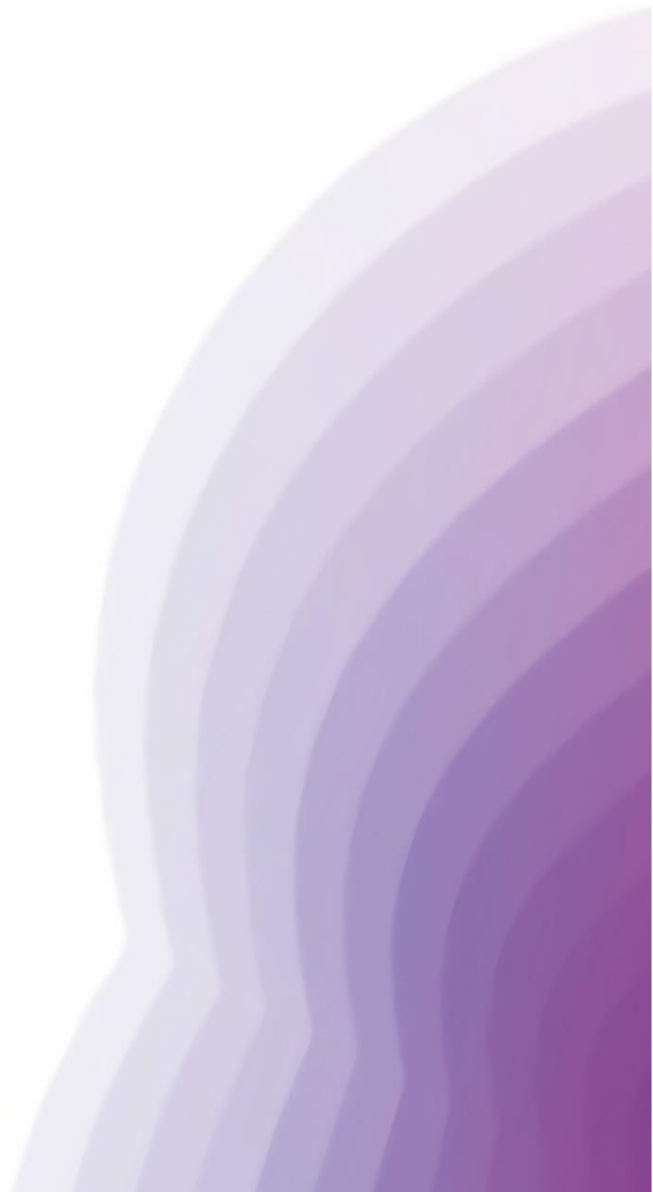
If there is no Embassy/Consulate of the Russian Federation in your country please apply to the nearest Embassy/Consulate or an agency (refer to the list of countries without Russian Embassies enclosed). **Please note** that all the fees charged by the agencies are to be paid by the applicant and will not be refunded by the Local Organising Committee.

For any questions related to the visa assistance please contact the Local Organising Committee using the following e-mail address: **visa.support@dspkazan.com**.

In order to enter/exit the territory of the Russian Federation under a visa regime during the period between **July 5, 2017 and July 20, 2017**, the participant must have the following documents:

- a **passport** valid for at least six months after the expiry date of the visa, i.e. until **January 20, 2018**
- a **valid visa**

IMPORTANT NOTE:

1. Each participant is obliged to check the status of the passport with which he/she enters the territory of the Russian Federation. The passport should leave no doubt as to its authenticity or the fact that it belongs to the holder, must not contain marks, errors of fact, records, crossings out or corrections which are not certified by the competent authorities of the foreign state, and must contain no torn or loose pages. The passport must contain at least 2 blank pages. It should be valid for at least six months after the expiry date of the visa, i.e. until January 20, 2018.
 2. In the event of unforeseen circumstances arising upon entering the Russian Federation, visitors must immediately contact the consular office of the Ministry of Foreign Affairs of the Russian Federation, located at the point where they crossed the border of the Russian Federation (Moscow international airports Sheremetyevo, Domodedovo and Vnukovo and Kazan International Airport).
 3. In the event of unforeseen circumstances arising upon entering the Russian Federation, visitors must have 4 colour non-glossy photos sized 3x4 cm and at least 100 euros in order for an urgent entry visa to be processed.
 4. Each participant should have a medical insurance policy valid on the territory of the Russian Federation.
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- A decorative graphic in the bottom right corner of the page, consisting of several overlapping, semi-transparent, curved bands of varying shades of purple, ranging from light lavender to a darker, more saturated purple.