



#002 May, 2012

Dear National Ski Federations,

Dear Team Leaders,

As you may be aware, Sochi, RUS, the site of 2014 OWG is scheduled to host COC - J event, Ladies and Men this summer, preliminary dates have been set as July 14-15, 2012.

The final summer events calendar will be confirmed during 2012 Congress in Korea in late May 2012.

Therefore, we have decided to split the COC information to be sent out into two packages:

This first one is in regards to Russian visa process and preparation of the invitations;

The second one, with details for the event will follow immediately after the Ski Jumping Committee meeting May 29, 2012. **At that time we will cover many important items in the info package and will provide a contact to answer your specific questions, that you might have.**

Due to the need for most nations to apply for entry visa to Russia and considering the time it takes to process the documentation, at this time we are sending the below info with the visa requirements for your review and processing without a delay.

Please fill the attached Excel spreadsheet and FWD it to the shown contact e-mail along with the main pages of passport scans.

We advice that you include the maximum number of potential event participants and officials in order to include them into the invitation letter that will be prepared.

Sincerely,

Competition management team.

VISA INFORMATION AND IMPORTANT INVITATION RELATED DETAILS

All foreign nationals are required to have entry visas to travel to the Russian Federation (RF). Russian entry visas can be obtained at local Russian [Embassy or Consulate](#), official letter of invitation issued by the Federal Migration Service Department or specially authorized travel agencies is required.

Requirements for Foreign Citizens To Enter Russia

1. Passport must be Valid 6 months Beyond Intended Stay
2. Tickets and Documents for Return or Onward Travel
3. Russian Visa is Required
4. Vaccinations - Non Required

Russian visas issued by the consulates in Europe now have a five day "waiting period" on entering Russia, i.e. the person cannot travel to Russia for at least 5 days after the visa is issued.

This rule has been applied sporadically and it seems to largely depend on a consulate. If your travel plans are urgent, we strongly recommend you to contact the Russian consulate you plan to collect your visa at and make sure that your visa will be available in time.

When applying for a visa the following documents must always be provided:

1. Invitation (obtained through the Foreign Migration Service (YFMS) or the Ministry of Foreign Affairs of the Russian Federation (MFA RF) original or by telex)
2. Completed Consular Questionnaire
3. Photo 3 x 4 cm, attached to the Consular Questionnaire
4. Passport (valid for at least 6 months after the visa expiry date)

The following documents may also be required:

1. Medical insurance
2. Residence permit or work permit for the country in which the foreign national will be applying for a visa
3. Test for HIV (certificate)
4. Proof of sufficient funds to cover the stay in Russia
5. Other

Information about the fee and conditions for applying for a visa at the Consulates of the Russian Federation can be obtained at the individual Consulates. The consular fee depends on the type of visa required, the conditions under which it is applied for and the citizenship of the applicant.

The visa issue rules are such that in most cases first time applicants obtain single entry visa, followed by double entry, then multiple entry visa can be applied for and issued.

Nations, that need an entry visa to Russian Federation have to send the following documents ideally by May 18, 2012 to two addresses: suhanovaekaterina@yandex.ru; info@skijumpingrus.com

- 1. Passport copies of each team member, official planning to attend (we recommend that you include the maximum possible number of potential attendants, as it would be easier to skip applying rather than producing additional invitations).**
- 2. Additional information of each visa applicant - the address of the place of work or study, work or school phone number (fill the attached Excel spreadsheet).**
- 3. Please, indicate specifically, where (Russian Embassy or Russian Consulate) in your country of origin, you will receive entry visa. Please find out the location of the nearest one to you.**

FYI: According to legislation of the Russian Federation, each foreign visitor, whose period of staying in RF country **more than 5 calendar days**, is obliged to obtain certificate of temporary registration. The certificate is issued by the Federal Migration Department of Russian Federation. Cost of this procedure is 25 EURO per person. In this regards, we kindly ask you to take this amount into account if your stay is exceed 5 calendar days.

<http://www.skijumpingrus.ru>

