



# Consular Service Fly

Visa and Consular Service  
Bern - Geneva

## Visa Request Form • Visum Auftragsformular

Consular Service Fly GmbH

Postfach 9008 • 3001 Bern

info@consular-service.ch • www.consular-service.ch

### Traveler data / Angaben zum Reisenden

Country to Visit/Reiseland \*

Numbre of Entries/Anzahl Einreisen \*

Business - Tourist - Technical \*

Last Name/Nachname \*

First Name/Vorname \*

Nationality \*

Email \*

Phone / Telefon \*

### Assistant data / Angaben AssistentIn

Last Name/Nachname

First Name/Vorname

Email

Phone / Telefon

Cell phone/Handy

### Billing address / Rechnungsadresse

Company / Firmenname \*

Attention of / z.Hd. \*

Exact address / Genaue Adresse \*

PO-Number/Cost Center/Auftragsnummer/Kostenstelle

### Passport return address / Rückversandadr. Pass

Company / Firmenname

Attention of / z.Hd.

Exact address / Genaue Adresse

Return address for passport/Rücksendung Pass \*

☐ Send Passport to Billing address/Passversand wie Rechnungsadresse

*For administrative reasons we require credit card payment for private persons.  
Aus administrativen Gründen verlangen wir Kreditkartenzahlung bei Privatpersonen.*

Payment/Zahlung \*

- ☐ Invoice/Rechnung  
☐ Credit Card

Credit Card Number with Expiry Date MM/YY

Number

Expiry Date

Date of request / Datum des Auftrags

Return my passport until: / Pass zurück bis:

### Required Shipping / Gewünschte Versandart:

Swiss Post Registered A-Post next working day (Monday-Friday) - CHF 9,00

DHL Courier Standard next working day (Monday-Friday) - CHF 18,50

Courier SAME DAY - price on request

Swiss Post Registered EXPRESS next day (Monday-Saturday) - CHF 22,00

DHL Courier Rapid next working day (Monday-Friday) - CHF 23,50

Courier international - price on request



# Consular Service Fly

## Visa and Consular Service Bern - Geneva

---

### Required documents: **Russia - Business**

**Validity of Visa:**  
30 days - 1 year

**Max. Duration of stay:**  
30-90 days

**Permitted entries:**  
1x/2x/multiple

- Our Visa Request Form
- Application form      Questionnaire PDF - (the online application form will be filled by us)
- Original passport, valid at least 6 months beyond return date
- If non-Swiss - Copy Swiss residence permit B or C
- 1 passport photo 4,5 x 3,5 cm - good quality, colored, white background, not older than 4 months (The photos can also be sent to us digitally in jpg format + CHF 10/photo)
- Invitation letter: With company stamp, signature, indication of place of activity - Original only required for multiple entry visas, otherwise copy/scan sufficient ( colored, good quality) - required language: russian
- Certificate of insurance (with inclusion of repatriation costs in case of death, valid for the entire duration of the stay)

**Submission procedure:** The application/passport is submitted and collected by us. Personal appearance by the applicant is generally not necessary. Send us all necessary documents by swiss post registered letter to our P.O. Box address.

Processing time standard application    9-10 working days

Processing time express application    7 working days

Processing time urgent application    1-3 working days (only with telex invitation)

### Comment/Remarks

*Our service and responsibility is completed from the moment we post our documents at the Swiss Post or Courier Service.  
We are not liable for any delay or loss of documents posted on time.*

---

• [info@consular-service.ch](mailto:info@consular-service.ch) • [www.consular-service.ch](http://www.consular-service.ch) •

#### Office Bern

Postadresse: Postfach 9008, 3001 Bern  
Domizil: Murtenstrasse 114, 3202 Frauenkappelen  
Tel. +41 (0) 31 888 80 80 - Fax +41 (0) 31 888 80 85

#### Office Genève

Adresse postale: Case postale 1345, 1211 Genève 1  
Tel. +41 (0) 22 888 50 80 - Fax +41 (0) 22 888 50 85



# Consular Service Fly

Visa and Consular Service  
Bern - Geneva

## Questionnaire Application form for Visa Russia

(incomplete forms can delay the application)

<b>Name and first name applicant</b>		
<b>Private address of residency</b>	Street	Post code/Location
<b>Place of birth</b>		
<b>Private Phone</b>		
<b>Maiden name</b>		
<b>Employer/Company Address Post Code/Location Function/Role Phone number</b>		
<b>Required Visa validity</b>	from:	till:
<b>Most important destinations in Russia</b>		
<b>Number of previous travels to Russia</b>		
<b>Date of last travel to Russia</b>	from:	till:
<b>Born in Russia? If yes – Russian passport existing?</b>	yes	no
<b>Relatives in Russia? Surname, Name Date of Birth Address Post Code/Location Degree of relationship</b>		

*Our service and responsibility is completed from the moment we post our documents at the Swiss Post or Courier Service.  
We are not liable for any delay or loss of documents posted on time.*

• [info@consular-service.ch](mailto:info@consular-service.ch) • [www.consular-service.ch](http://www.consular-service.ch) •

### Office Bern

Postadresse: Postfach 9008, 3001 Bern  
Domizil: Murtenstrasse 114, 3202 Frauenkappelen  
Tel. +41 (0) 31 888 80 80 - Fax +41 (0) 31 888 80 85

### Office Genève

Adresse postale: Case postale 1345, 1211 Genève 1  
Tel. +41 (0) 22 888 50 80 - Fax +41 (0) 22 888 50 85



# Consular Service Fly

## Visa and Consular Service

### Bern - Geneva

## Visa selection

Tourist in CHF (incl. Visa, Handling fee, Invitation)	Processing time			Remarks
	Price 9-10 work days	Price 7 work days	Price 1-3 work days	
Single entry 30 days	249			
Multiple entry 3 months	369			
Multiple entry 6 months	409			

(Currently we are not able to issue invitation letters for business visas)

Business in CHF (incl. Visa, Handling fee)	Processing time			Remarks
	Price 9-10 work days	Price 7 work days	Price 1-3 work days	
Single entry 30 days	269	359		
Double entry 3 months	309	429		
Multiple entry 1 year	439		599 <sup>1</sup>	<sup>1</sup> Express only with Telex invitation

Technical in CHF (incl. Visa, Handling fee)	Processing time			Remarks
	Price 9-10 work days	Price 7 work days	Price 1-3 work days	
Double entry 3 months	309		429	<sup>1,2</sup> only with Telex invitation

Insurance in CHF (incl. Repatriation)	Processing time			Remarks
	Price			
30 days	39			
90 days	59			

Prices in CHF, excl. VAT

*Our service and responsibility is completed from the moment we post our documents at the Swiss Post or Courier Service.  
We are not liable for any delay or loss of documents posted on time.*

• [info@consular-service.ch](mailto:info@consular-service.ch) • [www.consular-service.ch](http://www.consular-service.ch) •

#### Office Bern

Postadresse: Postfach 9008, 3001 Bern  
Domizil: Murtenstrasse 114, 3202 Frauenkappelen  
Tel. +41 (0) 31 888 80 80 - Fax +41 (0) 31 888 80 85

#### Office Genève

Adresse postale: Case postale 1345, 1211 Genève 1  
Tel. +41 (0) 22 888 50 80 - Fax +41 (0) 22 888 50 85

## Confirmation of insurance



Company name

Address

Phone number

E-mail

Last name

First name

Address

Date of birth

Policy number

### Insurance coverage

The insurance is valid for emergencies worldwide (including Russian Federation) (including Republic of Belarus). The costs are reimbursed to the insured person following submission of the detailed original invoice. The reimbursement is sent only to an address in Switzerland or to a Swiss bank account. It is not possible to send a reimbursement abroad.

We hereby confirm that , born on , is covered with us as follows:

Type of benefit	Description	Amount of benefit
<b>Medical benefits (includes medication and aids)*</b>	<b>Mandatory basic insurance</b> Mandatory basic insurance, including accident cover, in accordance with Swiss federal law on mandatory healthcare insurance. Includes also pre-existing conditions, substance abuse treatment, mental health care and pregnancy. <b>The additional costs are covered under supplementary insurance</b> Emergency treatment in case of illness	<b>Mandatory basic insurance</b> Covers costs of outpatient and inpatient treatment, up to a maximum of twice the tariff of the canton of residence in Switzerland. <b>Supplementary insurance</b> Covers costs of outpatient and inpatient treatment Outpatient: 90%, no limit to the amount, worldwide Inpatient: 100%, no limit to the amount, worldwide
<b>Emergency transport*</b>	The insurance covers transport to the nearest suitable doctor or to the nearest suitable hospital.	Unlimited, worldwide
<b>Search and rescue operations*</b>	Search operations undertaken for the purpose of rescuing or recovering an injured or seriously ill insured person.	CHF 100'000.00 per insured event, worldwide
<b>Repatriation to the home country*</b>	The cost of repatriation to the insured person's place of residence in Switzerland or to a hospital in Switzerland, if the insured person contracts a serious illness or suffers a serious accident while abroad and repatriation is necessary for medical reasons.	Unlimited, worldwide
<b>Repatriation of a decedent*</b>	Recovery and transfer of the mortal remains of the deceased to the last place of residence in Switzerland.	Unlimited, worldwide
<b>Co-payment</b>	<b>Mandatory basic insurance</b> CHF 1'000.- per calendar year <b>Supplementary insurance</b> Outpatient: 10 % Inpatient: no deductible	
<b>Notice</b>	<b>Insurers and supervision</b> Providers of mandatory basic insurance are supervised by the Federal Office of Public Health (BAG). Providers of supplementary insurance under private insurance law are subject to the Swiss Financial Market Supervisory Authority (FINMA). <b>Rating</b> Swiss health insurance funds are not listed on the stock exchange and therefore do not have public ratings. According to the US Center for Medicare & Medicaid Services, Swiss mandatory basic insurance has the same minimum standards as specified under the Affordable Care Act ("Obamacare").	
<b>Validity</b>	Valid from 26.01.2018 until 28.01.2018 (Subject to termination by the insured person or owing to non-payment of the premium)	

\* If treatment is required abroad the CSS emergency center must be consulted immediately. Benefits will only be provided if the CSS Emergency Centre approves and/or organises the treatment. 24-hr emergency number: +41 (0)58 277 77 77.

Date 21.12.2017

E. Costa

Team Leader  
Insurance Changes Team 1  
Member of Management

N. Dornfleiter

Specialist  
Insurance Changes Team 1

This form is intended to give a general overview. The actual details of the various insurance plans offered can be found in the statutory provisions of the Federal Health Insurance Act (KVG), the Federal Insurance Contract Act (VVG), the General Conditions of Insurance (AVB) and the Supplementary Conditions (ZB) which determine the obligation of CSS Group to render services.



## Insurance cover abroad

Surname and first name:

Date of birth:

Place of residence:

Policyholder number:

Duration of stay abroad, from

until

Travel destination: Russia

Reason for stay abroad: travel visa

Insurance coverage valid as of:

**BASIS Compulsory Health Care Insurance according to KVG (with accident)**

covers the costs of medically necessary out-patient medical treatment, hospital treatment as well as prescribed medicines and analyses for acute illnesses and accidents during a stay abroad anywhere in the world. At the most, double the estimate of the costs will be covered in line with the relevant price in the canton of residence in Switzerland. These benefits are paid only as long as the patient's state of health precludes repatriation to Switzerland.

**TOP Supplementary Health Care Insurance for special benefits according to VVG (with accident)**

covers the following costs worldwide in case of a temporary stay abroad (max. 12 months):

**Medical Expenses**

in emergency cases: urgent, scientifically recognised and appropriate treatments for:

- out-patient treatment (after deduction of the benefits paid by the BASIS health care insurance) 100% of the calculated costs
- in-patient hospital treatment (after deduction of the benefits paid by the BASIS health care insurance) 100% of the calculated costs

These benefits are paid only as long as the patient's state of health precludes repatriation to Switzerland.

Legally binding or agreed deductibles as well as excesses will not be reimbursed.

**Personal assistance**

covers the full costs in emergency cases for:

(Cost reimbursement within the conditions of the existing insurance cover)

- medically necessary rescue operations and transportation
- medically necessary repatriation of the insured Person
- rescue and recovery operations up to max. CHF 20'000.- per person insured / calendar year

**Including Travel Insurance (complementary to the Swiss health care Insurance)**

- Emergencies (out- and/or in-patient treatments): € 30'000.-
- medically necessary repatriation: € 30'000.-
- Repatriation of remains: € 30'000.-

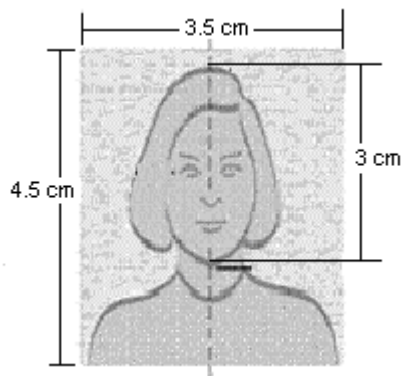
Helsana Versicherungen AG  
Kundenservice International  
Postfach  
CH-6001 Zürich  
Tel. +41 (0) 844 46 84 47

**Benefits are paid only if the  
Emergency Call Centre is notified!  
Emergency Phonenummer: +41 58 340 16 11**

Please kindly see below the information regarding the requirements of the photos for the Russian Visa Applications.

Also kindly note that:- If the photos that you sent along with your visa applications do not meet the below mentioned requirements then your application will be considered as the incomplete document.

#### PHOTO SPECIFICATIONS

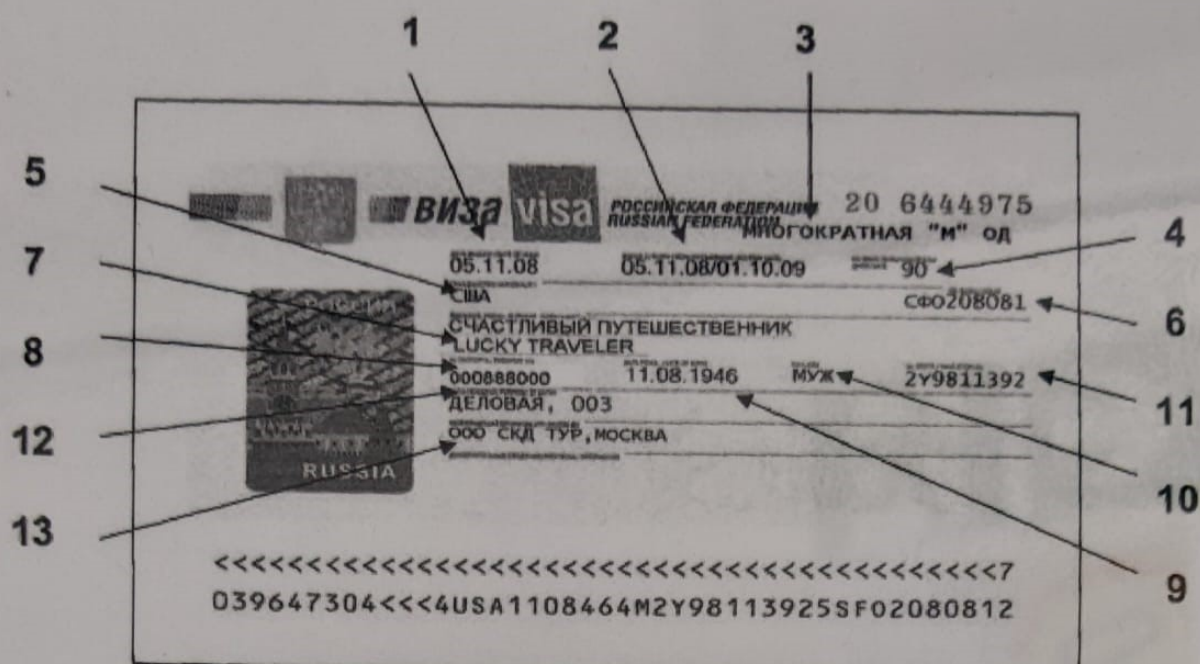


**Note:** The photographs submitted must meet with these specifications.

Please provide one recent photograph (not more than 6 months old) of yourself. The photographs should be:

- 3,5 x 4,5 cm taken against a light background (white or off-white) so that features are distinguishable and contrast against the background.
- Clear quality and with the face in focus.
- Printed on normal photographic paper (camera print).
- Full face, non-smiling (without sunglasses, a hat/cap or other head covering, unless the applicant wears such items because of their religious belief or ethnic background).
- Please stick the Photograph on the Visa Application Form.

# HOW TO READ YOUR RUSSIAN VISA (new type)



- Date of issue:**  
**IMPORTANT:**  
Date format – Day/Month/Year  
22.05.08 stands for 22 May, 2008
- Dates of visa validity – entry from/ exit until (November 05, 2008 – from this date you may enter Russia; October 01, 2009 – by this date you must leave Russia).**  
**IMPORTANT:**  
Date format – Day/Month/Year  
04.06.08 stands for 04 June, 2008
- Number of entries allowed:**  
ОДНОКРАТНАЯ – Single entry  
ДВУКРАТНАЯ – Double entry  
МНОГОКРАТНАЯ – Multiple entry
- Duration of stay in Russia (in days)**
- Applicant's nationality:**  
США – USA  
АВСТРАЛИЯ – Australia
- Visa identification number**  
For internal use only
- Surname (Last name), Given names**
- Applicant's passport number**
- Applicant's date of birth**  
**IMPORTANT:**  
Date format – Day/Month/Year  
23.07.08 stands for 23 July, 2008
- Applicant's gender**  
МУЖ – Male  
ЖЕН – Female
- Invitation number**
- Purpose of entry to Russia**  
(type of visa)  
ТУРИЗМ – Tourism  
КОММЕРЧЕСКАЯ – Business visa  
ДЕЛОВАЯ – Business visa  
ЧАСТНАЯ – Private visa
- Inviting party in Russia**  
Name of the inviting organization, Russian tourist agency or hotel that issued the invitation with it's reference number (license number).