



GO TO RUSSIA Travel
3450 Geary Boulevard (#105 and #106)
San Francisco, CA 94118
Phone: 1.415.593.4455
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UKRAINE VISA STEP-BY-STEP GUIDE

STEP 1: Prepare and SIGN these documents:

- **A Valid Passport:** You have to MAIL us your current valid and signed passport. Passport should be valid at least SIX (6) months after your visa expiration date. Also, you should make sure there's at least TWO (2) completely blank visa pages in your passport.
If your passport is about to expire or needs more visa pages, please contact us, and we will help to obtain a new or renew passport and/or add visa pages to your existing one.
- **One Passport Style Photograph:** Photographs must be 2x2 inches in size.
- **Visa Application** Please COMPLETE and SIGN Your visa application form.
We ask you to fill as much info as possible, but if you are not sure what to write for one question or the other please leave it blank. We will fill it ourselves rather than you fill incorrect information. You can always call **1.888.217.1178** with your questions. Application is enclosed.
- **GTR Order Form** Please complete Go To Russia Travel Order Form.
(see table below for processing time and fees). This form gives us your name, exact shipping address for your visa, and payment method. You do not have to fill order form for each applicant. If all visas are to be mailed to the same address, we just need one form and payment. Form is enclosed.

STEP 2: Select Return Shipping method.

Please select your preferred return shipping method and add **SHIPPING FEE** to your payment.

IMPORTANT: Below rates are per person.

- o **\$ 0.00** - Pick up in San Francisco office
- o **\$ 5.00** - Include Your Own Prepaid Self-Addressed Envelope
- o **\$22.00** - Pick up in Atlanta office
- o **\$22.00** - FedEx Second day
- o **\$27.00** - FedEx Standard Overnight (3.00PM delivery on next business day)
- o **\$32.00** - FedEx Priority Overnight (10.30AM delivery on next business day)
- o **\$43.00** - FedEx SATURDAY Priority Overnight (12noon delivery on Saturday)
- o **\$58.00** - Puerto-Rico, Hawaii, Alaska
- o **\$64.00** - Western\Central Europe
- o **\$43.00** - Canada, Mexico
- o **\$90.00** - Eastern Europe\Asia\South America

STEP 3: Enclose a Payment.

Please add up shipping and our visa fees (see table below) and provide us with payment. We accept the following payment types:

- Credit Card (Visa, Mastercard, Amex, Discover). Must fill out the credit card authorization form on Page 5.
- Check/Money Order. Make checks payable to "GO TO RUSSIA TRAVEL, Inc."

ALL PROCESSING TIMES ARE GIVEN IN BUSINESS DAYS

(Monday Through Friday excluding US and National holidays)

Processing in Business Days	15 days	5 days
Single entry tourist for non US-citizens (up to 60 days)	\$270	\$350
Single entry tourist for non US-citizens (up to 90 days)	\$310	\$410
Double entry tourist for non US-citizens (up to 60 days)	\$310	\$470
Double entry tourist for non US-citizens (up to 90 days)	\$360	\$490
Private Single Entry 6months *	\$270	\$350
Private Double Entry 6months *	\$360	\$465

* For private visa, please mark your purpose of trip as 'personal' on Ukrainian visa application and fill out address and name of friends/persons where you will be staying during your trip.

Visa fee includes official mandatory invitation for tourist or multiple business visas, consular fee, two overnight deliveries, courier, and documents handling. Multiple entry visas to Ukraine are issued to the discretion of Consul General and reviewed on a case by case basis. Consul's decisions are final and cannot be appealed.

STEP 4: Mail your application

Please, mail all required documents to us. See document checklist below. We recommend you to send your paperwork via traceable, overnight delivery service such as FedEx, DHL, UPS, USPS Express or similar courier.

**Attn: Visa Dept.
Go To Russia Travel
3450 Geary Boulevard
#105 and #106
San Francisco, CA 94118**

Required documents checklist:

- Passport
- Photograph
- Visa Order Form
- Visa Application (please do not forget to sign)
- Payment

TERMS AND CONDITIONS:

Go To Russia Travel, Inc. acts only as an agent, and only Embassy/consular officials and U.S. Passport Office agents make the final determination when deciding how fast a visa or passport will be issued and for what period of time (validity) visas can be issued. U.S. Passport Services reserve the right to prioritize the processing according to the departure date provided by the applicant. Embassy/consulate officials also have the right to ask for additional documentation in order to issue a passport or visa. Go To Russia Travel, Inc. accepts no responsibility for the services of the Passport Agency or Embassy/Consulate in connection with the granting of passports or visas, nor for any delays, loss of passports or other materials occasioned by such services or by any delivery services such as FedEx, UPS, or the US Postal Service. Damage compensation is not available. In the case where a visa or passport application has been canceled or rejected, the service fee will be non refundable. In case mistake is made on our part in dates/names, please notify us within 12 hours after receipt of your visa for necessary corrections to be made. If your trip has been postponed or dates are changed, some consulates permit visa correction for a fee.

GTR TRAVEL AND VISA SERVICES

ORDER FORM

(one per country/visa)

Please answer the following questions to ensure correct processing of your request and enclose this form with your other paperwork:

Your Full Name: _____

Country of destination for which you request visa(s): _____

Purpose of your trip (CHECK ONE)

Tourism/Pleasure	Business	Private/Home Stay	Other (specify)

Number of entries (CHECK ONE)

Single	Double	Multiple

Validity of requested visa (CHECK ONE)

1 month	3 months	6 months	12 months	Other

Dates visa to be valid for (dd/mm/yy): From ___/___/___ To ___/___/___

Important: Date you need to receive your visa by (Date of your departure from your home country) ___/___/___

Processing Time Requested (see options on Page 2): _____

Payment enclosed: check ___ money order ___ credit card authorization ___

For the **amount** of _____

Address for FedEx (Important: please provide physical address, no PO Boxes):

Please, choose visa return shipping (PER APPLICATION):

- Pick up at San Francisco office - \$0 Pick up in Atlanta office - \$22
- Include your own Prepaid Self-Addressed Envelope - \$5
- Second day Fedex - \$22 Canada, Mexico - \$43
- Standard Overnight - \$27 Puerto-Rico, Hawaii, Alaska - \$58
- Priority Overnight - \$32 Western\Central Europe - \$64
- Saturday delivery - \$43 Eastern Europe\Asia\South America - \$90
- Signature Required on delivery YES NO

Contact **phone number(s)**: Home: _____ Work: _____ Fax: _____

Email _____ (not used for marketing purposes)

How did you hear about us?

Other Comments: _____



CREDIT CARDHOLDER'S AUTHORIZATION FORM

In lieu of my credit card imprint I (name of card holder shown on credit card)

hereby authorize Go To Russia Travel or its agents to charge my: AMEX VISA MC DISCOVER

_____ Exp. date (mm/yy) _____ in the amount of _____

Traveler 1: _____ Date of birth (mm/dd/yy) _____

Traveler 2: _____ Date of birth (mm/dd/yy) _____

Traveler 3: _____ Date of birth (mm/dd/yy) _____

Traveler 4: _____ Date of birth (mm/dd/yy) _____

Traveler 5: _____ Date of birth (mm/dd/yy) _____

For the following TRAVEL services (PLEASE SPECIFY): _____

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My billing address: _____

My mailing address (if differs from billing): _____

Phone: (_____ FAX: _____ E-Mail: _____

Your GTR account manager: (if anyone in particular) _____

By signing below, I acknowledge charges described herein. Payment in full to be made when billed or in extended payments in accordance with standard policy of card issuer.

Change and/or Cancellation Policy: In case of **HOTEL, VIP, TRANSFERS or other travel services** cancellation, \$15 is kept as a non-refundable cancellation fee. Cancellations for **HOTELS** must be made no later than 3 business days before date of check in, in order to avoid a penalty of the cost of one night's stay. **VISA & VISA SUPPORT** fees are non-refundable. In case mistake is made on our part in dates/names, please notify us within 12 hours after receipt of your visa for necessary corrections to be made. If your trip has been postponed or dates are changed, some consulates permit visa correction for a fee. Please contact us for details. **TICKETS** are refundable with a \$300 penalty (unless fare rules state otherwise). Return date can usually be changed with a \$150 penalty paid to the airline provided seats are available.

_____ Date: _____

(Signature of cardholder)

APPLICATION
for Ukraine entry and transit visa
 This application form is free

PHOTO

1* . Surname (Family name(s))				For official use only Дата подачі заяви: Номер заяви: Заяву прийняв: Подані документи: <input type="checkbox"/> паспортний документ <input type="checkbox"/> фінансове забезпечення <input type="checkbox"/> запрошення <input type="checkbox"/> транспортний засіб <input type="checkbox"/> поліс медичного страхування <input type="checkbox"/> інше: Прийняте рішення: <input type="checkbox"/> в оформленні відмовити <input type="checkbox"/> оформити: <input type="checkbox"/> В <input type="checkbox"/> С <input type="checkbox"/> Д <input type="checkbox"/> Дійсна: Від До Кількість в'їздів: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> Багаторазова Кількість днів: Корінець візової етикетки: Дата оформлення: Підпис працівника уповноваженого органу:					
2* . Surname at birth (Former family name(s))									
3* . First name(s) (Given name(s))									
4. Date of birth (day-month-year)		5. Place of birth						7. Current nationality	
		6. Country of birth						Nationality at birth, if different	
8. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female			9. Marital status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widow(er) <input type="checkbox"/> Other (please specify)						
10. In case of minors: Surname, first name, address (if different from applicant's) and nationality of parental authority/legal guardian									
11. National identity number, where applicable									
12. Type of travel document <input type="checkbox"/> Ordinary passport <input type="checkbox"/> Diplomatic passport <input type="checkbox"/> Service passport <input type="checkbox"/> Official passport <input type="checkbox"/> Special passport <input type="checkbox"/> Other travel document (please specify)									
13. Number of travel document		14. Date of issue						15. Valid until	
				16. Issued by					
17. Applicant's home address and e-mail address				Telephone number(s)					
18. Residence in a country other than the country of current nationality <input type="checkbox"/> No <input type="checkbox"/> Yes. Residence permit or equivalent..... No..... Valid until.....									
19. Current occupation									
20. Employer and employer's address and telephone number. For pupils and students – name, address and telephone number of educational establishment.									

* Fields 1-3 shall be filled in in accordance with data in the travel document.

21. Main purpose of the journey: <input type="checkbox"/> Official, Business, Diplomatic visit <input type="checkbox"/> Tourism <input type="checkbox"/> Private (Visiting family or friends) <input type="checkbox"/> Study <input type="checkbox"/> Employment <input type="checkbox"/> Immigration (Entry for permanent residence) <input type="checkbox"/> Cultural or Sports <input type="checkbox"/> Religious <input type="checkbox"/> Transit <input type="checkbox"/> Other (please specify)	
22. Number of entries requested <input type="checkbox"/> Single entry <input type="checkbox"/> Two entries <input type="checkbox"/> Multiple entries	23. Duration of intended stay or transit Indicate number of days
24. Visas to Ukraine issued during the past three years <input type="checkbox"/> No <input type="checkbox"/> Yes. Date(s) of validity: from..... to.....	
25. Entry permit for the final country of destination, where applicable: Issued by Valid from until	
26. Intended date of arrival to Ukraine	27. Intended date of departure from Ukraine
28. Surname and first name of the inviting person(s) in Ukraine. If not applicable, name of hotel(s) or address of applicant's temporary accommodation(s) in Ukraine	
29. Address and e-mail address of inviting person(s)/hotel(s)/temporary accommodation(s) in Ukraine	30. Telephone and telefax
31. Name and address of inviting company/organisation	32. Telephone and telefax of company/organisation
33. Surname, first name, address, telephone, telefax, and e-mail address of contact person in company/organization	
34. Cost of travelling and living during the applicant's stay is covered	
<input type="checkbox"/> by the applicant himself/herself Means of support: <input type="checkbox"/> Cash <input type="checkbox"/> Traveller's cheques <input type="checkbox"/> Credit card <input type="checkbox"/> Prepaid accommodation <input type="checkbox"/> Prepaid transport <input type="checkbox"/> Other (please specify)	<input type="checkbox"/> by a sponsor (host, company, organization), please specify <input type="checkbox"/> referred to in field 28 or 33 <input type="checkbox"/> Other (please specify) Means of support: <input type="checkbox"/> Cash <input type="checkbox"/> Accommodation provided <input type="checkbox"/> All expenses covered during the stay <input type="checkbox"/> Prepaid transport <input type="checkbox"/> Other (please specify)
35. Place and date	36. Signature (for minors, signature of parental authority/legal guardian)

I am aware that the visa fee is not refunded if the visa is refused

I am aware of and consent to the following: the collection of the data required by this application form, the taking of my two photographs and, if applicable, the taking of fingerprints, are mandatory for the examination of the visa application; and any personal data concerning me which appear on the visa application form, as well as my fingerprints and my photograph will be supplied to the relevant authorities of Ukraine and processed by those authorities, for the purposes of a decision on my visa application.

I do hereby confirm that I have read and understood everything stated above. I declare that the information given by me on this application to the best of my knowledge is true. I am aware that untruthful data presented by me in this application may serve as a reason to refuse the issue of Ukraine's entry visa and to refuse me to enter Ukraine even in the case the entry visa has been issued.

I undertake to leave the territory of Ukraine before the expiry of the visa, if granted. I have been informed that possession of a visa is only one of the prerequisites for entry into the territory of Ukraine. The mere fact that a visa has been granted to me does not mean that I will be entitled to compensation if I fail to comply with the relevant provisions of the legislation of Ukraine and I am therefore refused entry. The prerequisites for entry will be checked again on entry into the territory of Ukraine.

Place and date	Signature (for minors, signature of parental authority/legal guardian)
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