



Headteacher: Mr M Warren

May 12<sup>th</sup>, 2017

Dear Parents and Guardians,

I am writing to tell you about some key dates and information in relation to the visa application process for our trip to Russia in October. We aim to complete the visa application process before the summer holidays so it is very important that passports containing visas are kept particularly safe during any summer trips because loss of the passport would mean that the individual would have to buy a new passport and visa before October which could be tricky within the time frame.

To start the visa application process we need the form sent with this letter returned to Mrs Eyre (electronically) by **Friday 19<sup>th</sup> May**. Please complete with your child's details rather than yours and only make reference to any trips that are indicated in your passport with a stamp.

We will need all passports into school **by Monday 5<sup>th</sup> June at the latest**, but if you are not travelling during half term it would make our lives easier to have them brought in to Mrs Eyre also **by 19<sup>th</sup> May** so that we can start scanning the picture pages.

If you have not yet given in a passport photo please do so (a reminder of the requirements is overleaf.)

As previously mentioned Russia has introduced a legal requirement for all visa applications which means that all applicants over the age of 12 need to submit biometric data (fingerprints.) We are hoping to arrange for this to be done in school on **June 22<sup>nd</sup>**. Missing this opportunity to provide this data will incur an additional cost of £30 per student. If we can't arrange for this to be done as a group in school we will need to travel to the visa application centre in London on that date. I should be able to confirm this very soon.

Please be aware that you will only receive passports back when the visas have been issued, but this will be before school breaks up for the summer.

Upon our return from the summer holidays there will be a parents and students information evening. I will inform you of this date before the end of this term.

Yours faithfully,

Mrs E Willett  
Head of Russian



Visa photo requirements:

1. Recent colour photograph (not more than 6 months old). NOT THE SAME PHOTO AS THE PASSPORT IF THE PASSPORT WAS ISSUED MORE THAN 6 MONTHS AGO.
2. Taken against a light background (white or off-white) so that features are distinguishable and contrast against the background.
3. Clear quality and with the face in focus. The face must be sharply focused and evenly illuminated in all areas, rich in contrast and clear. Reflections or shadows on the face as well as red eyes must be avoided.
4. The photo must show the full front view of the head and include the top of the shoulders, with the face in the middle of the photo, non-smiling, open eyes (without sunglasses, a hat/cap or other head covering, unless the applicant wears such items because of their religious belief or ethnic background). The head of the person photographed should be neither at an angle nor turned (portrait style). The person's expression should be neutral with the mouth closed and looking directly into the camera. The eyes must be open and clearly visible and may not be covered by hair or spectacle frames.
5. Printed on normal photographic paper (camera print)
6. The photo frame must be 35mm x 45mm in size.

**Note: Please follow these instructions carefully. If photographs presented do not meet these requirements your Russian visa application will be considered incomplete.**

**Russian visa sample photo:**

