

HS Discovery Week

TRAVEL DOCUMENTATION CHECK LIST

All ticketing and documentation enquiries should be directed to
Anna Fatischeva, Activities Coordinator assistant
Tel: +7 (495) 231 1061, Email: anna.fatischeva@aes.ru

Trip Participation:

- PASSPORT and RUSSIAN Visa Copying – At AAS we maintain a centralized data of each student's passport and Russian visa. If you have NOT provided a copy for this storage system OR if your child's passport or Russian visa has recently been changed, please send a photocopy of each to room 2002 by return.
- Please call +7 (495) 231-1061 or email anna.fatischeva@aes.ru if you have any concerns.

Personal Medical Information:

- AAS chaperones will travel with a copy of your child's medical record from AAS Health Office. Please refer to the AAS Health Office if the information requires updating or you have any health related concerns.

Passport Validity Check:

- Date of Expiry
- Russian Visa Expiry Date
- Diplomatic Passport Holders - If your child has a Diplomatic Passport and the Russian Visa has the following written addition, действительна на период работы отца: VISA IS VALID DURING FATHER'S OR MOTHER'S MISSION, please ensure that your child travels with a photocopy of the Cartochka belonging to the parent who is on the mission.

RUSSIAN PASSPORT HOLDERS ONLY:

- Apply and obtain a notarized certificate if your child is under 18 years old.
Напоминаем, что граждане РФ младше 18 лет, направляющиеся за рубеж, должны иметь при себе нотариально заверенное разрешение от родителей / опекунов. Для получения этой доверенности Вам нужно будет предоставить в нотариальную контору копию паспорта того сотрудника школы, который будет сопровождать детей.

Visa Requirement + Application Check:

- All Passport Holders – **Parents are responsible for meeting any visa requirements!**
- Check Entry requirements with appropriate Embassy.

Visa Application:

- Procedure normally requires the following documents to be presented, please however check with the appropriate Embassy.
 - o Visa application form from appropriate Embassy
 - o a 'Verification of Study at the Anglo American School' (available from the PL Office – Room 2002)
 - o a 'Letter of Invitation' from the host party, (available from the PL Office – Room 2002)
 - o an original passport with the valid Russian Visa
 - o a copy of the original passport and Russian Visa
 - o 2 passport size photos (35mm x 45mm)
 - o required fee as set by Embassy

PLEASE INSURE THAT ALL VISA INQUIRIES AND ANY SUBSEQUENT APPLICATIONS ARE MADE AS PROMPTLY AS POSSIBLE.

Sponsored by the Embassies of Canada, the United Kingdom, and the United States of America