

**This is the important information concerning russian visa procedures.**

If you need russian visa, please, follow the instructions below:

**! 1) register on our web page** (if still not registered, or ask me, if you gave incorrect information). Please, pay your special attention to the following items:

Passport number:

Expiry date of passport: **SHOULD BE GREATER THEN 1.10.2013 !**

Citizenship:

City (**only with russian consulate!!!**) where you are going to obtain visa :

Fax number to send you the copy of your official invitation:

Full address of your home institute: **DETAILED !**

and try to fill all the items during your registration. It will help us very much.

***By default we will prepare visa from 21.06.2013 up to 21.07.2013,***

if you need other dates, please, inform us.

**!!! 2) send the scanned copy of your passport to [Roman.Rioutine@cern.ch](mailto:Roman.Rioutine@cern.ch)**

(the pages with photo and basic information.)

**3)** After the previous steps our international service will prepare all the documents and ask for the visa. In 2-3 weeks after that they will send the information on your official invitation (number of the paper which will be sent to the consulate) to your fax number indicated in the registration web-page.

You will have to take this information and go to the russian consulate in the city that you indicated in the registration web-page. They will find your family and the number of the invitation in the list, and in 3-5 days you will get russian visa.

**Comment:** you will pay the registration fee in cash (rubles) after your arrival, and it includes visa payments also.

In case, ***if you do not need russian visa***, please, send me the copy of your passport to get an access to our institute.

***If you need transport*** from/to the airport, please, inform us as soon as possible on the airport and number of your arrival/departure flights, your plans before and after the conference.

***If you need a room***, please, indicate the type: single, double and so on, and dates of living in Protvino.

***If you have additional questions***, please, send an e-mail to [Roman.Rioutine@cern.ch](mailto:Roman.Rioutine@cern.ch)