



FINA WORLD CHAMPIONSHIPS
MASTERS
KAZAN 2015

Fina
WORLD
CHAMPIONSHIPS

16th FINA World Masters
Championships 2015
in Kazan



GUIDELINES

**for VISA APPLICATION and ENTERING
the RUSSIAN FEDERATION**

for the PARTICIPANTS of the 16th FINA WORLD
MASTERS CHAMPIONSHIPS 2015 in KAZAN

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The Organising Committee of the 16th FINA World Masters Championships 2015 in Kazan (Russia) offers the confirmed participants **a simplified procedure** of obtaining Russian visas.

The visa issuing process is proposed to be free of any consulate or visa fees provided that the visa application is made through the Embassy/Consulate of the Russian Federation. **Please note** that all the fees charged by the agencies as well as all other expenses related to the visa application are to be paid by the applicant and will not be refunded by the Organising Committee.

A single-entry humanitarian visa valid during the period between **July 15, 2015 and August 20, 2015** will be issued by the Embassy/Consulate of the Russian Federation on the basis of an **official Letter of Invitation provided by the Organising Committee**.

The Letter of Invitation is the official invitation letter issued by the Organising Committee that declares and confirms the participant's intention to participate in the Championships and allows getting the **Russian entry visa**. The Invitation Letter is required during the visa application procedure to be done by the individual at the Embassy/Consulate of the Russian Federation in the country of residence.

The Letter of Invitation provided by the Organising Committee **is not valid for travelling and entering the Russian Federation** and by no means will be considered by border control authorities. **The aim of the Letter of Invitation is solely to initiate and support official visa application procedure.**

The participant must apply for the official Letter of Invitation through the FINA General Management System (FINA GMS) by the **deadline June 15, 2015 at 21:59 (GMT)**.

The accompanying persons will be also provided with the Letter of Invitation if the required data (as specified below) are submitted and the registration fees are paid in full through the FINA GMS. **Please note** that if an accompanying person is not submitted to the FINA GMS or the registration is not accepted by the Organising Committee, he/she should apply for a tourist visa and the Organising Committee does not provide any assistance on this matter.

The process of issuing and delivering official Letters of Invitation takes **7-10 days** from the moment the application is submitted to the FINA GMS and approved by the Organising Committee to the moment the Invitation is sent to the participant by e-mail.

In order to receive the official Letter of Invitation the participant must:

1. Submit the relevant **personal information** through the FINA GMS. **Please note** that the personal information (name, surname, citizenship, passport number, gender, etc.) must be identical to the one in the passport.
2. Upload the **photographs** through the FINA GMS strictly in accordance with the photograph requirements and format specified below.
3. Upload **scanned/electronic copy of a valid passport** through the FINA GMS. **Please note** that the **passport must be valid at least until February 20, 2016**.
4. Submit a valid **postal address**.
5. Submit a **city and country** where the visa application will be made.
6. Submit **a single, correct and valid e-mail address** where the scanned official Letter of Invitation will be sent.
7. Pay **registration/participation fees**.
8. On the basis of the information received, the Organising Committee will issue the official Letter of Invitation, which will be sent to the participant **by e-mail**.
9. Upon receiving the Letter of Invitation, the participant is **to collect all the documents** in accordance with the requirements of the Embassy/Consulate of the Russian Federation and **submit them to the Embassy/Consulate of the Russian Federation no earlier than May 1, 2015** together with the Invitation issued by the Organising Committee.

More detailed information on the documents required is available on the website of the Embassy/Consulate of the Russian Federation of the city where the participant intends to apply for a visa. Application terms and conditions may vary from one country to another. Every Embassy/Consulate reserves the right to require additional documents to process your application.

Visa processing period in the Embassy/Consulate of the Russian Federation is **3–10 days**. In order to avoid any delays it is of **utmost importance to inquire about all the details of the visa** issuance procedure at the respective Consular Office **in advance**. The Organising Committee cannot influence the working process of the Embassy/Consulate of the Russian Federation.

Please note that the visa application will be processed and decided by the Embassy/Consulate of the Russian Federation in the country of residence. Although the Organising Committee will do its best in assisting the application process, the decision to issue or refuse a visa is made solely by the Embassy/Consulate of the Russian Federation.

If there is no Embassy/Consulate of the Russian Federation in your country please apply to the nearest Embassy/Consulate or an agency (refer to the list of countries without Russian Embassies enclosed). **Please note** that all the fees charged by the agencies are to be paid by the applicant and will not be refunded by the Organising Committee.

For any questions related to the visa assistance please contact the Organising Committee using the following e-mail address: **visa.support@kazan2015.com**.

In order to enter/exit the territory of the Russian Federation under a visa regime during the period between **July 15, 2015 and August 20, 2015**, the participant must have the following documents:

- **a passport** valid for at least six months after the expiry date of the or visa, i.e. until **February 20, 2016**
- **a valid visa**

IMPORTANT NOTE:

1. Each participant is obliged to check the status of the passport with which he/she enters the territory of the Russian Federation. The passport should leave no doubt as to its authenticity or the fact that it belongs to the holder, must not contain marks, errors of fact, records, crossings out or corrections which are not certified by the competent authorities of the foreign state, and must contain no torn or loose pages. The passport must contain at least 2 blank pages. It should be valid for at least six months after the expiry date of the visa, i.e. until February 20, 2016.
2. In the event of unforeseen circumstances arising upon entering the Russian Federation, visitors must immediately contact the consular office of the Ministry of Foreign Affairs of the Russian Federation, located at the point where they crossed the border of the Russian Federation (Moscow international airports Sheremetyevo, Domodedovo and Vnukovo and Kazan International Airport).
3. In the event of unforeseen circumstances arising upon entering the Russian Federation, visitors must have 4 colour non-glossy photos sized 3x4 cm and at least 100 euros in order for an urgent entry visa to be processed.
4. Each athlete or official delegation member should have a sports insurance or medical insurance policy valid on the territory of the Russian Federation.

PHOTOGRAPH REQUIREMENTS

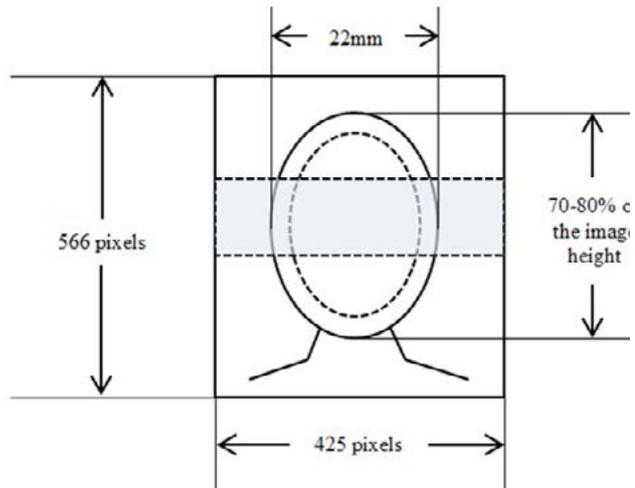
Please note that if any of the photographs provided fail to meet any of the mandatory format requirements they will be rejected as invalid. If that happens, you will have to reapply with the correct photograph otherwise, the application will be refused.

Examples of acceptable and unacceptable photographs can be found below.

Size and format

In order for the photographs to be uploaded into the system, they must be of the *.jpg format, with a minimum image size of 425 pixels wide by minimum 566 pixels high, and a resolution of 360 dots per inch. The photograph must be taken no earlier than 6 months before the documents are submitted.

- **In colour, not black and white**
- **Minimum 425x566 pixels (WxH)**
- **Maximum image size of 1mb**
- **Format: *.jpeg (*.jpg)**



Posture

Photograph must be taken in full-face view directly facing the camera (the head and shoulders must be visible), with a neutral expression with the mouth closed. It shall be in sharp focus and clear, with no spots, such as paint traces or creases. Eyes shall be open, no hair across the eyes.

People who normally wear spectacles may be shown wearing spectacles in the photograph, as long as the spectacles do not have tinted lenses. The spectacles must be clean and transparent (with no marks), and the eyes must be clearly visible. The frames of the spectacles must not cover any part of the eyes. There should be no flash reflection off the glasses.

No veil, hair, head coverings or facial jewelry that obstruct the face are permitted. Head coverings, not hiding the facial contours, worn for religious reasons are allowed provided that a person is photographed likewise in the passport.

Bandages covering the eyes are permitted for medical reasons only, if the person is shown with the bandage in the photograph in his / her passport.

The background must be a single light colour. Up to 10% grey or light blue is recommended for the background colour. Yellow, red lighting or other colours are not permitted. Other people or objects must not be visible in the photograph. The colour image must not be edited to improve the appearance.

Lighting

The face should be evenly lit. Light must not cast any shadows or reflections on the face or background. Face and eyes must be clearly visible, free from shadows. The photograph must not have any bright spots. The photograph must be free from "redeye". It must have appropriate brightness and contrast. If a photograph is made in colour, the lighting should not obstruct the natural colour of the skin.



too close



too far away



Photograph quality

The photographs must be:

- no more than 6-months old
- 35–40mm in width
- close up of your head and top of your shoulders so that your face takes up 70–80% of the photograph
- in sharp focus and clear
- of high quality with no ink marks or creases



blurred



ink marked/creased



looking away



unnatural skin tones



The photographs must:

- show you looking directly at the camera
- show your skin tones naturally
- have appropriate brightness and contrast



too dark



too light



washed out colour



pixelated





hair across eyes



eyes closed



portrait style



eyes tilted



busy background



not centred



flash reflection on skin



redeye



shadows behind head



shadows across face



Style and lighting

The photographs must:

- be colour neutral
- show your eyes open and clearly visible—no hair across your eyes
- show you facing square on to the camera, not looking over one shoulder (portrait style) or tilted, and showing both edges of your face clearly
- be taken with a plain light-coloured background
- be taken with uniform lighting and not show shadows or flash reflections on your face and no red eye



dark tinted lenses



flash reflection on lenses



Glasses and head covers

If you wear glasses:

- the photograph must show your eyes clearly with no flash reflection off the glasses, and no tinted lenses (if possible, avoid heavy frames—wear lighter framed glasses if you have them)
- make sure that the frames do not cover any part of your eyes.



frames too heavy



frames covering eyes



Head coverings:

- are not permitted except for religious reasons, but your facial features from bottom of chin to top of forehead and both edges of your face must be clearly shown.



wearing a hat



wearing a cap



face covered



shadows across face



Expression and frame

Your photographs must:

- show you alone (no chair backs, toys or other people visible), looking at the camera with a neutral expression and your mouth closed.



shows another person



mouth open and toy too close to face



List of countries, which don't have an Embassy/Consulate of the Russian Federation

	Country	Embassy in:
1.	Antigua and Barbuda	Jamaica
2.	Bahamas	Cuba
3.	Barbados	Guyana
4.	Belize	Mexico
5.	Comoros	Madagascar
6.	Dominica	Jamaica
7.	Dominican Republic	Venezuela
8.	El Salvador	Nicaragua
9.	Equatorial Guinea	Cameroon
10.	Fiji	Australia
11.	Gambia	Senegal
12.	Grenada	Guyana
13.	Georgia	Embassy of Switzerland in Georgia
14.	Haiti	Venezuela
15.	Honduras	Nicaragua
16.	Liberia	Ghana
17.	Lesotho	South Africa
18.	Liechtenstein	Switzerland
19.	Malawi	Zimbabwe
20.	Maldives	Sri Lanka
21.	Monaco	France
22.	Nauru	Australia
23.	Niger	Mali
24.	Palau	Philippines
25.	San Marino	Italy
26.	Samoa	New Zealand
27.	Sao Tome and Principe	Angola
28.	Saint Vincent and the Grenadines	Guyana
29.	Saint Kitts and Nevis	Jamaica
30.	Saint Lucia	Jamaica
31.	Sierra Leone	Guinea
32.	Somalia	Kenya
33.	Suriname	Brazil
34.	Swaziland	Mozambique
35.	Togo	Benin
36.	Tonga	New Zealand
37.	Trinidad and Tobago	Guyana
38.	Tuvalu	Australia
39.	Vanuatu	Australia