

Application for ANDORC Support

ANDORC supports individuals who are interested in traveling to Russia in order to provide direct care and assistance in orphanages.

Application (Attachment A)

Character Reference (Attachment B)

If you are selected by ANDORC, you must be prepared to follow the instructions below.

Visa Application

In order to travel to Russia, as an American citizen, you must obtain a visa. You may not enter the country without it. To obtain a visa follow the steps below in the order in which they are presented.

1. Obtain a valid passport, which should have at least one clear page for a visa. Your passport must be valid and up to date (no less than one month after the date of your departure from Russia). Diplomatic passport holders should submit both copies of the personal data pages within the passport.
2. Obtain a Letter of Invitation (LOI). Please contact Christina Peterson, ANDORC President, for assistance. An official letter of invitation must come from the Russian Ministry of the Interior, its local offices, the Russian Foreign Ministry, its regional representatives, or any other authorized Russian agency. The letter must contain: official seal and legal address of an authorize Russian agency, document registration number, date of registration, signature and name of an authorized official, travel itinerary, dates of stay, and names of persons invited.
3. A complete visa application (one per person) is available at the Russian Consulate in Washington D.C. or Fill out Attachment A - Visa Application for US citizens.
4. One passport size photo of the applicant which should be stapled to the marked space at the upper right-hand corner of the application form.
5. A cover letter from your company (or from yourself if you are traveling individually) with individual information, destination, and the terms and purpose of the trip.
6. If you apply by mail you should enclose a completely addressed stamped return envelope or prepaid waybill, bearing your account number and showing yourself as both shipper and recipient regardless of delivery address. We do not accept waybills marked 'bill sender', 'bill third party', 'bill credit card' or C.O.D. If you fail to follow the above mentioned requirements, your visa application will not be processed. If the papers are not acceptable for any reason or some documents are missing, we will return section". The consulate does not accept documents for international delivery.
7. A money order or a cashier's check for visa processing payable to the Russian Embassy. Please, note For multiple entry visas are:

\$100 for no less than six business days processing;

\$150 for no less than three business day processing;

\$250 for next business day processing or two business day processing;

\$350 for same day processing;

If you have any additional questions, you may visit the website for the Russian Consulate in Washington D.C. at www.russianembassy.org.

Medical Documents



Food and waterborne diseases are the number one cause of illness in travelers. Travelers' diarrhea can be caused by viruses, bacteria, or parasites, which are found throughout Eastern Europe and can contaminate food or water. Infections may cause diarrhea and vomiting (E. coli, Salmonella, cholera, and parasites), fever (typhoid fever and toxoplasmosis), or liver damage (hepatitis). Make sure your food and drinking water are safe. It is very important that you understand the risks of traveling to Russia and working in children homes. Children may carry HIV, Hepatitis A, B, or C.

First, you'll need to find a doctor who provides HIV testing. In order to travel to Russia for an extended period of time, you are required to carry documents stating that you are HIV negative at all times. If you do not have these documents, you may be fined.

Second, you will need to find a doctor for Hepatitis A&B shots.

Third, you will need to visit your physician and have them complete Appendix D.

Important Note: See your doctor at least 4–6 weeks before your trip to allow time for shots to take effect.

Remember: Keep a copy of all documents for your personal records.



ANDORC Application

Name: _____
(Last) (First) (Middle)

Home Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ () _____ Work Number: _____ () _____

Cell Number: _____ () _____ Fax Number: _____ () _____

Education: _____

Community Involvement(s): _____

Scholastic Honor(s): _____

Criteria to be Followed:
Please Submit:

- 500 word typed essay, based on what you may be able to contribute to the Children of Russia.
- A copy of your transcript that will demonstrate at least a C average or diploma.
- A letter of recommendation from an employer or faculty member.
- Include any information regarding background history/convictions.
- Copy of your Birth Certificate, Drivers License and Passport.

ANDORC – Character Reference

Applicant's Name: _____
(Last) (First) (Middle)

Home Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ () _____ Work Number: _____ () _____

Cell Number: _____ () _____ Fax Number: _____ () _____

Your Name: _____
(Last) (First) (Middle)

Home Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ () _____ Work Number: _____ () _____

Cell Number: _____ () _____ Fax Number: _____ () _____

Your Occupation: _____

How long have you know the applicant? _____

How well does the applicant get along with and cooperate with others? _____

How well does the applicant follow through with responsibilities? _____

How well does the applicant handle stressful situations? _____

How well does the applicant submit to authority? _____

If you do not recommend the applicant wholeheartedly, please explain why. _____



VISA APPLICATION

IMPORTANT! Please type or print using ballpoint pen

I declare that to the best of my knowledge all particulars supplied by me are correct and complete. I am aware that any false statements will lead to my application being rejected or to the annulment of a visa already granted and may also render me liable to prosecution under the legislation of the Russian Federation. I undertake to leave the territory of the Russian Federation upon the expiry of the visa, if granted/ I am aware that the fact that a visa has been granted to me does not mean that I will be entitled to enter the territory of the Russian Federation, if any reasons are appear. In a case of refusal of entry I do not have a right to compensation of damage.

| | | | |
|---|--|---|--|
| 1. Present citizenship (if you formerly had USSR or Russian citizenship, please indicate when and why you lost it) <input type="text"/> <input type="text"/> | | 2. Last name (as in passport, in capital letters) <input type="text"/> <input type="text"/> | |
| 3. First and middle names (as in passport) <input type="text"/> <input type="text"/> | | 4. Other names ever used (maiden name, pen-name, holy orders, etc.) <input type="text"/> <input type="text"/> | |
| 5. Place of birth (if born in Russia, please indicate when and to what country you emigrated) <input type="text"/> <input type="text"/> | | 6. Date of birth (DD/MM/YY) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 7. Sex M <input type="checkbox"/> F <input type="checkbox"/> | |
| 8. Purpose of visit <i>official</i> <input type="checkbox"/> <i>tourism</i> <input type="checkbox"/> <i>medical</i> <input type="checkbox"/> <i>business</i> <input type="checkbox"/> <i>private</i> <input type="checkbox"/> <i>cultural</i> <input type="checkbox"/> <i>sports</i> <input type="checkbox"/> <i>other, please specify</i> <input type="text"/> <input type="text"/> | | 9. Russian institution or organization to be visited (name and address, phone, fax number, E-mail, name of contact person) <input type="text"/> <input type="text"/> <input type="text"/> | |
| **10. Itinerary (places to be visited) <input type="text"/> <input type="text"/> | | 11. Date of entry (DD/MM/YY) 12. Date of departure (DD/MM/YY) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 13. Number of entries 1 <input type="checkbox"/> 2 <input type="checkbox"/> <i>multiple</i> <input type="checkbox"/> | |
| 14. Passport No <input type="text"/> <input type="text"/> | | Issued by <input type="text"/> <input type="text"/> | |
| 15. Type of passport <input type="checkbox"/> <i>diplomatic</i> <input type="checkbox"/> <i>official</i> <input type="checkbox"/> <i>tourist</i> <input type="checkbox"/> <i>seaman's passport</i> <input type="checkbox"/> <i>alien's travel document</i> <i>other (please specify)</i> <input type="text"/> | | Date of issue <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Valid until <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | |
| **16. Name and reference number of the tourist group <input type="text"/> <input type="text"/> | | | |
| **17. Do you have a medical insurance policy valid in Russia (please specify)? <input type="text"/> <input type="text"/> | | | |
| 18. Who will pay for your trip to and stay in Russia? <input type="text"/> <input type="text"/> | | | |
| 19. Marital status <i>married</i> <input type="checkbox"/> <i>single (never married)</i> <input type="checkbox"/> <i>divorced</i> <input type="checkbox"/> <i>separated</i> <input type="checkbox"/> <i>widowed</i> <input type="checkbox"/> | | | |
| 20. Spouse's full name (even if divorced or separated, please indicate maiden name if applicable) <input type="text"/> <input type="text"/> | | 21. Spouse's date of birth (dd/mm/yy) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | |
| 22. Spouse's place of birth <input type="text"/> <input type="text"/> | | **23. Your father's full name <input type="text"/> <input type="text"/> | |
| **24. Your mother's full name <input type="text"/> <input type="text"/> | | 25. Have you ever been issued a Russian visa? <i>Yes</i> <input type="checkbox"/> <i>When?</i> <input type="text"/> <i>Where?</i> <input type="text"/> <i>No</i> <input type="checkbox"/> | |
| **26. Has your passport ever been lost or stolen? <i>Yes</i> <input type="checkbox"/> <i>No</i> <input type="checkbox"/> | | | |
| **27. List all countries you have visited in the last ten years and indicate the year of visit <input type="text"/> <input type="text"/> | | **28. List all countries which have ever issued you a passport <input type="text"/> <input type="text"/> | |
| **29. List your last two places of work, excluding the current one | | | |
| 1. Name <input type="text"/> | | Phone number <input type="text"/> <input type="text"/> | |
| Address <input type="text"/> <input type="text"/> | | Your chief's surname <input type="text"/> <input type="text"/> | |
| Your position <input type="text"/> <input type="text"/> | | Dates of joining - dismissal <input type="text"/> <input type="text"/> | |
| 2. Name <input type="text"/> | | Phone number <input type="text"/> <input type="text"/> | |
| Address <input type="text"/> <input type="text"/> | | Your chief's surname <input type="text"/> <input type="text"/> | |

| | |
|---------------|------------------------------|
| Your position | Dates of joining - dismissal |
|---------------|------------------------------|

****30. List all educational institutions you ever attended, except high schools**

| | |
|-----------------|-----------------------------------|
| 1. Name | Address and phone number |
| Course of study | Dates of admission and graduation |
| 2. Name | Address and phone number |
| Course of study | Dates of admission and graduation |

| | |
|---|--|
| **31. List all professional, civil and charity organizations which you are (were) a member of or contribute (contributed) or cooperate (cooperated) with | **32. Do you have any specialized skills, training or experience related to fire-arms and explosives or to nuclear, biological or chemical activities? If «Yes», please explain |
|---|--|

****33. Have you ever performed a military service? If «Yes», indicate the country, branch of service, rank, military occupation and dates of service**

****34. Have you ever been involved in an armed conflict, either as a member of the military service or a victim? If «Yes», please explain**

35. Is any of your relatives mentioned below staying in Russia now? Is he (she) a permanent resident or citizen of Russia? If «Yes», indicate that person's full name, address and status in Russia (citizen of Russia, permanent or temporary resident, visiting, studying, working, etc

| | |
|------------------|--|
| Husband/Wife | |
| Father/Mother | |
| Brother/Sister | |
| Bridegroom/Bride | |
| Son/Daughter | |

36. IMPORTANT! EACH APPLICANT MUST READ AND GIVE ANSWERS TO THE FOLOWING QUESTIONS
A visa may not be issued to persons belonging to specific categories, defined by the Law as undesirable, except in cases when a waiver has been obtained in advance.

Have you ever been arrested or convicted for any offence?

Yes When? Where? No

- Have you ever been sick with a communicable disease of risk for the public or suffered a dangerous physical or mental disorder? Yes No
- Have you ever abused drugs or been a drug-addict? Yes No
- Have you ever been refused a Russian visa? Yes When? Where? No
- Has your Russian visa ever been canceled? Yes When? Where? No
- Have you ever tried to obtain or assisted others to obtain a Russian visa or enter Russia by providing misleading or false information? Yes No
- Have you ever overstayed your Russian visa or stayed unlawfully in Russia? Yes No
- Have you ever been deported from Russia? Yes When? Where? No

While an affirmative answer does not automatically mean ineligibility for a visa, if you answered «Yes» you will have to appear in person before a Consular officer.

| | | |
|---|-------------------------|---|
| 37. Your permanent address, phone, fax number and E-mail address | Place for photograph | 40. Has anyone assisted you in completing this application form? If «Yes», have the assisting person complete item 41 Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 38. Place of work or study (name, address, phone and fax number, E-mail address), present position | | 41. Application completed by Name <input type="text"/> Relationship to applicant <input type="text"/> Address <input type="text"/> |
| 39. Name, address and phone number of person or hotel in Russia | Applicant's signature, | Signature of person completing the form, Date |

Medical Release Form

Association for Nurturing the Development of Orphaned Russian Children

Name: _____

Birth Date: _____ Passport Number _____

TO WHOM IT MAY CONCERN:

This official document is presented to verify that the person listed above has received clearance from his/her personal physician to assure that they are able to work with and live among children during their stay in Russia. The physical and medical conditions of the person listed above makes them fit to work with and live among children. They are free of any infectious disease and are of sound mind.

Physician Signature: _____

Printed Name: _____

Address: _____

Phone Number: _____

Date: _____