

Business/humanitarian invitation should include the following:

- 1. Invitation on the letterhead of the host company with full contacts and address of the company, including the tax payer number and stamped**
- 2. Invitation must be addressed to the Consular Division of the Russian Federation in the United States where you will be applying.**
- 3. Short description of the host company, what is the purpose of the invitee's visit (what is he going to do at the host company and why does he needs a multiple three year visa).**
- 4. All passport details of the invitee (1st page), his position, address and contacts in the USA.**
- 5. Category (business or humanitarian), type (multiple) and period of stay from dd/mm/yy to dd/mm/yy (example 5 November 2012 – 4 November 2015).**
- 6. Address to stay in the Russian Federation**
- 7. The purpose of visit (more clear)**
- 8. Places/cities to be visited (approximately)**
- 9. Signature, dates , contacts, position of the person that will sign the letter/invitation. Only head of the Company or the manager of a department can sign the invitation.**
- 10. If the company invites there is no need to notarize the letter**
- 11. Invitation must be in Russian**