

Additional information for Teams

2013 IPCAS-SBX

Rosa Khutor, Sochi, 4-6 March 2013

This guide provides additional information about important deadlines, transport and transfers options as well as describes accreditation and visa support process

Important deadlines

We kindly ask you to become familiar with the following guidelines in regards to deadlines and information which should be provided by the Teams.

What?	When?	How?
Accreditation/Visa Form	January 21, 2013	IPCAlpineTestEvent@sochi2014.com
Accommodation Form	February 5, 2013	IPCAlpineTestEvent@sochi2014.com
Race Entry Form	February 5, 2013	www.paralympic.org/entries
Flight detailes (only for Teams which do not arrive by charter flight)	February 1, 2013	IPCAlpineTestEvent@sochi2014.com
Accomodation and Entry fee payment	February 19, 2013	Bank account details will be communicated later. Invoice will be sent by Organizer not later than February 7, 2013

Transport

DB Schenker might arrange charter flights. Arrival and departure dates are March, 4th and 6th.

Airport transfers

Airport transfers to and from the Sochi/Adler Airport (AER) will be provided by the Organizer for teams which arrive by charter flight. If you are not using charter flights provided by DB Schenker and need an airport transfer kindly inform the Organizer (at IPCAlpineTestEvent@sochi2014.com) not later than February 1, 2013.

Accreditation and visa support

We kindly ask that each Team or Event Team Captain assign a single point of contact to deal with accreditation/visa information and input their contact information on sheet "RO" of the form. All accreditation requests must be made by a designated responsible organization (federation/team). Individual applications will not be accepted.

Important! The accreditation/visa form, photos and copies of all valid travel passports should be submitted to the Organizers **no later than January 21, 2013**. The passport is required to be valid at least six months after the visa expiry date. Visa support may be granted for all the participants including substitutes. Please list all participants who could potentially attend the event including athletes, team officials, and service personnel.

Please perform the steps below.

Step 1 (Input Data into excel file)

The responsible person is in charge of collecting all the personal data including:

- Scanned copies of passports (photo and personal data page(s) only)
- Photos (should be in .jpg, .jpeg, .gif, .png or .bmp format, maximum file size 512Kb, minimum image size 420 pixels wide by 525 pixels high)
- Completion of pages "RO", "PD" and "C" of the unified accreditation/visa form (can be downloaded from test event website www.sochisportevents.com or can be sent by Organizer upon request).

For visa applicants: - ensure that you have filled in the required columns under "Information for Russian Visa" on the "PD" sheet of the accreditation/visa form.

Step 2 (email excel file, passport scans, and photos)

The completed accreditation/visa form, scanned copies of passports and photos must be sent to

Anna Khvostova

Email address: IPCAlpineTestEvent@sochi2014.com

Step 3 (Receive confirmation)

The Organizers will send a confirmation to the responsible person that data have been successfully submitted. The accreditation cards can be picked up at the accreditation office personally or by the responsible person.

Next steps are only for visa applicants:

Ensure that you have filled in the required columns under "Information for Russian Visa" on the "PD" sheet of the accreditation/visa form (see Step 1).

Step 4 (Receive invitation letter)

In approx. 30 days you will receive an official invitation letter (scanned or fax copy) from the Organizer, which will be required by Russian Embassy/Consulate to receive a Russian entry visa.

Step 5 (submit documents to Russian Embassy/Consulate)

Choose the Russian Embassy or consulate nearest to you. The list of Russian Consular offices can be found at: http://www.mid.ru/zu_r.nsf/strawebeng.

Important Note: Special arrangements have been made to allow participants in 2012-2013 test events to apply for Russian visas in countries other than their countries of residence. Additionally, if necessary, you can receive the visas on the same day.

Submit all required documents to the chosen Embassy/Consulate. These documents may be submitted on an individual basis or by the responsible representative of the organization.

It is important to inquire about all the details, including processing time, of the visa issuance procedure in advance at the respective Consular office. Note that terms and conditions (such as list of required documents, passport validity period, visa fees, visa issuing period, working days/hours of the Consular office, etc.) may vary from one country to another. Every Embassy/Consulate reserves the right to require additional documents to process your application.

Here is a standard set of documents for Russian entry visa:

- Valid passport (standard requirement – passport should be valid at least 6 months after the visa expiry date);
- Scanned or fax copy of a special invitation letter;
- Application form (to be downloaded from the official website of respective Embassy/Consulate);
- 1 photo (size 3.5 x 4.5 cm, color or black-white);
- Medical Insurance;
- Visa Fee.

Step 6 (receive the passports with the visa)

Receive the visa at the Russian Consulate on the same day, when applicant/representative applied for a visa.

Be attentive, you need to check all the information in the issued visa: issue date, expiry date, passport №, personal information (date of birth, last name, first name, citizenship) at the Consular office.

Filling in the Migration Card (Once travelling)

Before passing passport control at the point of entry into the Russian Federation Test Events' participant must fill in a Migration Card. Migration Card form will be given out on the airplane (train) or directly at the point of entry into the Russian Federation.

The entry part (A) and exit part (B) of the Migration Card should be filled in personally by the foreign citizen using Russian or Latin letters according to the passport, in legible block letters, without mistakes or corrections, strictly in the correspondent blanks, using ink or ballpoint pen in black, blue or purple. A Migration Card must be filled in for each foreign citizen, irrespective of their age. (Detailed instructions are given on the back of each migration card in Russian and English languages).

Under the heading "Purpose of travel" you should tick "private".

Under the heading "Name of host person or company: locality", write "Sochi 2014 Organizing Committee".

"Visa Number" – filled out in accordance with the 9-digit number in "Visa ID"

Going through border control.

When going through border control, the passports of Test Events' participant will be stamped to record entry into the Russian Federation, and the right part of the Migration Card (B) will be returned to the holder, the left part (A) will be taken by the border control officer.

If a Migration Card is lost or damaged, inform ANO "Organizing Committee "Sochi 2014" Visa support and Migration Services Division Accreditation Department at the same day.

Exiting the Russian Federation.

On exiting the Russian Federation, present the following documents to the border control officer:

- Passport;
- Valid visa;
- Part B of the Migration Card.

For more information about photo requirements for Identity and Accreditation Cards, Migration Cards completion please visit our event website www.sochisportevents.com