



Headteacher: Mr M Warren

Tuesday, 7<sup>th</sup> May

Dear Parents and Guardians,

We had to rearrange the biometric data visit until September to accommodate the various trips that students are already going out on this term. This is now arranged for Friday, September 6<sup>th</sup> at 1 pm in room 18. It is essential that all trip participants are in school on this day.

Thank you to those of you who have completed the visa application questionnaire as requested in March. **Unfortunately due to the new application date of September we need any planned trips that will cause a stamp/visa to appear in your passport over the summer holiday to be included in the application.** As previously mentioned the only trips that need to be mentioned are those that mean you have/will have a visa/stamp in the passport.

We appreciate that some of you may plan a trip last minute or not know the exact dates of summer trips yet but ask that as soon as you know, you contact me on [ewillett@presdales.herts.sch.uk](mailto:ewillett@presdales.herts.sch.uk) with this information added into your forms. Please include the student name - Russia October 2019 in the subject line.

These forms need to be submitted to the visa agency on May 20<sup>th</sup> so we ask that you EITHER adjust and resend to Mrs Eyre , email her to confirm that your form will stay the same, or confirm you will email me the new form as soon as you have the trip details during the summer

By May 20<sup>th</sup> it is essential that Mrs Eyre has the following for all students:

1. Visa application questionnaire
2. Scan of your daughter's passport's photo page (**valid until at least 07/05/20** )
3. 2 passport photos that fit the requirements overleaf.
4. Completed medical form

Failure to submit these documents could result in additional costs for you or, worst case scenario, your daughter not being able to participate in the trip

Upon our return from the summer holidays students will need to bring in their passports and hand in to Mrs Eyre on the first day back. There will be a parent and student information evening in the first few weeks of term too. I will inform you of this date before the end of the summer term.

We would like to gently remind you that according to the payment schedule of £150 per month excluding December payments should be up to £1150 by the end of May. We have payments going out all the time now and failure to pay according to the schedule causes problems with this.

Yours faithfully,

Mrs E Willett  
Head of Russian



Visa photo requirements:

1. Recent colour photograph (not more than 6 months old). **NOT THE SAME PHOTO AS THE PASSPORT IF THE PASSPORT WAS ISSUED MORE THAN 6 MONTHS AGO.**
2. Taken against a light background (white or off-white) so that features are distinguishable and contrast against the background.
3. Clear quality and with the face in focus. The face must be sharply focused and evenly illuminated in all areas, rich in contrast and clear. Reflections or shadows on the face as well as red eyes must be avoided.
4. The photo must show the full front view of the head and include the top of the shoulders, with the face in the middle of the photo, non-smiling, open eyes (without sunglasses, a hat/cap or other head covering, unless the applicant wears such items because of their religious belief or ethnic background). The head of the person photographed should be neither at an angle nor turned (portrait style). The person's expression should be neutral with the mouth closed and looking directly into the camera. The eyes must be open and clearly visible and may not be covered by hair or spectacle frames.
5. Printed on normal photographic paper (camera print)
6. The photo frame must be 35mm x 45mm in size.

**Note: Please follow these instructions carefully. If photographs presented do not meet these requirements your Russian visa application will be considered incomplete.**

**Russian visa sample photo:**

