

Please read carefully important instructions before you proceed to book your appointment.

PREPAYMENT APPOINTMENT GATEWAY FOR POLAND VISA CUSTOMERS IN TURKEY

Following the instructions of the Polish Authorities to fight against false pretenses to book an appointment, VFS Visa Application Centre will not accept an application if the appointment does not correspond to the visa type for which it was booked. I hereby agree, to be given access to the VFS visa center to submit your visa application, to comply with the local authorities and VFS sanitary regulations. Where applicable, I also agree to have my body temperature checked by contactless infrared thermometer and to the obligation to leave the visa center in the event of an abnormal result. For more information on the health security measures implemented in the VFS Global centers, please visit www.vfsglobal.com/customer-advisories

What you need to know before booking an appointment

How does it work?

The procedure is as follows:

- First, you must register on the VFS appointment website.
- Then you must book an appointment online on VFS Global website and pay the VFS Global service fee online,
- Lastly, you must submit your visa application at the VFS Global Visa application Center you have selected when booking your appointment.

What should I pay?

Please note that there are two kinds of fees that you must pay:

- **VFS Global service fee.** To finalize your booking, you have to pay the VFS Global service fee on this website. The procedure is secured. But you can also choose to pay for optional services as proposed by the system if you wish. So, before starting booking an appointment, please make sure you have your payment card with you (Debit/Credit Card). Please note that booking an appointment online includes the VFS Global Service fee: Please avoid anyone trying to charge you to take an appointment online in your name.
- **The visa fee.** You will pay the visa fee only after submitting your application at the VFS Global application Center. The cost varies, depending on the type of visa you need.

What should I know about the appointment?

- Appointments slots are released on daily basis for Consular District of Consulate of the Republic of Poland in Istanbul,

Day	Istanbul	Gaziantep	Izmir	Trabzon
Monday	09:00 AM	10:00 AM	16:00 PM	13:00 PM
Tuesday	12:00 PM	10:00 AM	16:00 PM	13:00 PM
Wednesday	14:00 PM	10:00 AM	16:00 PM	13:00 PM
Thursday	15:00 PM	10:00 AM	16:00 PM	13:00 PM
Friday	17:00 PM	10:00 AM	16:00 PM	13:00 PM

and on the weekly basis for the Consular District of the Embassy of Poland in Ankara **(Mondays 10 AM for Ankara and Antalya)**.

- If the message “No Slots Available” is displayed, you should try again the following day as per the times shared above.
- You can only book one appointment per person (no duplicate appointment allowed by the system).
- You can book only one appointment for one person. No group appointment allowed. In case of family everybody should have individual appointments.
- You must ensure all details match your Travel/Passport document while booking your appointment as ALL FIELDS are non-editable. Entry will be disallowed at the center if the appointment details does not correspond to the appointment information entered.
- You must choose location as per your jurisdiction (booking appointment in both cities is not possible).
- You must show up on time for your appointment. Entry into VFS Global application Center is allowed 15 minutes ahead of time and 15 minutes after. Beyond this time, your appointment stands cancelled.
- Booked appointments can be re-scheduled online only Twice until 96 hours before initial scheduled appointment date.
- **In case of No-Show Service fee cannot be refunded.** Unless there is an unforeseen situation which was an emergency case – Note all refunds will be subject to an Administration Fee of 5 Euro inclusive Taxes.

***Note we are not charging any additional transaction fee over and above the service fee applicable. Under unforeseen circumstances to avoid any discrepancies request all to use cards approved by Turkish authorities Only and Avoid Overseas bank cards. If any bank commission occurs (in case of using cards approved by Turkish authorities), our customers are entitled to receive the amount back from VFS on request.

Which category of visa should I choose?

YOU ARE REQUIRED TO CHOOSE THE CORRECT CATEGORY OF VISA WHEN BOOKING AN APPOINTMENT ONLINE OR THIS WILL BE CONSIDERED AS INVALID AND NO REFUND WILL BE PROCESSED FOR WASTING THE APPOINTMENT SLOT.

VISA CATEGORIES:

Choose your appointment category*

National Visa (Type D) / Uzun Donem / Wiza typu D

Schengen Visa (Type C) / Kisa Donem / Wiza typu C

IF you are applying for National Visa (Type D) / Kisa Donem / Wiza typu D you need to choose below categories:

Choose your appointment category*

National Visa (Type D) / Uzun Donem / Wiza typu D

Choose your sub-category*

1- Higher Education / Yuksek Ogrenim / studia wyzsze

2- Turkish citizens - work permit / TC vatandaslari - calisma Izni / obywatele Turcji - w celu wykonywania pracy

3- Foreigners - work permit/ Yabanci vatandaslar - calisma Izni / cudzoziemcy - w celu wykonywania pracy

4- Long-Stay others / Diger Uzun Donem / wiza typu D w celu innym niz wymienione

IF you are applying for Schengen Visa (Type C) / Kisa Donem / Wiza typu C you need to choose below categories:

Choose your appointment category*

Schengen Visa (Type C) / Kisa Donem / Wiza typu C

Choose your sub-category*

1- Business / Is Seyahati / w celu biznesowym

2- Tourist / Turistik / w celu turystycznym

3- Truck-drivers / Tir Soforu / kierowcy zawodowi

4- Short-Stay others / Diger Kisa Donem / wiza typu C w celu innym niz wymienione

VFS appointment system is compatible with most popular browsers.

NOTE:

Please note it may take more than the processing time mentioned on your appointment letter while submitting your application at VFS Global application Centre. Applicants will be issued with a token number at the application Centre and will be attended as per the token number assigned. It may take more time depending on the number of applications submitted at the counter by an individual applicant.

Before starting to book an appointment, please make sure you keep below documents ready with you:

- All necessary information pertaining you Visa Application,
- Valid Passport or Travel Document,
- Payment card (Credit Card/Debit Card).
