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 must 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.
- Before starting to **book 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 application fees** will be paid only after submitting your application at the VFS Global application Center. The cost varies, depending on the type of visa intend to apply.

What should I know about the appointment?

- Appointments are made available for booking at random times to avoid any manipulation, If the message "No Slots Available" is displayed, you should try again in a few days' time.
- You can only book one appointment per person (no duplicate appointment allowed by the system).
- 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. **Appointment will stand cancelled under misrepresentation with No refund.**
- You must choose location as per your jurisdiction only (booking appointment in multiple cities is not possible).
- You must be present at the visa application center as per the appointment time **ONLY**. Entry into VFS Global application Center is permitted 15 minutes ahead of appointment time. A maximum of 15 minutes delay in reaching the center can be considered beyond which, this will lead to cancelation of the appointment and will be taken as No Show appointment with No refund is possible.

- **In case of No-Show Service fee cannot be refunded**, unless there is an

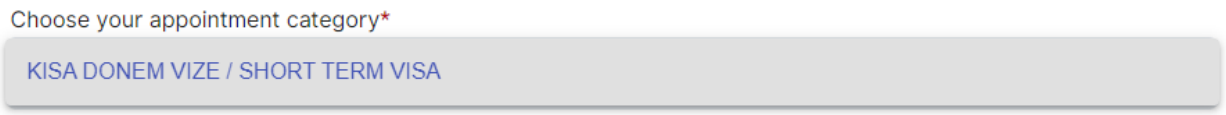
unforeseen situation which was unavoidable – Note all refunds will be subject to an Administration Fee of 5 Euro inclusive Taxes.

***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.

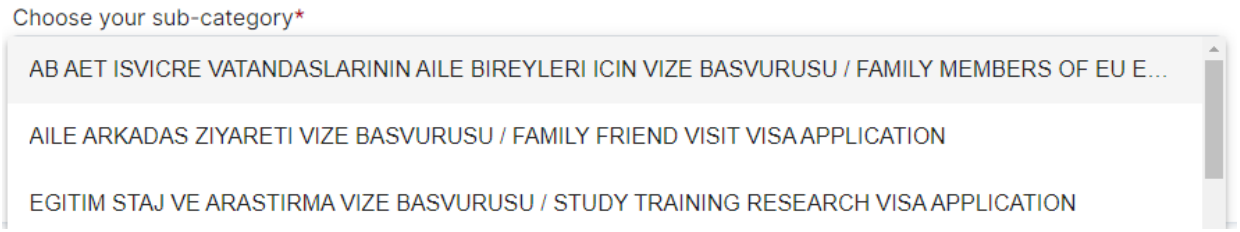
Which category of visa should I choose?

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:



Select the Sub-Category from the drop-down options as displayed on the website while booking your appointment as per your intention to travel:



Click proceed to complete your details as per your travel document/passport.

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).

***Please Only book appointments if you are ready to submit your application as there may be customers who need urgent travel.**