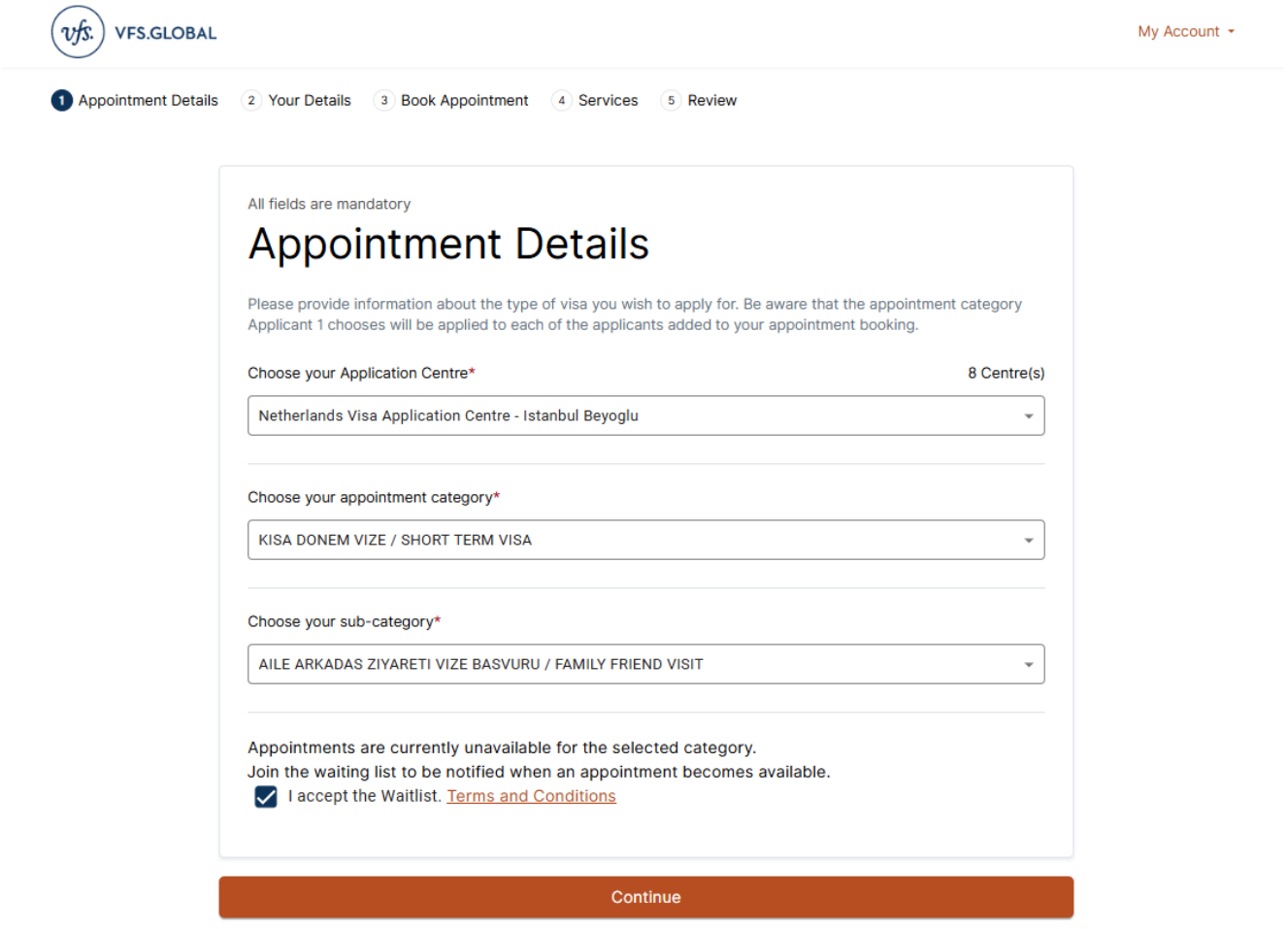
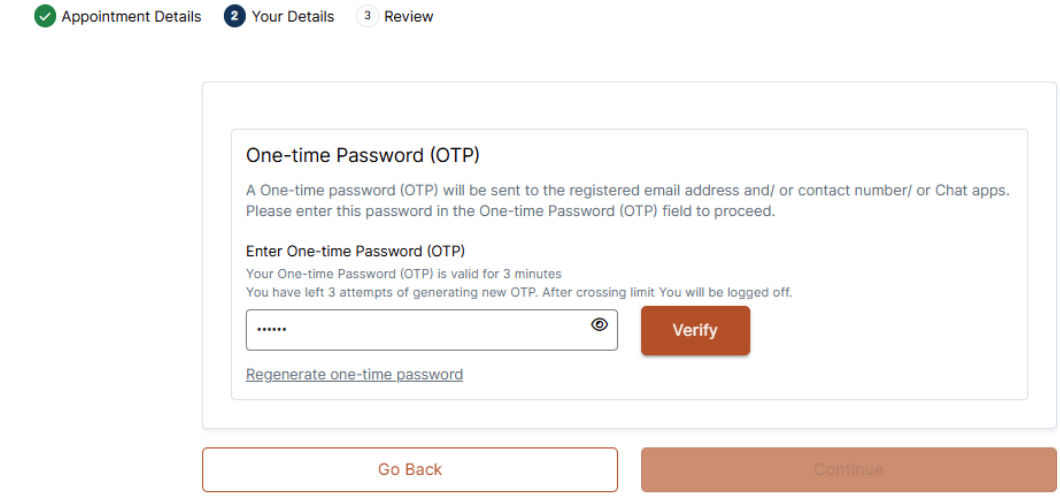
Netherlands Waiting List Process – Operational Guideline

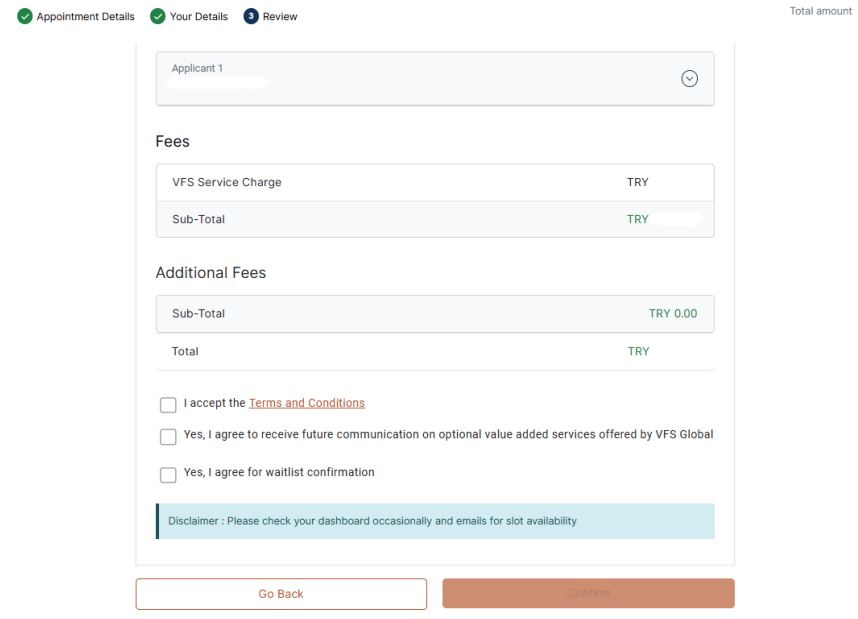
- **Waitlist Enrollment**
- If no appointment availability is found when the applicant logs into the system, the system automatically offers a **waitlist enrollment option**. If the waiting list has reached its maximum capacity, applicants will not be able to join the waiting list or apply. They must wait until application slots become available.



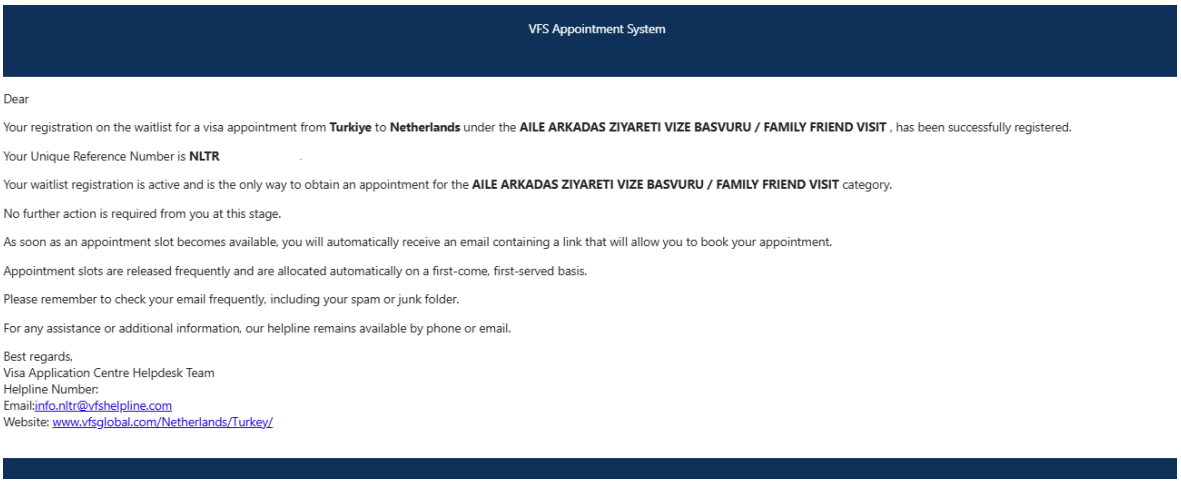
- If the applicant **chooses to** proceed with this option, they will be asked to enter their details, and an OTP (One-Time Password) will be sent to their **email address.** After entering the OTP, the applicant must provide their personal information to complete the waiting list registration



- Once the information has been submitted, the applicant will be informed about the VFS service fee. However, no payment is required at the time of joining the waiting list.



- A confirmation email will be sent to the email address registered in the system. The applicant's unique application reference number will also be included in this email.



VFS Appointment System

Dear

Your registration on the waitlist for a visa appointment from **Turkiye** to **Netherlands** under the **AILE ARKADAS ZIYARETI VIZE BASVURU / FAMILY FRIEND VISIT** , has been successfully registered.

Your Unique Reference Number is **NLTR**

Your waitlist registration is active and is the only way to obtain an appointment for the **AILE ARKADAS ZIYARETI VIZE BASVURU / FAMILY FRIEND VISIT** category.

No further action is required from you at this stage.

As soon as an appointment slot becomes available, you will automatically receive an email containing a link that will allow you to book your appointment.

Appointment slots are released frequently and are allocated automatically on a first-come, first-served basis.

Please remember to check your email frequently, including your spam or junk folder.

For any assistance or additional information, our helpline remains available by phone or email.

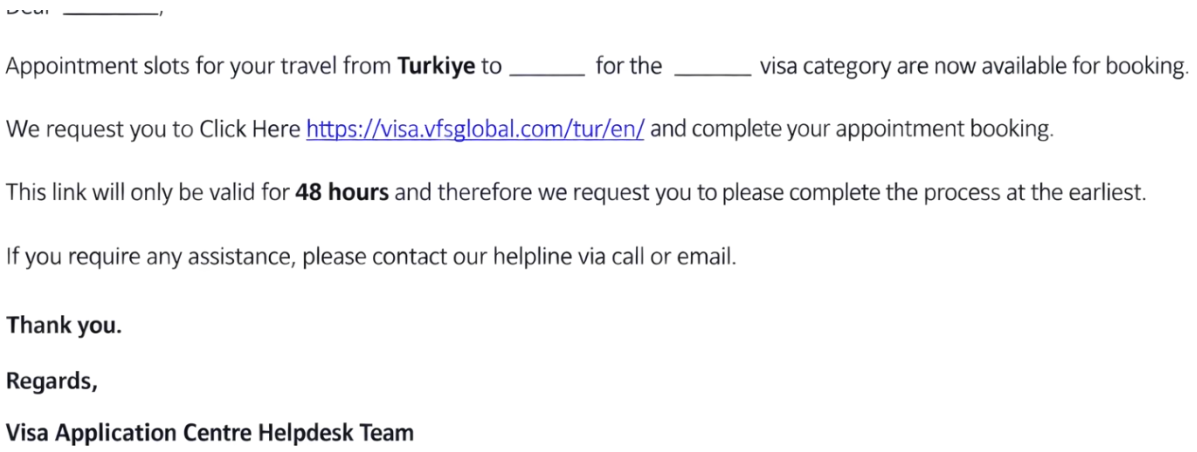
Best regards,
Visa Application Centre Helpdesk Team
Helpline Number:
Email:info.nltr@vfshelpline.com
Website: www.vfsglobal.com/Netherlands/Turkey/

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2. Availability Notification and Reminder Process

- When an appointment slot becomes available:

The system sends an **“availability slot” email** to applicants based on their position in the waitlist.



Dear _____,

Appointment slots for your travel from **Turkiye** to _____ for the _____ visa category are now available for booking.

We request you to Click Here https://visa.vfsglobal.com/tur/en/ and complete your appointment booking.

This link will only be valid for **48 hours** and therefore we request you to please complete the process at the earliest.

If you require any assistance, please contact our helpline via call or email.

Thank you.

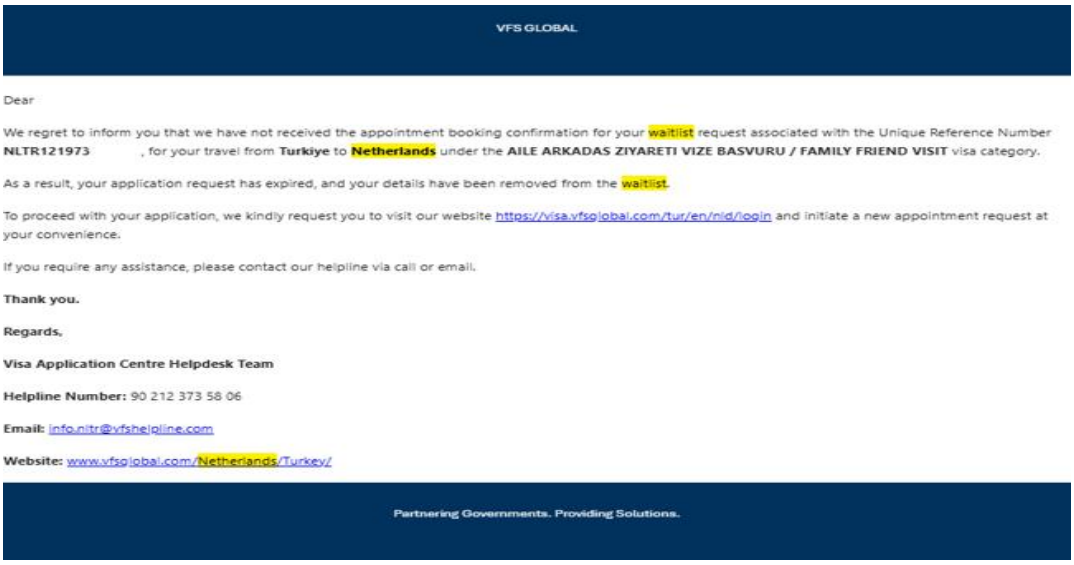
Regards,

Visa Application Centre Helpdesk Team

- When an appointment is not booked in 24 hours:
    - **Reminder email will be received.**

- If appointment is not booked in 48 hours, this will result in the registration being **automatically re-entered into the waiting list.**

- Following a final Appointment Availability Notification when an appointment slot becomes available after re-entry, the registration will be marked as **Expired** and removed from the active waiting list.



VFS GLOBAL

Dear

We regret to inform you that we have not received the appointment booking confirmation for your waitlist request associated with the Unique Reference Number **NLTR121973** , for your travel from **Turkiye** to **Netherlands** under the **AILE ARKADAS ZIYARETI VIZE BASVURU / FAMILY FRIEND VISIT** visa category.

As a result, your application request has expired, and your details have been removed from the waitlist.

To proceed with your application, we kindly request you to visit our website https://visa.vfsglobal.com/tur/en/nld/login and initiate a new appointment request at your convenience.

If you require any assistance, please contact our helpline via call or email.

Thank you.

Regards,

Visa Application Centre Helpdesk Team

Helpline Number: 90 212 373 58 06

Email: info.nltr@vfshelpline.com

Website: www.vfsglobal.com/Netherlands/Turkey/

Partnering Governments. Providing Solutions.

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3. Key Restrictions

- Applicants on the waitlist:
    - **Cannot book a separate appointment manually**.
- During waitlist enrollment:
    - **No payment is required**.
- Payment:
    - Is only requested **after the booking is confirmed** by the applicant.

4. Waitlist Removal Process

- Removal from the waitlist:
    - The applicant is not allowed to be removed from the waitlist by themselves. The email should be sent to the VFS customer service with an approval.
- Important rules:
    - Removal requests **cannot be reversed once submitted**.
    - Applicants **cannot be removed individually**.
    - If the applicant register in waitlist as group and requested to be removed:
        - **All applicants under the same record will be removed** from the waitlist.

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5. Required Information for Removal Request

The following information must be collected from the applicant:

- Full Name (Name & Surname)
- Waitlist Enrollment Confirmation Date
- Waitlist Removal Confirmation Date
- VAC (Visa Application Centre) Applied For
- Passport Number
- Application Reference Number
- Email Address
- Note (if applicable)

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6. System Load and Expectation Management

- Availability notifications:
    - Are sent **simultaneously to all applicants on the waitlist**.
- As a result:
    - System congestion may occur
    - Errors may be experienced

To avoid system errors please see the following guidelines:

- Clear browser cache and cookies before clicking the appointment link.
- If the OTP code is not received on the first attempt, wait approximately 30 minutes before trying again.
- Avoid making repeated consecutive login attempts.
- Ensure the accuracy of login details (email address, contact number, etc.).
- Have all required information ready (e.g., passport details, credit card information) before accessing the appointment link.
- Avoid spending excessive time on the website during the booking process.
- Complete the appointment booking as quickly as possible.
- Limit frequent calendar checks and proceed with booking the first available appointment slot.
- 👉 Being on the waitlist **does not guarantee securing an appointment**.
