

AUSTRIA ONLINE APPOINTMENT INSTRUCTION

Online appointment link/ Đường dẫn truy cập đặt hẹn: <https://visa.vfsglobal.com/vnm/en/aut/login>

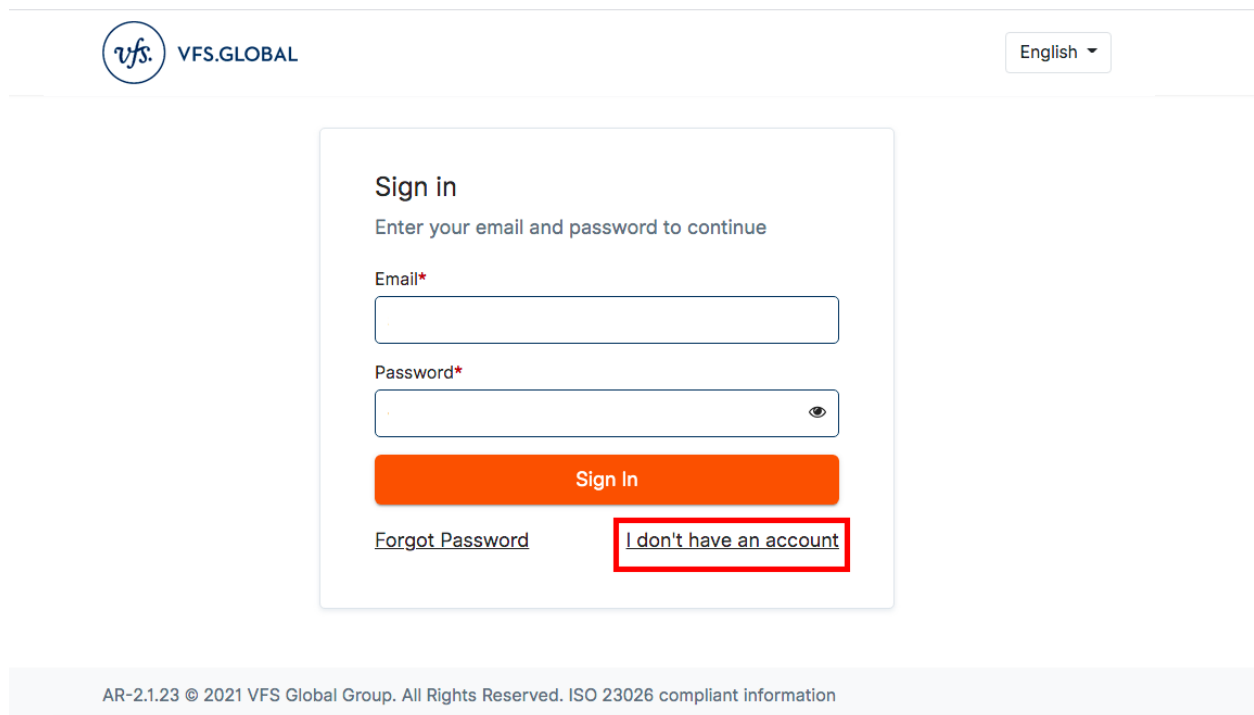
Online Appointment Module will work better with below conditions/ Hệ thống đặt hẹn online sẽ hoạt động tốt hơn với điều kiện sau đây:

1. Using computer or laptop, it could be restricted to access the link with tablet or smart phone/ Sử dụng máy tính bàn hoặc máy tính xách tay, việc sử dụng máy tính bảng hoặc điện thoại có thể bị hạn chế truy cập.
2. Browsers/ Trình duyệt: Internet Explore version 10/11, Chrome.
3. Using public or private internet because some companies or organization's internet will be restricted to access some websites which contain images/ Sử dụng mạng internet công cộng hoặc cá nhân, vì mạng internet ở một số công ty hoặc tổ chức sẽ bị hạn chế truy cập trang web có chứa hình ảnh.

Please access above link to make online appointment/ Vui lòng truy cập đường dẫn trên để đặt hẹn

Step 1: Click on “I don’t have an account” in case you have never registered an account.

Bước 1: Chọn “I don’t have an account” trường hợp bạn chưa bao giờ đăng ký tạo tài khoản



VFSGLOBAL English

Sign in
Enter your email and password to continue

Email*

Password*

Sign In

[Forgot Password](#) [I don't have an account](#)

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Step 2: Fill in mandatory required fields, then select the box and click on “Register”

Bước 2: Điền những thông tin bắt buộc, sau đó nhấn chọn khung và sau cùng nhấn chọn “Register”



Create an account

Register with VFS Global to start

Email*

Password*

Confirm Password*

I allow VFS Worldwide Group to process my personal data so that I can use the visa and consular services offered by them. See [Privacy Policy](#).

Register

Already registered with us? [Click here](#) to login

Please refer an example as below snapshot/ Vui lòng tham khảo ví dụ ở màn hình chụp dưới đây:



Create an account
Register with VFS Global to start

Email*

Password*

Confirm Password*

I allow VFS Worldwide Group to process my personal data so that I can use the visa and consular services offered by them. See [Privacy Policy](#).

Register

Already registered with us? [Click here](#) to login

Note/ Lưu ý:

- 1- At “Email” field: Use your current valued email ID (this will be your account name)
Tại mục “Email”: Sử dụng email có hiệu lực hiện tại của bạn (đây cũng sẽ là tên của tài khoản đăng nhập)
- 2- At “Password” field: Create a password for your account (**this is not the same password of your current email ID**), this password must be included at least 8 letters and maximum 15 letters and it must be included numbers (0, 1, 2...) and small letters (a, b, c ...) and Big Letters (A, B, C, ...) and special letters (#, @, \$...). **For example: 01Jan@2017**
Tại mục “Password”: Tạo một mật khẩu cho tài khoản của bạn (đây không phải là mật khẩu của email bạn), mật khẩu này bạn phải tạo mới bao gồm ít nhất 8 ký tự và nhiều nhất là 15 ký tự, trong đó có chữ Hoa (A, B...), chữ thường (a, b...), con số (0, 1....), và ký tự đặc biệt (#, &, \$...).
Ví dụ: 01Jan@2017

3- At “Confirm Password”: Type again the password that you have entered in the “Password” field

Tại mục “Confirm Password”: Nhập lại mật khẩu mà bạn đã nhập tại mục “Password”

Step 3: Activate your account by clicking on the activation link received in your email account which was used while registration (Please refer below email template)

Bước 3: Kích hoạt tài khoản bằng cách nhấn vào đường link kích hoạt mà bạn nhận được trong email bạn dùng đăng ký tài khoản (Vui lòng tham khảo mẫu email ví dụ như bên dưới)

VFS Appointment System

Dear Applicant,

Your account has been successfully created with the credentials entered by you. Please note your application details will be saved for 15 calendar days in case no activity is observed. Once you schedule an appointment your application will be available till your appointment date.

Please click on below link to activate your account. This link will be valid only for 2 days from the date of registration.

[ActivateAccount](#)

If the link is not working, copy below link into your web browser and activate the account.

<https://visa.vfsglobal.com/vnm/en/dnk/activateemail?q=YIbIV1sB4aEFBrBNS9NzGgzFmvyJYmYod4Gk2lFAWmxUj0wZ7Xl5N1SyYYR971GdPlz96SahfAAInHPcvOgzAKEFmpjBlmBh/RqhJGFc5dTFumekbISvPAO8AhyG7sHRIaakBrl.8rzWfllJoLEymyJJ9H8Wu5XIR4B9ec=>

Thank you.

Regards,

Visa Application Centre Helpdesk Team

Partnering Governments. Providing Solutions.

Step 4: After successful registration, please log in by your account and password that you have created


Bước 4: Sau khi tạo tài khoản thành công, vui lòng đăng nhập với tên tài khoản và mật khẩu bạn đã đăng ký

Sign in

Enter your email and password to continue

Email*

Password*

Sign In

[Forgot Password](#) [I don't have an account](#)

Step 5: Click on “Start New Booking”

Bước 5: Nhấn chọn “Start New Booking”



Sign Out

In Progress Application(s) Active application(s)

Start New Booking

No Application(s) Found.

Step 6: Select Visa Application center, Visa Category and Sub-Visa Category, then click on “Continue”

Bước 6: Chọn Trung Tâm Tiếp Nhận Hồ Sơ và Loại Thị Thực, sau cùng chọn “Continue”



My Account ▾

1 Application Details 2 Your Details 3 Book Appointment 4 Services 5 Review and Pay

All fields are mandatory

Application Details

Please provide information about the type of visa you wish to apply for. Be aware that the appointment category Applicant 1 chooses will be applied to each of the applicants added to your appointment booking.

Choose your Visa Application Centre*

2 Centres

Choose your Visa Application Centre ▾

Choose your appointment category*

Select your appointment category ▾

Choose your sub-category*

Select your sub-category ▾

Continue

Step 7: Fill in all mandatory required fields, then click on “Save”

Bước 7: Điền tất cả các thông tin yêu cầu bắt buộc, sau đó chọn “Save”



My Account ▾

Save Application as Draft

Application Details 2 Your Details 3 Book Appointment 4 Services 5 Review and Pay

All fields are mandatory unless marked as optional

Your Details

Applicant 1

First Name*

TEST


Last Name*

TEST

Gender*

Female ▾

Date Of Birth*

01/03/2002 

Current Nationality*

VIETNAM ▾

Passport Number*

TEST12345

Passport Expiry Date*

31/03/2024 

Contact number *

84

0912456789

Email*

abc@gmail.com|

Cancel

Save

Step 8: Click on “Continue”

Bước 8: Nhấn chọn “Continue”



My Account ▾

Save Application as Draft

Application Details 2 Your Details 3 Book Appointment 4 Services 5 Review and Pay

All fields are mandatory unless marked as optional

Your Details

Applicant 1
TEST TEST



Add another applicant

Go Back

Continue

Step 9: Choose available date and time

Bước 9: Chọn ngày và giờ còn trống chỗ



My Account ▾

Save Application as Draft

Application Details Your Details **3 Book Appointment** 4 Services 5 Review and Pay

All fields are mandatory unless marked as optional

Book an Appointment

First choose the type of appointment you would like, followed by your preferred date. You will then be able to select from all the time slots currently available on that day.

Pick an Appointment Type

Choose a slot

Pick an appointment date

Free and paid

Unavailable

March 2021

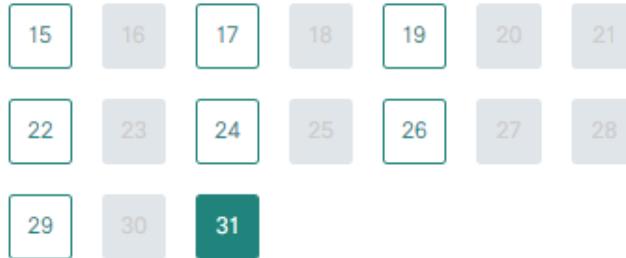


MON	TUE	WED	THU	FRI	SAT	SUN
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Step 10: After choosing available date and time, click on “Continue”

Bước 10: Sau khi chọn ngày và giờ còn trống chỗ, nhấn chọn “Continue”

✔ Application Details ✔ Your Details **3** Book Appointment 4 Services 5 Review and Pay



Choose an appointment time

All ▾

Time	Standard
	Free
	Appointments within usual opening hours
08:30	<input checked="" type="checkbox"/> Selected
08:50	<input type="checkbox"/> Select
09:10	<input type="checkbox"/> Select
09:30	<input type="checkbox"/> Select
09:50	<input type="checkbox"/> Select

Load More

Go Back

Continue

Step 11: If you wish to use our optional additional service(s), please click on “Add” button for each service, then click on “Confirm”, finally click on “Continue” button

Bước 11: Nếu bạn muốn lựa chọn sử dụng dịch vụ hỗ trợ của trung tâm, vui lòng nhấn chọn nút “Add” cho từng dịch vụ, sau đó nhấn chọn “Confirm”, cuối cùng nhấn chọn “Continue”



My Account ▾

Save Application as Draft

✓ Application Details ✓ Your Details ✓ Book Appointment **4** Services 5 Review and Pay

Services

We offer a range of optional services to make your application faster, more convenient and more relaxed. Click a service to find out more about it.

All available Additional services

Services	Unit Cost (VND)	
Premium Lounge Additional charges...	VND 1,300,000.00	Add
Read more →		

Return Courier

VND 30,000.00

[Add](#)

Return Courier...

[Read more →](#)

[Go Back](#)

[Continue](#)

Step 12: Review check all provided information, then click on the box and finally click on “Pay At VAC”

Bước 12: Kiểm tra lại tất cả thông tin đã cung cấp, sau đó nhấn chọn khung và sau cùng chọn “Pay At VAC”



My Account ▾

Application Details Your Details Book Appointment Services 5 Review and Pay

Total amount
VND 1,300,000.00

Review and Pay

Please check all your details carefully, ensuring you can attend your chosen appointment time, and you have added any services you need.

Applicant details

Country of residence VIETNAM
Travelling to AUSTRIA
Visa Application Centre Austria Visa Application Center-Hanoi
Appointment Category Short Stay
Appointment Sub Category FAMILY VISIT

Your details

Applicant 1 TEST A TEST	<input type="checkbox"/>
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Appointment details

[Edit](#)

Appointment type	Standard
Date	17/03/2021
Time	08:30-09:00

Fees

Sub-Total	VND 0.00
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Services

[Edit](#)

Premium Lounge	1 Units	VND 1,300,000.00
Sub-Total		VND 1,300,000.00
Total		VND 1,300,000.00

This includes taxes of VND 118,181.82

- I accept the [Terms and Conditions](#)
- Yes, I agree to receive future communication on optional value added services offered by VFS Global

[Go Back](#)[Pay At VAC](#)

Step 13: Complete the booking, you will receive an email with your appointment details.

Bước 13: Hoàn tất thao tác đặt hẹn, bạn sẽ nhận được một email với thông tin chi tiết lịch hẹn bạn đã đặt



Thank you for booking an appointment with us!

We've sent you a confirmation email with your appointment details. Please bring a printed copy of the email attachment together with your [booking details](#) and means of payment when you visit the Visa Application Centre.

As part of your application, you may be required to pay additional Visa and Service fees at the Visa Application Centre

Transaction Summary

Applicant details

Country of residence	VIETNAM
Travelling to	AUSTRIA
Visa Application Centre	Austria Visa Application Center-Hanoi
Appointment Category	Short Stay
Appointment Sub Category	FAMILY VISIT

Your details

Applicant 1	TEST A TEST
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Appointment details

Reference #	AUS16311140763
Appointment type	Standard
Date	17/03/2021
Time	8:30-9:00

Fees

Sub-Total	VND 0.00
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Services

Premium Lounge	1 Units	VND 1,300,000.00
Sub-Total		VND 1,300,000.00
Total		VND 1,300,000.00

This includes taxes of VND 118,181.82

[Home](#)

Note/ Lưu ý:

Please note that if you wish to book next appointment (s) for your group, please click on “Home” button to go back to the main page and proceed to book single fresh appointment for each person in your group.

Nếu bạn muốn đặt hẹn tiếp theo cho những người trong nhóm của bạn, vui lòng nhấn chọn nút “Home” để quay lại trang chính và tiến hành đặt từng cuộc hẹn riêng lẻ cho từng người trong nhóm.