Schengen Visa **Application Procedure**



Security Check

Complete the security check and screening of your baggage







Submission Counter

Proceed to the submission counter for data entry



Payment at Bank

Proceed to the bank counter to complete your payment of fees and obtain your payment receipt.



Token Collection

Collect your token at the security desk and proceed to the applicant waiting area.

You can opt for the Premium Lounge service for personalized and faster submission of visa application. Other Value Added Services such as SMS and Courier are also available.



Applicant Waiting

Keep your application form, passport and supporting documents ready as per the checklist and await your token number to be called (applicants will be served as per token assigned).



Pre-Submission Counter

Proceed to the pre-submission counter to get your application form and supporting documents checked and bagged into a docket. Collect your payment slip to process payment at the bank counter.



Biometric Enrolments

(If applicable) Proceed to the biometric enrolment counter for finger prints and photograph capture



Safe Trip





Transfer to Client Governments

Documents are transferred by VFS to the Client Government/relevant visa section.



Documents Return

After the application is assessed by the relevant Embassy/Consulate, Processed documents returned to Visa Application Centre in sealed envelopes.



Documents and Passport Collection/Courier

Please present your acknowledgement receipt and copy of passport data page on collection of your passport from the center or through courier.

Please Note:

- Fees are to be paid in the exact denomination and cash only.
- Passport Pickup- Proxy collection is not allowed.
- Please read and sign the SMS and courier disclaimer before you leave the Visa Application Centre.
- All bags such as travel bags, back packs, briefcases, suitcases, leather, just or cloth bags and zip folders, electronic gadgets such as cameras, audio/video cassettes, compact discs, MP3's, floppies, laptops, or portable music players are not allowed in the Visa Application Centre.

