

_Access website: www.visa.finland.eu/ Akses situs: www.visa.finland.eu

_Choose Indonesia Flag icon/ Pilih gambar bendera Indonesia

_Choose location: Jakarta/Bali / Pilih lokasi: Jakarta/Bali.

_Click on “Schedule An Appointment”/ Klik “ Membuat Perjanjian ”

Online Appointment System will work better with below conditions/ Sistem aplikasi online akan berfungsi dengan baik dalam kondisi berikut:

1. Using computer or laptop, it could be restricted to access the link with tablet or smart phone/
Gunakan komputer atau laptop, akses tautan dibatasi pada tablet atau telepon selular.
2. Browsers/ Browser: Internet Explore version 10, 11.
3. Using public or private internet because some company or organization's internet will be restricted to access some websites contained images/ *Gunakan internet public atau pribadi, akses internet perusahaan atau organisasi tertentu akan dibatasi untuk beberapa situs yang mengandung gambar.*
4. Please refer below illustrated instruction/ Lihat petunjuk dengan ilustrasi berikut.

➔ Please access above link to make online appointment/ Akses tautan di atas untuk membuat perjanjian.

Step 1: Click “New User” in case you have never registered an user.

Tahap 1: Klik “New User” jika belum terdaftar sebagai pengguna.

VFS.GLOBAL
EST. 2001

New User Registration

First Name*

First Name

Last Name*

Last Name

Email ID*

Enter Email Id

Contact Number*

Contact Number

Password*

Password

Confirm Password*

Confirm Password

☐ I'm not a robot


reCAPTCHA
[Privacy](#) - [Terms](#)

Back to login

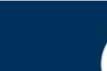
Submit

Reset

Disclaimer : Registration will expire after 30 days from today.

Step 2: Fill in required mandatory fields.

Tahap 2 : Isi kolom yang diwajibkan.

VFS.GLOBAL
EST. 2001

New User Registration

First Name*

van a

Last Name*

nguyen

Email ID*

nguyenvana@gmail.com

Contact Number*

84908104685

Password*

Confirm Password*

☐ I'm not a robot


reCAPTCHA
[Privacy](#) - [Terms](#)

Back to login

Submit

Reset

Disclaimer : Registration will expire after 30 days from today.

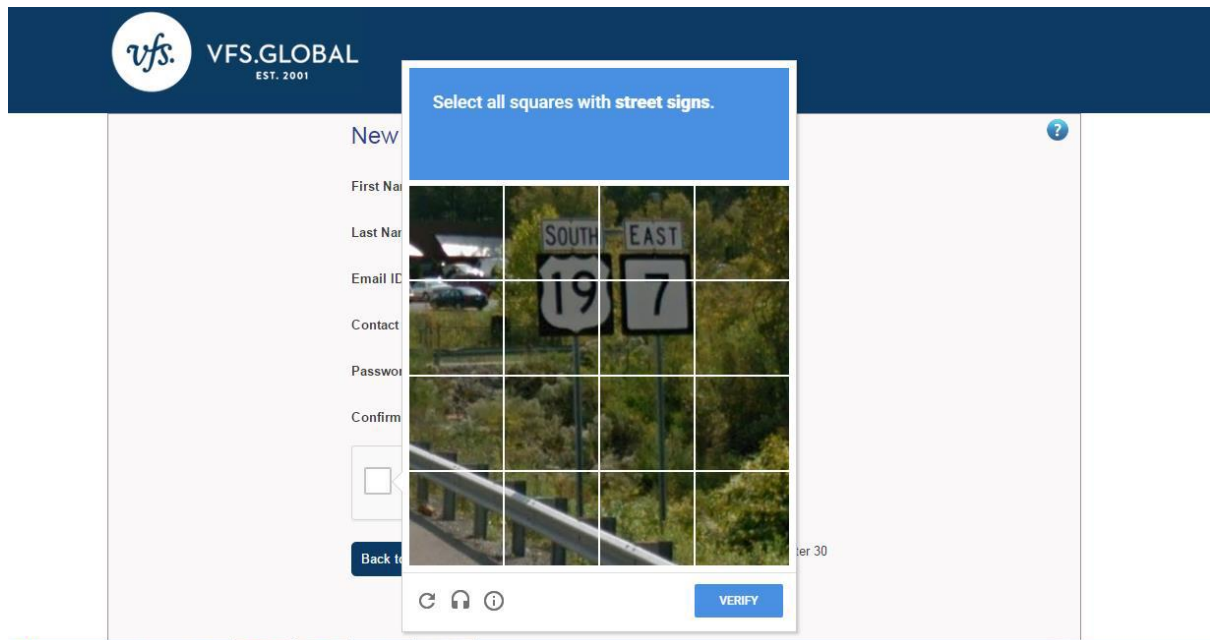
Please refer an example as above snapshot/ Silahkan merujuk contoh di atas

Note/ Catatan:

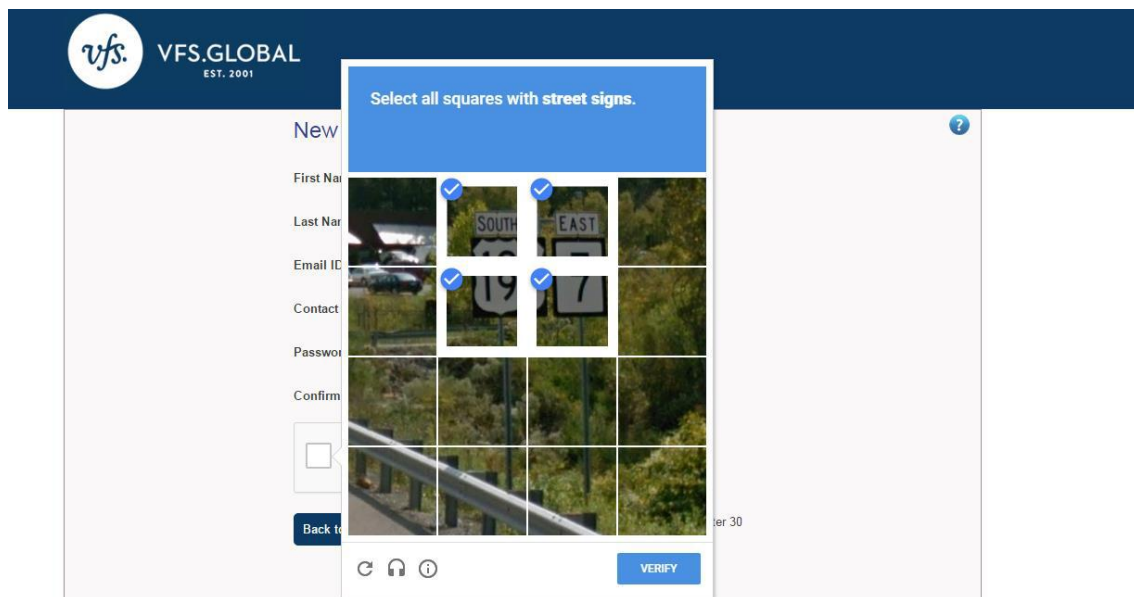
1. At "Email ID" field: Use your current valued email ID (this will be your account name)/ Pada kolom "Email ID" : Gunakan alamat surel aktif (ini akan menjadi nama akun Anda)
2. At "Contact Number" field must be: **62xxxx**/ Pada kolom "Contact Number" harus menggunakan: **62xxxx**
3. At "Password" 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 characters and it must be included

numbers (0, 1, 2,...) and lower case (a, b, c, ...) and upper case (A, B, C, ...) and special character (#, @, \$, ...). For example: **01Jan@2017**/ Pada kolom “ Password” : buat kata sandi untuk akun Anda (**bukan kata sandi yang sama dengan alamat surel aktif Anda**) kata sandi ini harus menggunakan setidaknya 8 karakter termasuk angka (0, 1, 2, ...) dan huruf kecil (a, b, c, ...) dan huruf besar (A, B, C, ...), dan karakter khusus (#, @, \$, ...). COntoh: **01Jan@2017**

→ Click on “I’m not a robot”/ Klik “I’m not a robot”

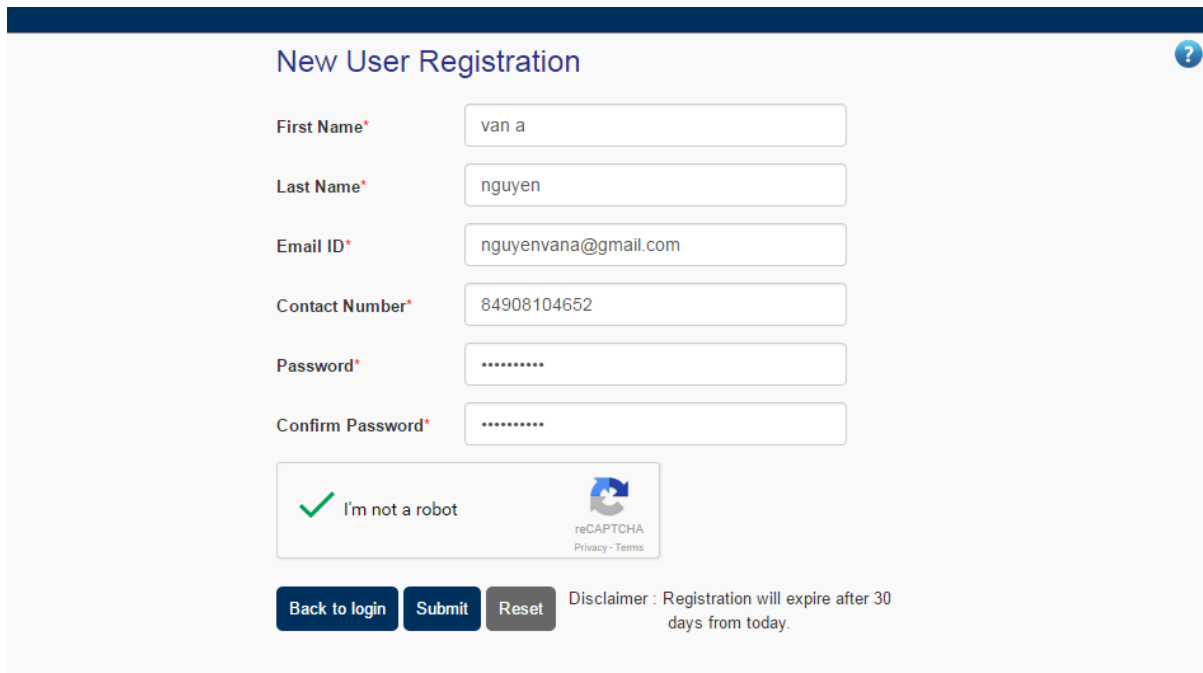


The screenshot shows the VFS.GLOBAL registration page. The header includes the VFS.GLOBAL logo and "EST. 2001". The left sidebar contains fields for "New", "First Name", "Last Name", "Email ID", "Contact", "Password", and "Confirm". A CAPTCHA challenge is displayed in the center, titled "Select all squares with street signs." It features a 4x4 grid of images from a road scene. Below the grid are icons for a refresh button, a headset, and an information icon, followed by a "VERIFY" button. The right side of the page has a question mark icon and a "ter 30" label.



This screenshot shows the same CAPTCHA challenge as the previous one, but with four blue checkmarks indicating correct selections. The checkmarks are placed on the squares containing the "SOUTH 19" and "EAST 7" street signs. The "VERIFY" button is still visible at the bottom right of the challenge area.

→ Choose correct answers and click on “VERIFY”/ Pilih jawaban yang benar dan klik “VERIFY”



New User Registration

First Name* van a

Last Name* nguyen

Email ID* nguyenvana@gmail.com

Contact Number* 84908104652

Password*

Confirm Password*

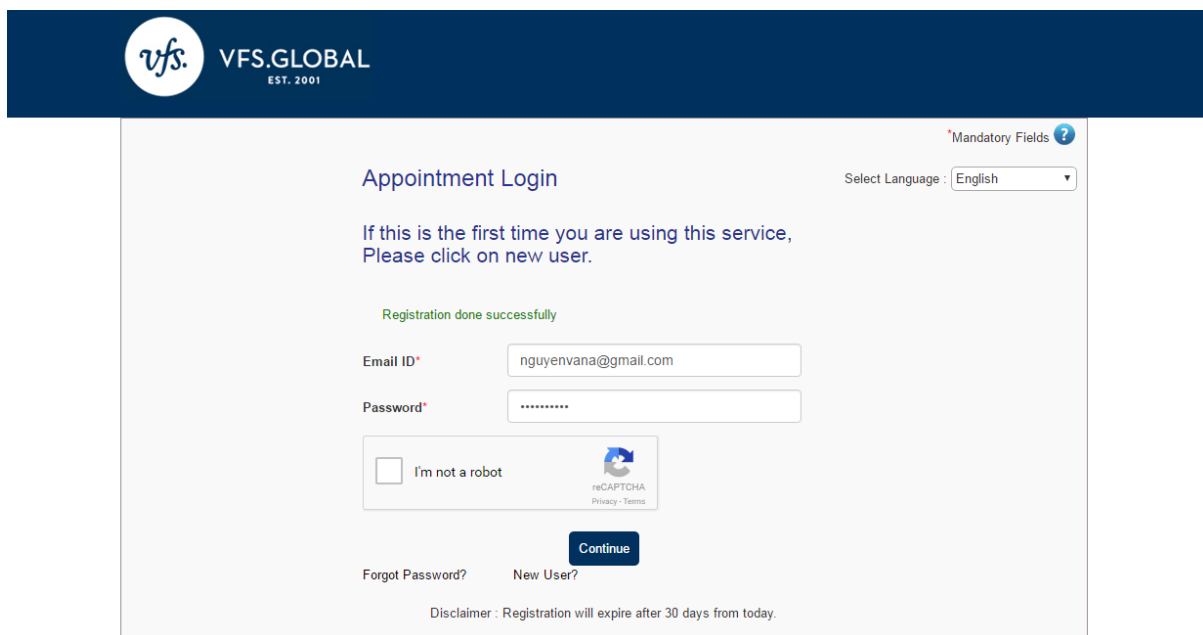
☒ I'm not a robot

reCAPTCHA Privacy - Terms

[Back to login](#) [Submit](#) [Reset](#)

Disclaimer : Registration will expire after 30 days from today.

➔ Once screen shows as above snapshot means you are done, continue click on “ Submit”/ Ketika tampilan di atas muncul, berarti Anda telah selesai, lalu klik “ Submit”



VFS.GLOBAL EST. 2001

Appointment Login

Select Language : English

If this is the first time you are using this service, Please click on new user.

Registration done successfully

Email ID* nguyenvana@gmail.com

Password*

☐ I'm not a robot

reCAPTCHA Privacy - Terms

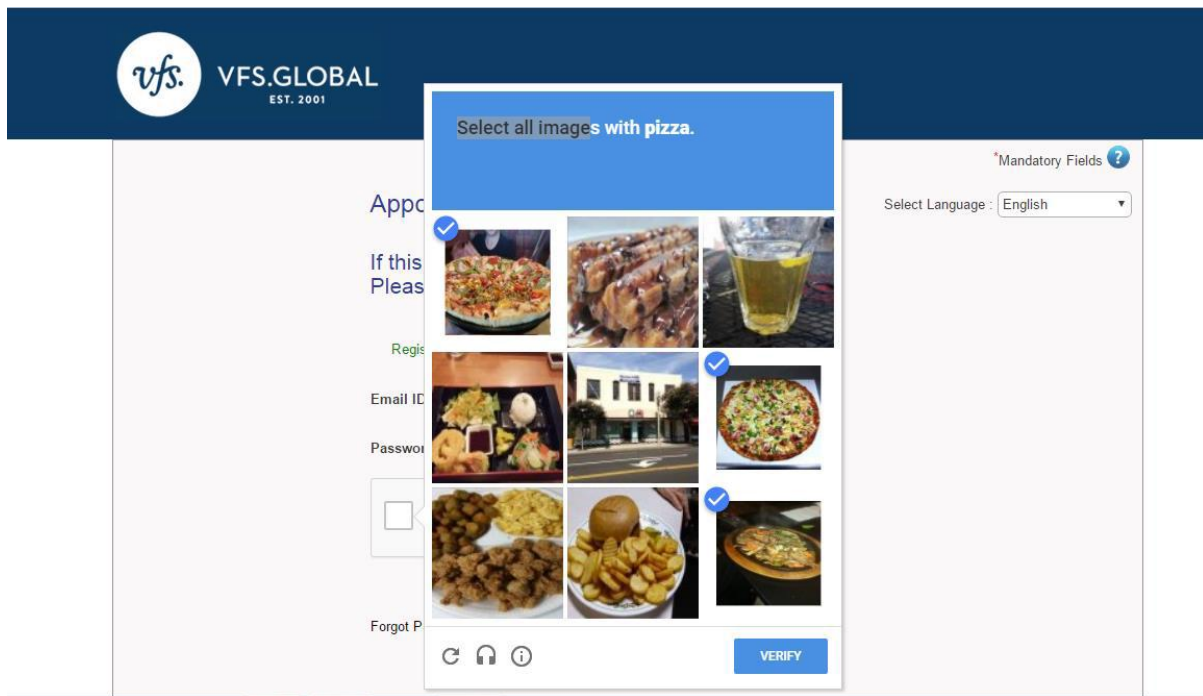
[Forgot Password?](#) [New User?](#) [Continue](#)

Disclaimer : Registration will expire after 30 days from today.

Step 3: After successful registration, please login by your account and password that you have created.

Tahap 3: Setelah pendaftaran berhasil, silahkan login dengan akun dan kata sandi yang telah dibuat.

➔ Continue click on “I’m not a robot”/ Lalu klik “I’m not a robot”



➔ Choose correct answers and click on “VERIFY”/ *Pilih jawaban yang benar dan klik “VERIFY”*

➔ Click on “CONTINUE”/ *Klik “CONTINUE”*

https://www.vfsvisaonline.co... VFS Glob... VFS : HOME PAGE

vfs. VFS.GLOBAL
EST. 2001

Apply for VISA to FINLAND VIETNAM

Welcome Phoebe Dang ! Logout

Actions

- Schedule Appointment
- Reschedule Appointment
- Cancel Appointment
- Print or Email Appointment Letter
- Retrieve Incomplete Appointments

➔ You have logged in successfully / Login Anda telah berhasil

https://www.vfsvisaonline.co... VFS Glob... VFS : Select Application Ce... x

vfs. VFS.GLOBAL
EST. 2001

Apply for VISA to FINLAND VIETNAM

Welcome Phoebe Dang ! Logout

Actions

- Schedule Appointment
- Reschedule Appointment
- Cancel Appointment
- Print or Email Appointment Letter
- Retrieve Incomplete Appointments

Select Application Centre

Schedule Appointment > Select Application Centre

*Mandatory Fields

Select Visiting Country*

Select Residing Country*

Select Application Centre*

Select Visa Category*

Select Visa Category
BUSINESS
TOURISM/VISIT FAMILY OR FRIENDS

Continue

➔ Click on “Schedule Appointment” and choose correct Visa Application Center and Visa Category.

➔ Klik “Schedule Appointment” dan pilih Pusat Aplikasi Visa dan Kategori Visa.

Actions

Schedule Appointment

Reschedule Appointment

Cancel Appointment

Print or Email Appointment Letter

Retrieve Incomplete Appointments

Welcome Phoebe Dang ! Logout ?

Select Application Centre

Schedule Appointment > Select Application Centre

*Mandatory Fields

Select Visiting Country* Finland

Select Residing Country* Vietnam

Select Application Centre* Finland Visa Application Center-Hochiminh city

Select Visa Category* TOURISM/VISIT FAMILY OR FRIENDS

[Click here to know the earliest available date](#)

Continue

➔ Click on “Continue” / Klik “Continue”

Actions

Schedule Appointment

Reschedule Appointment

Cancel Appointment

Print or Email Appointment Letter

Retrieve Incomplete Appointments

Welcome Phoebe Dang ! Logout ?

Applicant List

Schedule Appointment > Select Application Centre > Applicant List

Note: Maximum 1 Applicants can be added for group appointment

Add Applicant

First Name	Last Name	Passport Number	Date Of Birth	Actions
No Applicants are added				

➔ Click on “Add Applicant”/ Klik “Add Applicant”

Actions

Welcome Phoebe Dang ! Logout

Add New Applicant

Select Application Centre > Applicant List > Add New Applicant

*Mandatory Fields

Passport Number*

Date Of Birth (DD/MM/YYYY)* DD/MM/YYYY

Passport Expiry Date* DD/MM/YYYY

Select Nationality* Select Nationality

First Name* As appears in passport

Last Name* As appears in passport

Gender* Select Gender

Contact Number* +84 Mobile or Landline No.

Email ID* Enter Email Id

Submit Reset Back

→ Please fill in all required mandatory fields/ *Isi semua kolom yang diwajibkan.*

Actions

Welcome Phoebe Dang ! Logout

Add New Applicant

Select Application Centre > Applicant List > Add New Applicant

*Mandatory Fields

Passport Number* B456789

Date Of Birth (DD/MM/YYYY)* 01/01/1980

Passport Expiry Date* 01/01/2026

Select Nationality* Vietnam

First Name* VAN A

Last Name* NGUYEN

Gender* Male

Contact Number* +84 902887921

Email ID* nguyenvana@gmail.com

Submit Reset Back

→ Please refer above example/ *Silahkan merujuk pada contoh di atas*

→ Click on "Submit"/ *Klik "Submit"*

https://www.vfsvisaonline.co... VFS Glob... VFS : Applicant List

VFS.GLOBAL EST. 2001 Apply for VISA to FINLAND VIETNAM

Welcome Phoebe Dang ! Logout

Applicant List

Schedule Appointment > Select Application Centre > Applicant List

Reference Number: FIN3532711764

Note: Maximum 1 Applicants can be added for group appointment

First Name	Last Name	Passport Number	Date Of birth	Actions
VAN A	NGUYEN	B456789	01/01/1980	Edit Delete

[Continue](#)

Note: If you are having issues scheduling your appointment please contact us at +848 3521 2002

➔ You have registered successfully your private information/ *Anda telah berhasil mendaftarkan informasi pribadi Anda.*

➔ Above is Reference Number/ *Berikut adalah Nomor Referensi Anda.*

➔ Click on “Continue” / *Klik “Continue”*

https://www.vfsvisaonline.co... VFS Glob... VFS : Booking Appointment

VFS.GLOBAL EST. 2001 Apply for VISA to FINLAND VIETNAM

Welcome Phoebe Dang ! Logout

Appointment Booking

Schedule Appointment > Select Application Centre > Applicant List > Appointment Booking

Reference Number: FIN3532800855

Main Visa Category TOURISM/VISIT FAMILY OR FRIENDS

May 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	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	1	2	3
4	5	6	7	8	9	10

■ Holidays
■ Available
■ Date Selected

[Back](#) [Cancel](#) [Confirm](#)

Stage 4: Choose available date and time/ Tahap 4: Pilih tanggal dan waktu yang tersedia.

Click on dates with green color as they are available dates/ *Klik pada warna hijau dengan tanggal yang tersedia.*

← → <https://www.vfsvisaonline.co...> VFS Glob... VFS : Booking Appointment

Welcome Phoebe Dang ! Logout ?

Appointment Booking

Schedule Appointment > Select Application Centre > Applicant List > Appointment Booking

Main Visa Category TOURISM/VISIT FAMILY OR FRIENDS Reference Number: FIN3532800855

May 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	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	1	2	3
4	5	6	7	8	9	10

☐ 9:00-9:15
☐ 9:30-9:45
☐ 10:00-10:15
☐ 10:30-10:45
☐ 11:00-11:15
☐ 13:00-13:15

■ Holidays
 ■ Available
 ■ Date Selected

Back Cancel **Confirm**

- Choose one time slot/ Pilih waktu slot yang tersedia.
- Click on "CONFIRM"/ Klik "CONFIRM".

← → <https://www.vfsvisaonline.co...> VFS Glob... VFS : Final Confirmation

VFS GLOBAL EST. 2001 Apply for VISA to FINLAND VIETNAM

Welcome Phoebe Dang ! Logout ?

Appointment Confirmation

Schedule Appointment > Select Application Centre > Applicant List > Appointment Booking > Appointment Confirmation

Reference Number: FIN3532800855

Your Appointment has been confirmed for 10/05/2017 date and time 9:00 at Finland Visa Application Center-Hochiminh city. Please click on the link to download: [Appointment Letter](#)

First Name	Last Name	Contact Number	Passport Number
VAN A	NGUYEN	909288890	B456789

Please note down this Reference number FIN3532800855 for future use.

☒ Yes, I agree to receive further communication on optional value added services offered by VFS Global

Submit

- You have made an online appointment successfully/ Anda telah berhasil membuat perjanjian.
- Click on "Submit" / Klik "Submit".
- Your online appointment confirmation letter has been sent to your email that you filled in your private information registration/ Surat perjanjian online Anda telah terkirim ke alamat surel Anda yang diberikan pada pendaftaran informasi pribadi.