Online Appointment Link/ Link dặt hẹn online: <u>https://www.vfsglobalservices-germany.com/Global-</u> <u>Appointment/Account/</u>

Online Appointment System 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 Ipad or smart phone/ Sử dụng máy tính bàn hoặc máy tính xách tay, Ipad hoặc điện thoại có thể bị hạn chế truy cập.
- 2. Browsers/ *Trình duyệt*: 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/ Sừ dụng mạng công cộng hoặc cá nhân, vì một số mạng ở công ty hoặc tổ chức sẽ bị hạn chế truy cập trang web có chứa hình ảnh.
- 4. Please refer below illustrated instruction/ Vui lòng tham khảo hướng dẫn minh họa bên dưới

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

Step 1: Click <New User> in case you have never registered a user.

Bước 1: Chọn " New User" trường hợp bạn chưa bao giờ đăng ký tài khoản

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	Appointment Login Select Language It his is the first time you are using this service, It his is the first time you are using this service, It his is the first time you are using this service, It his is the first time you are using this service, It his is the first time you are using this service, It his is the first time you are using this service, It his is the first time you are using this service, It his is the first time you are using this service, It his is the first time you are using this service, It his is the first time you are using the service days from the tas generated are.	is 😧
VFS Global Services L	imited Application version 12 and Site Supports IE 10 and above, Mozila, Google Chrome and	l Safari

Step 2: Fill in required mandatory fields

Bước 2 : Điền những thông tin bắt buộc

Note/ Luru ý:

1. At "Email ID" field: Use your current valued email ID (this will be your account name)/ *Tại mục "Email ID" : sử dụng email hiện tại của bạn (đây cũng sẽ là tên của tài khoản đăng nhập)*

2. At "Contact Number" field must be: 84xxxx,/ Tại mục "Contact Number": điền số điện thoại bắt đầu 84xxxx

3. At <Password> field: create a password for your account (<u>this is not the same password of your current</u> <u>email ID</u>), this password must be included at least 8 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 (#, @, \$...). <u>For example</u>: **01Jan@2017**/ *Tai muc* " Password" : tạo một mật khẩu cho tài khoản của bạn (<u>đây không phải là mật khẩu của email bạn</u>), mật khầu này bạn phải tạo mới bao gồm ít nhất 8 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**

Schedule Appointment Add New Applicant Reschedule Appointment Select Centre > Applicant List > Add New Applicant Cancel Appointment Passport Number* Email Appointment Letter Date Of Birth (DD/MM/YYYY)* Retrieve Incomplete Appointments Passport Expiry Date* Select Nationality* VIETNAM	*Mandatory Fields	Add New Applicant	Add New Applicant Select Centre > Applicant List >	Schedule Appointment
Reschedule Appointment Select Centre > Applicant List > Add New Applicant *Mandatory Fields Cancel Appointment Passport Number* B111111 Email Appointment Letter Date Of Birth (DD/MM/YYYY)* 01/01/1980 Retrieve Incomplete Appointments Passport Expiry Date* 01/01/2028 Select Nationality* VIETNAM	*Mandatory Fields	Add New Applicant	Select Centre > Applicant List >	
Cancel Appointment Passport Number* B11111 Email Appointment Letter Date Of Birth (DD/MM/YYYY)* 01/01/1980 Passport Expiry Date* 01/01/2028 Select Nationality* VIETNAM				Reschedule Appointment
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	•	VIETNAM	Select Nationality*	
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			Candad	
		194 94775552070	Genteet Number	
		nguyenvana@gmail.comsn	Email ID	
Back Beset Submit		Dards Darest Calenda		

→ Once screen shows as above snapshot means you are done, continue click on "Submit" / Khi màn hình hiện ra như trên tức là bạn đã hoàn tất, sau đó chọn "Submit"

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 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://www.vfsglobalservices-germany.com/Global- Appointment/Account/ActivateAccount?g=9Yz6sgc8v/Sry7aVUcDe1twGsU3JndgtQCAFoFe2rf3QtBMwUio95H1XCenE2hnQ38 WHfa9s996IYz6Lq0w7zcQ/xUVt/Bg/+sLw/CXzNYs4Bet1EPbcfYv5faV/ThiuDjbfno+VTuOZWZYqb1aaNsxduU6BDEcfF/TADHjrJ M8=
Thank you.
Regards,
Visa Application Centre Helpdesk Team

Partnering Governments. Providing Solutions.

Step 4: After successful activation, 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 đã đăng ký

VFS.GLOBA	۱L		
			*Mandatory Fields 😲
	Appointment	Login	Select Language : English
	If this is the first Please click on	t time you are using this service, new user.	
	Email ID*	NGUYENVANA@GMAIL.COM	
	Password*	••••••	
	BKDQ	Enter the text shown in image	
	Forgot Password?	Continue New User?	
	Disclaimer . The re	appointment date.	L Contraction of the second
VFS Global Services Limited		Application version 12 and Site Supports IE 10 a	and above, Mozila, Google Chrome and Safari

→ Click on <CONTINUE>/ Chọn <CONTINUE>

VFS.GLOBAL	Apply for VISA to GERMANY
Actions	Welcome TEST TEST ! 🔟 Logout 🛛 😧
Schedule Appointment	
Reschedule Appointment	
Cancel Appointment	
Email Appointment Letter	
Retrieve Incomplete Appointments	
VFS Global Services Limited	Application version 12 and Site Supports IE 10 and above, Mozila, Google Chrome and Safari

→ You have logged in successfully / Bạn đã đăng nhập thành công

VFS.GLOBA	L	Apply for VISA to GERMANY
Actions		Welcome TEST TEST ! 💹 Logout
Schedule Appointment	Select Centre	
Reschedule Appointment	Schedule Appointment > Sele	ct Centre
Cancel Appointment		manoatory Fie
Email Appointment Letter	Visiting Country*	Germany
Retrieve Incomplete Appointments	Residing Country*	Vietnam
	Centre*	Germany Visa Application Centre, Hochiminh
	Purpose of Travel*	Select Purpose of Travel Select Purpose of Travel Airport Transit Business EU/EEA nationals German Citizens Medical treatment Official Passport Reduced Fee Agreement Short term training Tourist Visiting friend and family

→ Click on <Schedule Appointment> and choose correct Visa Application Center and Visa Category Chọn <Schedule Appointment> và chọn đúng trung tâm thị thực, và loại thị thực

VFS.GLOBAL		Apply for VISA to GERMANY	
Actions		Welcome TEST TEST ! 💹 Logout 🧃	
Schedule Appointment	Select Centre		
Reschedule Appointment	Schedule Appointment > Select Centre	[*] Mandatory Fields	
Cancel Appointment			
Email Appointment Letter	Visiting Country* Gerr	many 🔻	
Retrieve Incomplete Appointments	Residing Country* Vietr	nam 🔻	
	Centre* Gerr	many Visa Application Centre, Hochiminh	
	Purpose of Travel* Busi	iness v	
	<u>CI</u>	ick here to know the earliest available date	
VFS Global Services Limited	Application ve	arsion 12 and Site Supports IE 10 and above, Mozila, Google Chrome and Safa	1

→ Click on <Continue> / Chọn <Continue>

Actions	l			Welcome TEST TEST !	😃 Logout 🛛 🕐		
Schedule Appointment	Applicant Lis	Applicant List					
Reschedule Appointment	Schedule Appointmen	Schedule Appointment > Select Centre > Applicant List					
Cancel Appointment	Note: Maximum 5 App	Note: Maximum 5 Applicants can be added for group appointment					
Email Appointment Letter		Add Applicant					
Retrieve Incomplete Appointments	First Name	Last Name	Passport Number	Date Of Birth	Actions		
		No Applicants are added					
	Note: If you are having	Note: If you are having issues scheduling your appointment please contact us at 0084-28-3521-2002					

→ Click on <Add Applicant>/ Chọn <Add Applicant>

Actions		W	elcome TEST TEST ! 🛯 Logout 🛛 👔
Schedule Appointment	Add New Applicant		
Reschedule Appointment	Select Centre > Applicant List >	Add New Applicant	*Mandatan: Eialda
Cancel Appointment		Duttu	manuatory rields
Email Appointment Letter	Passport Number*	вттт	
Retrieve Incomplete Appointments	Date Of Birth (DD/MM/YYYY)*	01/01/1980	
	Passport Expiry Date*	01/01/2028	
	Select Nationality*	VIETNAM	¥
	First Name*	VAN A	
	Last Name*	NGUYEN	
	Gender*	Male	
	Contact Number*	+84 84775653078	
	Email ID*	nguyenvana@gmail.comsn	
		Back Reset Submit	

- → Please fill in all required mandatory fields/ Vui lòng điền đầy đủ thông tin bắt buộc
- → Please refer above example/ Ban có thể tham khảo ví dụ trên

→ Click on <Submit>/ Chọn <Submit>

VFS.GLOBA	4L		Apply for VIS.	A to GERMANY	VIETNAM
Actions			Wel	come TEST TEST ! 🛽 Log	gout 🕐
Schedule Appointment	Applicant L	ist			
Reschedule Appointment	Schedule Appointme	ent > Select Centre	> Applicant List		
Cancel Appointment				Reference Nu	umber GER 1734993596
Email Appointment Letter	Note: Maximum 1 Ap	oplicants can be add	ed for group appointment		
Retrieve Incomplete Appointments	First Name VAN A	Last Name	Passport Number	Date Of Birth 01/01/1981	Actions Edit Delete
	Note: If you are havi	ng issues scheduling	your appointment please cont	act us at +84 283521200	2

- → You have registered successfully your private information/ Ban dã dăng ký thành công thông tin cá nhân
- → Above is <Reference Number>/ Mã số tham chiếu hiện ra như trên
- → Click on <Continue> / Chọn <Continue>



Step 5: Choose available date and time/ Bước 5: Chọn ngày và giờ còn trống chỗ

Click on dates with green color as they are available dates/ *Nhấn chọn ngày nào màu xanh vì đó là ngày còn chỗ* trống



VFS.GLOB	AL		Apply for VISA to GER		
Actions			Welcome TE:	ST TE ST ! 🔟 Logout (🤇	
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Reschedule Appointment	Schedule Appointment > Select Centre > Applicant List > Appointment Booking > Appointment Confirmation				
Cancel Appointment	Reference Number: :GER /34993596				
Email Appointment Letter	Your Appointment has been confirmed for 18/09/2018 date and time 8:30 at Switzerland Visa Application Center, Hochiminh city. Please click on the link to download. <u>Appointment Letter</u>				
Retrieve Incomplete Appointments	First Name	Last Name	Contact Number	Passport Number	
	Please note down this F	Reference number GEF	R734993596 for future use. on on optional value added service	s offered by VFS Global	

- → You have made an online appointment successfully/ Bạn đã tạo lịch hẹn thành công
- → Click on <Close> / Chọn <Close>
- → Your online appointment confirmation letter has been sent to your email that you filled in your private information registration/ Thư xác nhận lịch hẹn đã được gửi đến email mà bạn điền vào phần thông tin cá nhân (không phải email mà bạn dùng để tạo tài khoản)