

USER GUIDE FOR APPOINTMENT BOOKING.

- Click on the link to schedule an appointment.

Home > Schedule Your Appointment

SCHEDULE YOUR APPOINTMENT

STEP1 KNOW YOUR VISA TYPE

STEP2 HOW TO APPLY

STEP3 AFTER SUBMISSION

SCHEDULE YOUR APPOINTMENT

IMPORTANT: As part of the Norway visa application procedure, effective from 22 July 2019, applicants should book online appointment to submit the application.

However if you face problem taking appointment online please feel free to Email our call center for further assistance.

Before you make an Appointment, you should carefully read the visa application process available on the website to submit your visa application and supporting documents at the visa application center.

If you have missed your appointment on the scheduled day, the system will not allow you to reschedule or cancel and you will require booking a new appointment after 24 hours.

Please make sure you arrive at the visa application center 15 minutes prior to your appointment time. Applicants are not allowed to be accompanied inside the visa application center. The only exceptions to this are those accompanying children under 18 years-of-age or applicants who need special assistance for health reasons or disability.

If you are part of a family then each member of the family must make an individual appointment. For example, if you are a family of 4 with 2 adults and 2 children you must make 4 individual appointments.

Applicants travelling together in a group of ten or more have to contact the VFS to get an appointment slot at VFS Visa Application center.

VFS appointment system is compatible with most popular browsers.

Please Click here to schedule an appointment.

Please note it may take more than the prescribed time, mentioned on your appointment letter, while submitting your application at VFS Centre. Applicants will be issued a token at the Application Centre and the processing time will vary depending on the number of the Applications presented at the counters by individuals.

- Please read the instructions carefully and proceed further.

Appointment Login

Mandatory Fields ?

Select Language : English

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

Email ID*

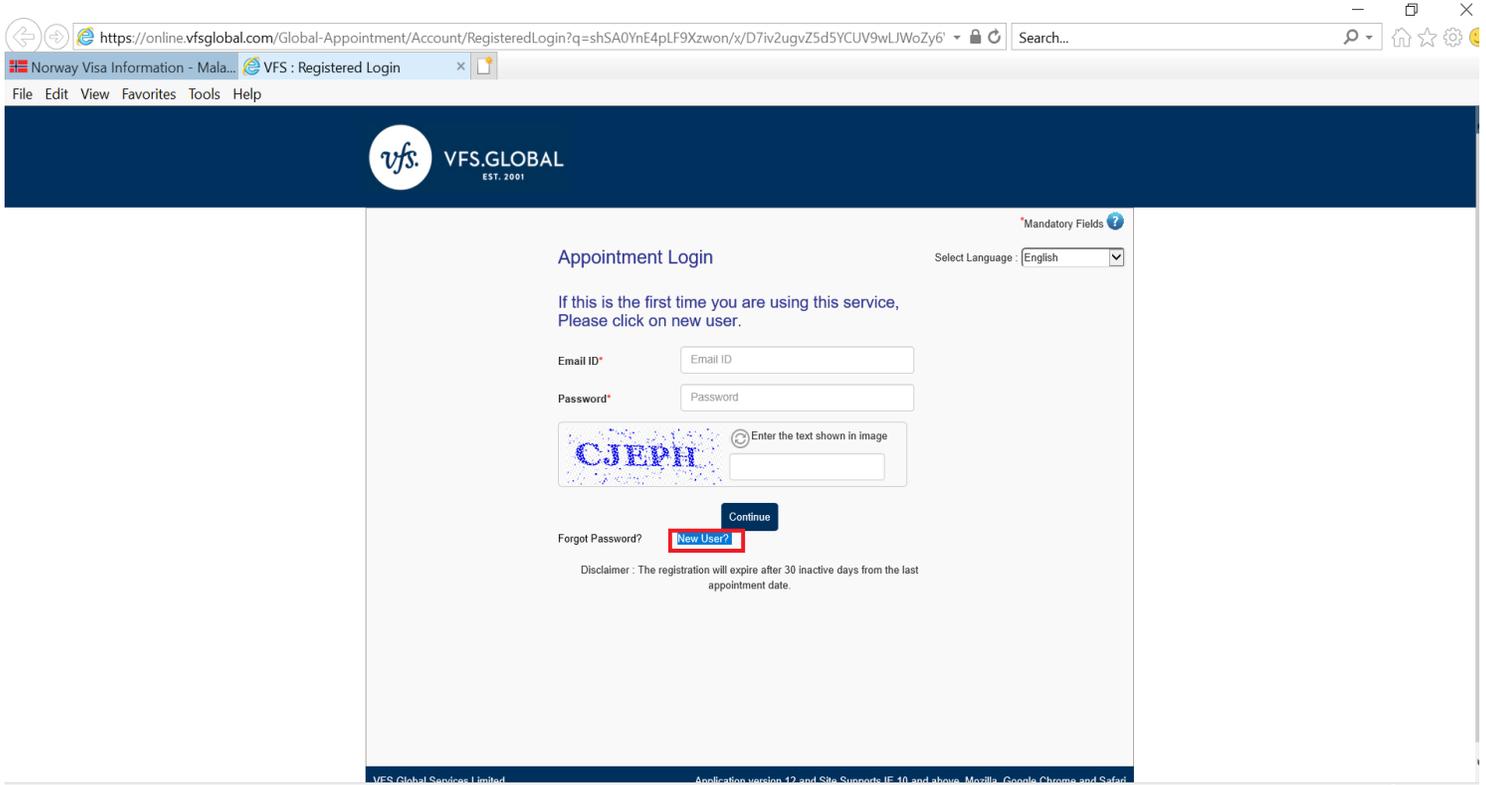
Password*

Enter the text shown in image

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

Disclaimer : The registration will expire after 30 inactive days from the last appointment date.

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



Appointment Login

Mandatory Fields ?

Select Language : English

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

Email ID*

Password*

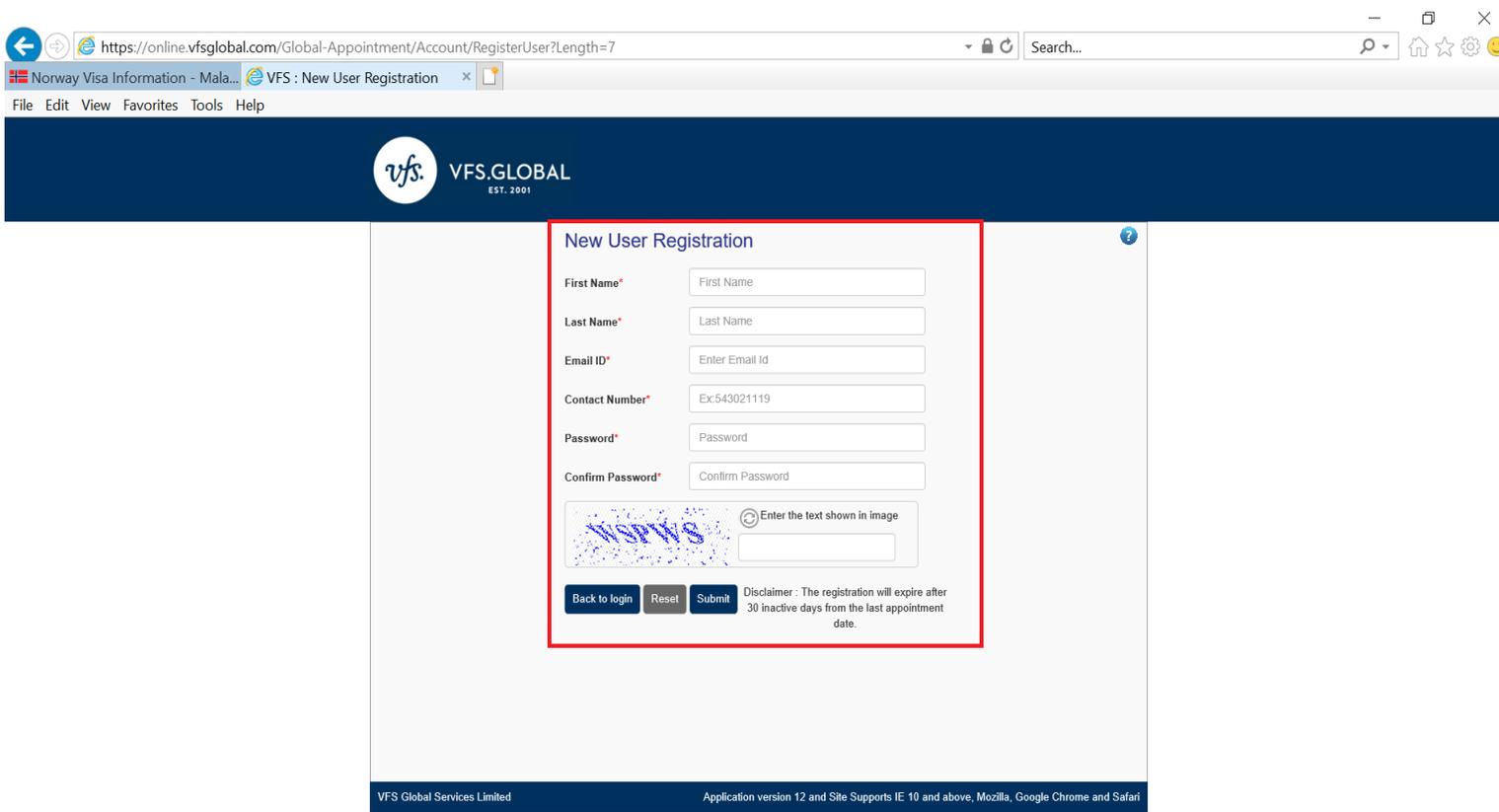
 Enter the text shown in image

Continue

Forgot Password? [New User?](#)

Disclaimer : The registration will expire after 30 inactive days from the last appointment date.

➤ Fill the details to create an account.



New User Registration

First Name*

Last Name*

Email ID*

Contact Number*

Password*

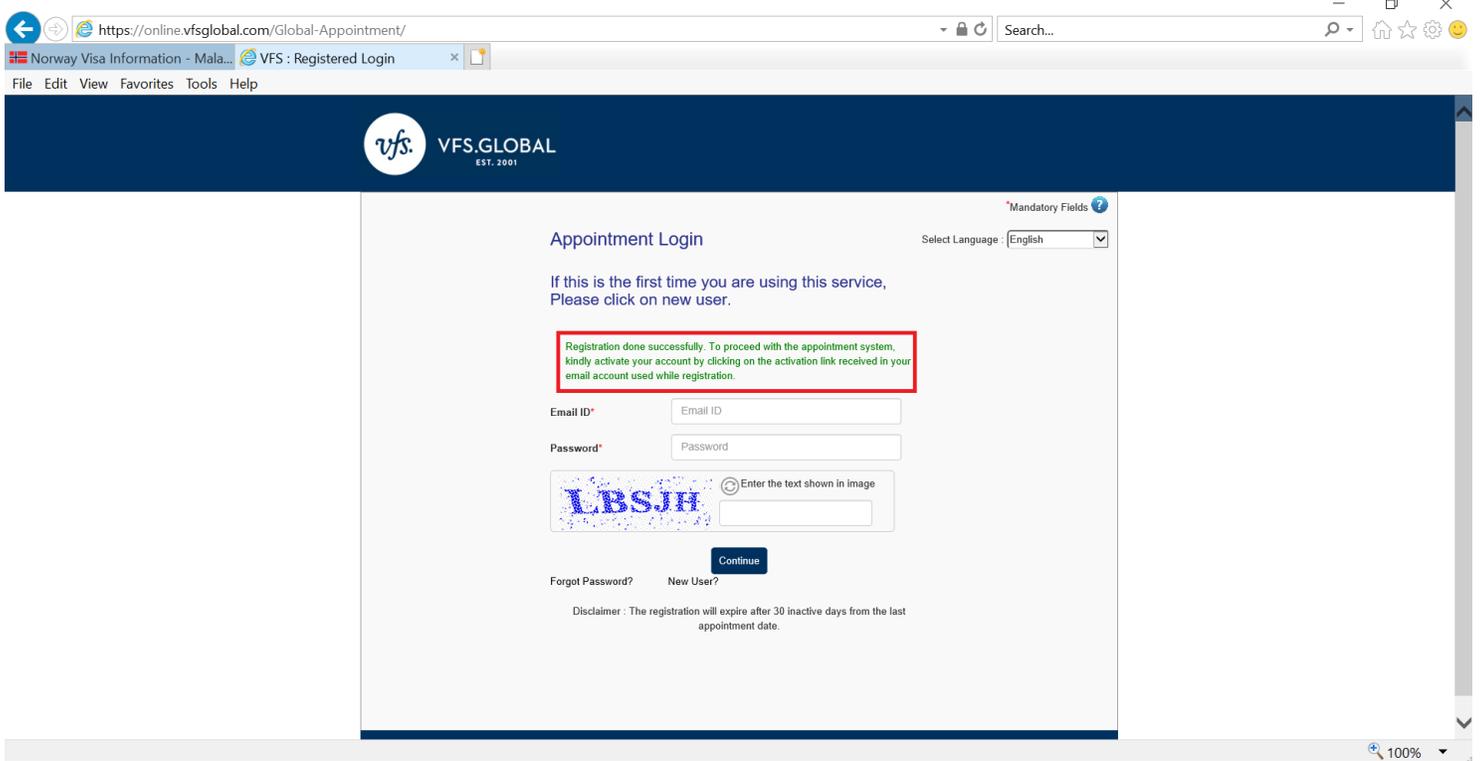
Confirm Password*

 Enter the text shown in image

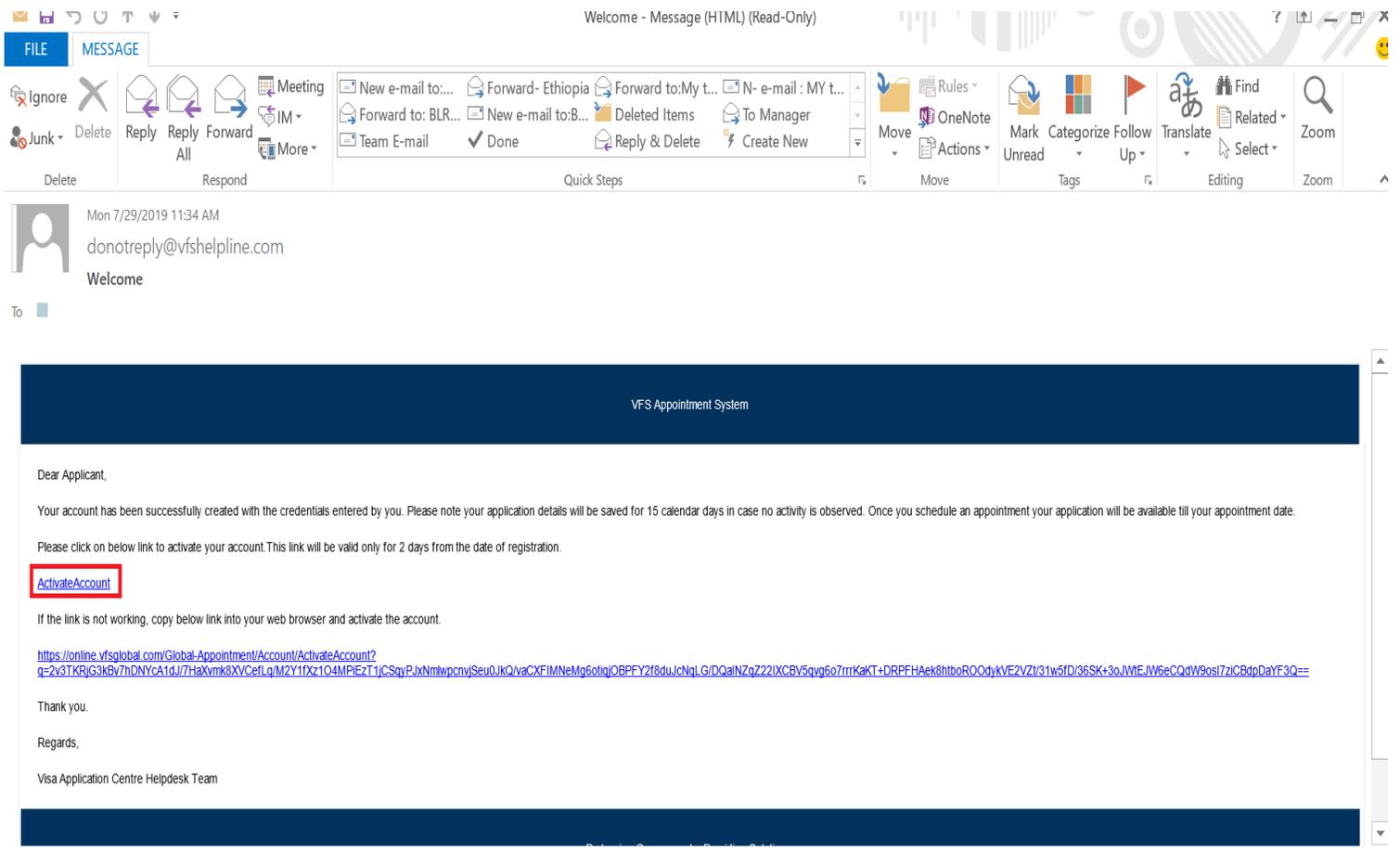
Back to login Reset Submit

Disclaimer : The registration will expire after 30 inactive days from the last appointment date.

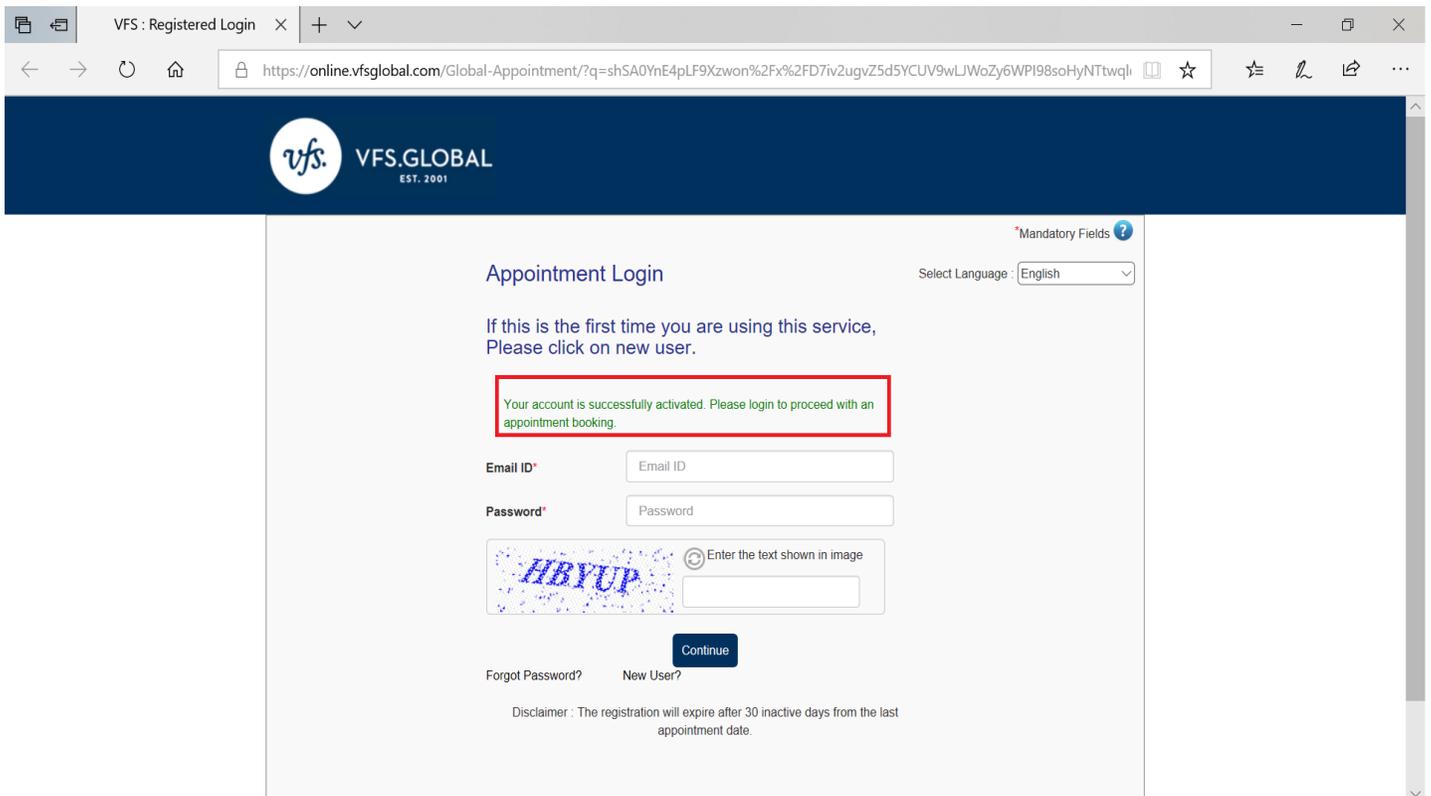
➤ Email will be triggered with Activation link.



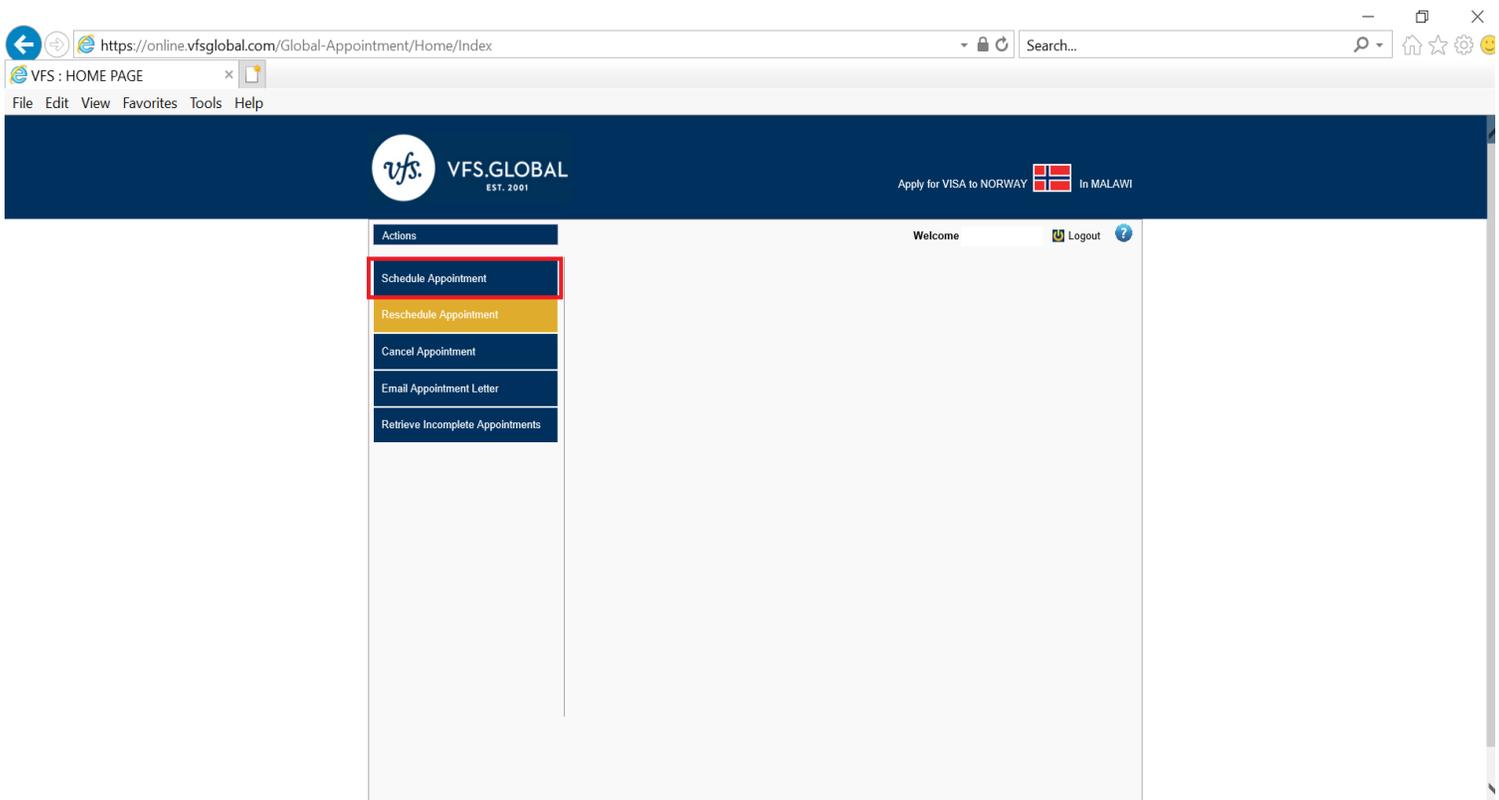
➤ Click on **“Activate Account”**



➤ After clicking on the link applicant will be directed to login page.



➤ After login to the page, applicant will be able to schedule an appointment by clicking on **schedule appointment** tab



➤ Select the Purpose of Travel.

https://online.vfsglobal.com/Global-Appointment/Home/SelectVAC?q=dePiaPfl2MJ7yDPEmQRU6fRZbx3alpSal6PdG3Bxqq7rSNU6HabcI

VFS : Select Centre

VFS GLOBAL EST. 2001

Apply for VISA to NORWAY In MALAWI

Welcome Rohit Sharama ! Logout

Select Centre

Schedule Appointment > Select Centre

Visiting Country* Norway

Residing Country* Malawi

Centre* Norway Visa Application Center - Lilongwe

Purpose of Travel*

- AU PAIR
- BUSINESS
- DIPLOMATIC/ SERVICE PASSPORT
- FAMILY MEMBER EU NATIONAL
- Family Re Unification CoHabitant
- Family ReUnification Child One Parent In
- Family ReUnification Child Two Parents In Norway
- Family ReUnification Other Family Members
- Family ReUnification Spouse
- FAMILYFRIEND VISIT
- Parents Over 60 Years Visiting Less than 90Day
- Research Family ReUnification Financee
- Seasonal Worker First Time Applicant
- SKILLED WORKER
- SPECIALIST
- Student First Time Application
- TOURIST

100%

➤ System will prompt with next available date and move the mouse cursor side and click on **Continue**.

https://online.vfsglobal.com/Global-Appointment/Home/SelectVAC?q=dePiaPfl2MJ7yDPEmQRU6fRZbx3alpSal6PdG3Bxqq7rSNU6HabcI

VFS : Select Centre

VFS GLOBAL EST. 2001

Apply for VISA to NORWAY In MALAWI

Welcome Rohit Sharama ! Logout

Select Centre

Schedule Appointment > Select Centre

Visiting Country* Norway

Residing Country* Malawi

Centre* Norway Visa Application Center - Lilongwe

Purpose of Travel* BUSINESS

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

Information

Earliest slot available on 30/07/2019

Disclaimer:

Please be advised that date is subject to change depending upon selection done by multiple users

VFS Global Services Limited Application version 12 and Site Supports IE 10 and above, Mozilla, Google Chrome and Safari

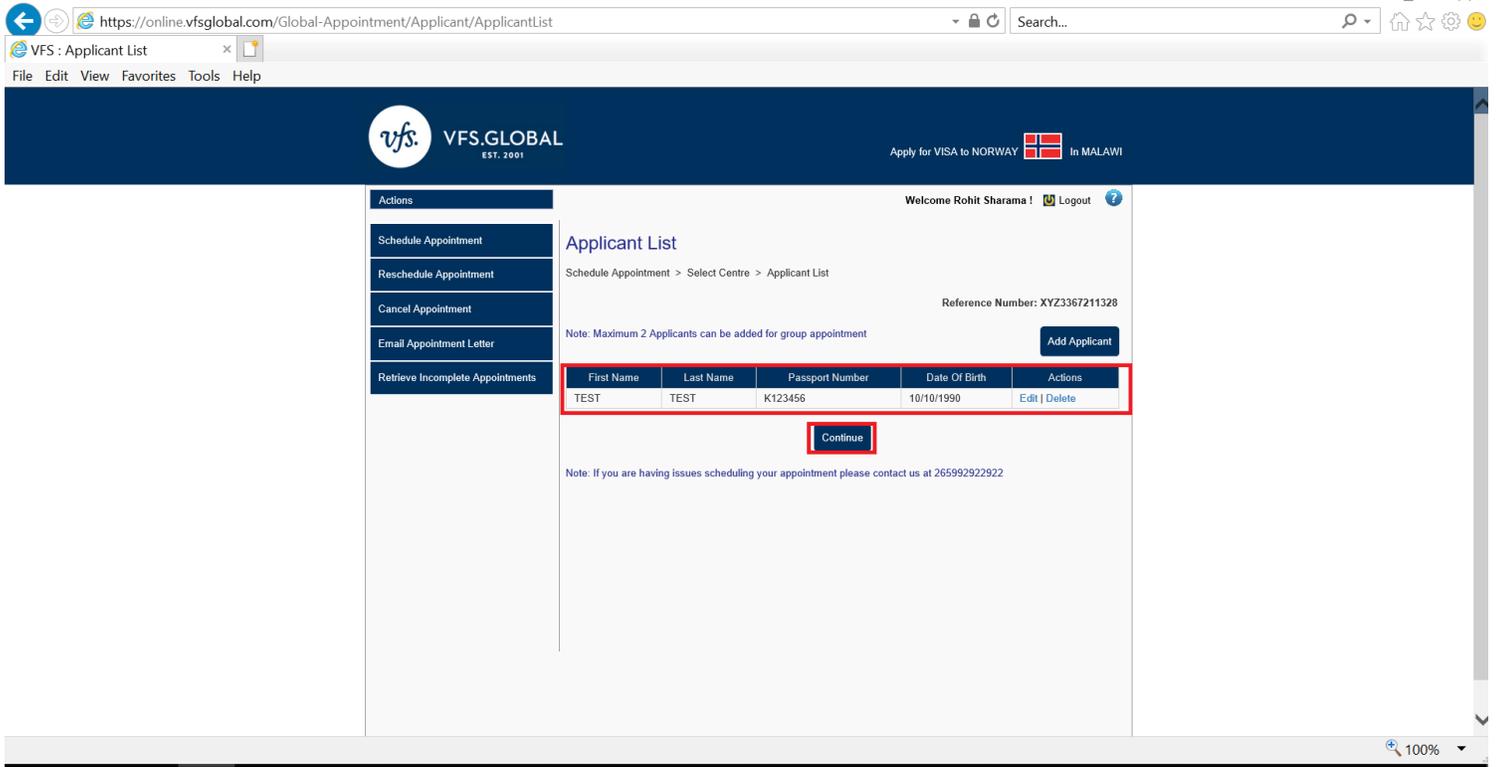
➤ Click on **Add Applicant.**

The screenshot shows the VFS Global website interface. The browser address bar displays <https://online.vfsglobal.com/Global-Appointment/Applicant/ApplicantList>. The page header includes the VFS Global logo and the text "Apply for VISA to NORWAY In MALAWI". A navigation menu on the left lists actions: Schedule Appointment, Reschedule Appointment, Cancel Appointment, Email Appointment Letter, and Retrieve Incomplete Appointments. The main content area is titled "Applicant List" and shows a message: "Note: Maximum 2 Applicants can be added for group appointment". Below this is a table with columns: First Name, Last Name, Passport Number, Date Of Birth, and Actions. The table currently contains the text "No Applicants are added". A red box highlights the "Add Applicant" button in the top right corner of the main content area. A "Welcome Rohit Sharama!" message and a "Logout" link are visible in the top right.

➤ Fill the details and submit the application.

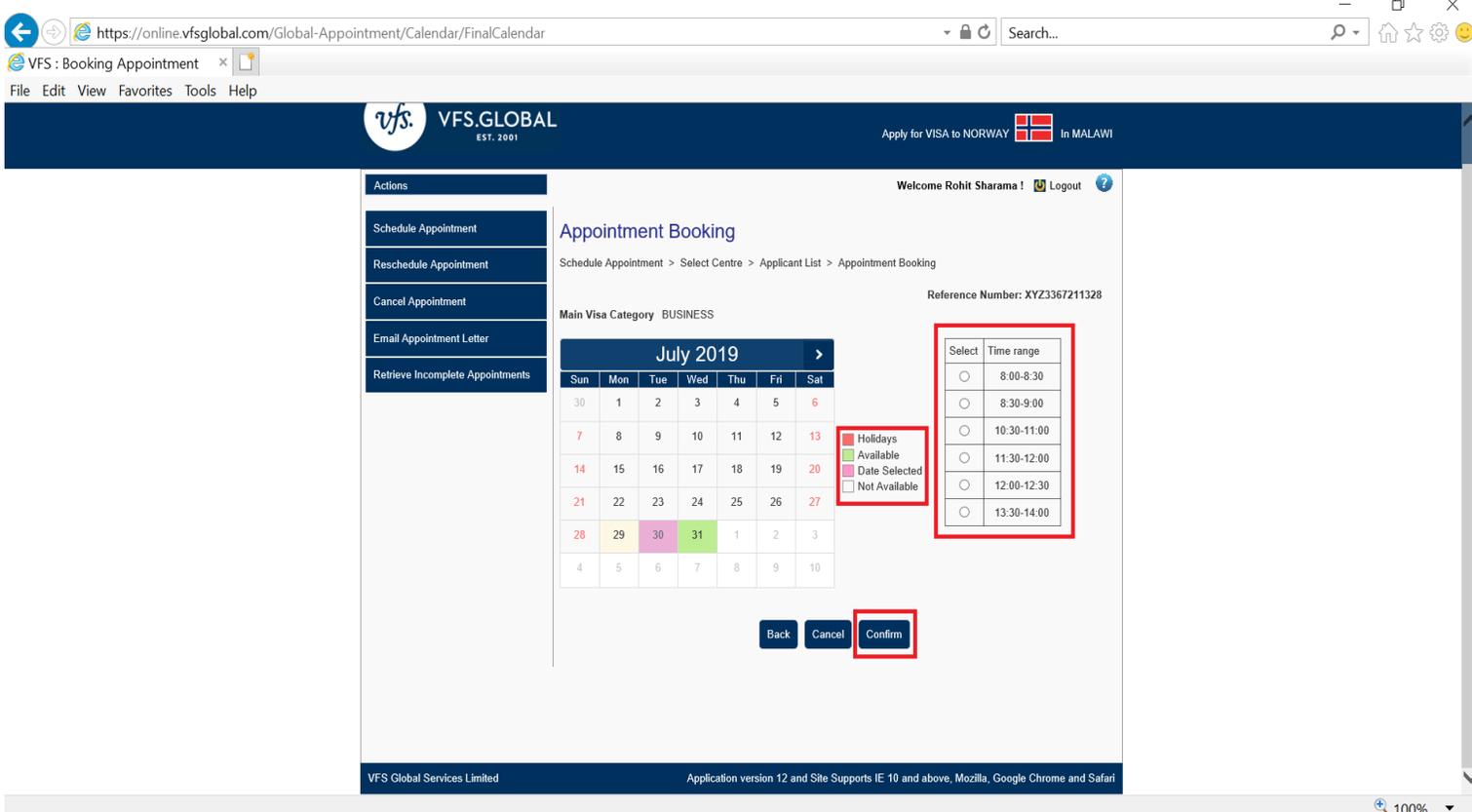
The screenshot shows the VFS Global website interface for adding a new applicant. The browser address bar displays <https://online.vfsglobal.com/Global-Appointment/Applicant/AddApplicant?q=UANIVQx7R/c71/YfLmm98mEb5JF0icA6V6Yas3MZt754Gc>. The page header includes the VFS Global logo and the text "Apply for VISA to NORWAY In MALAWI". A navigation menu on the left lists actions: Schedule Appointment, Reschedule Appointment, Cancel Appointment, Email Appointment Letter, and Retrieve Incomplete Appointments. The main content area is titled "Add New Applicant" and shows a message: "Select Centre > Applicant List > Add New Applicant". Below this is a form with the following fields: Passport Number*, Date Of Birth (DD/MM/YYYY)*, Passport Expiry Date*, Select Nationality* (MALAWI), First Name* (As appears in passport), Last Name* (As appears in passport), Gender* (Select Gender), Contact Number* (+265 Mobile or Landline No.), and Email ID*. A red box highlights the form fields and the "Submit" button at the bottom. A "Mandatory Fields" label is visible in the top right corner of the form area. A "Welcome Rohit Sharama!" message and a "Logout" link are visible in the top right.

➤ Applicant details will be added and click on **CONTINUE**



The screenshot shows the VFS Global Applicant List page. The browser address bar displays <https://online.vfsglobal.com/Global-Appointment/Applicant/ApplicantList>. The page header includes the VFS Global logo and navigation options for Norway and Malawi. A sidebar on the left contains a menu with options: Actions, Schedule Appointment, Reschedule Appointment, Cancel Appointment, Email Appointment Letter, and Retrieve Incomplete Appointments. The main content area is titled "Applicant List" and shows a table with one applicant: TEST TEST, Passport Number K123456, and Date Of Birth 10/10/1990. A "Continue" button is highlighted in red below the table. A note states: "Note: Maximum 2 Applicants can be added for group appointment".

➤ Select the date and time and click on **CONFIRM**.



The screenshot shows the VFS Global Appointment Booking page. The browser address bar displays <https://online.vfsglobal.com/Global-Appointment/Calendar/FinalCalendar>. The page header includes the VFS Global logo and navigation options for Norway and Malawi. A sidebar on the left contains a menu with options: Actions, Schedule Appointment, Reschedule Appointment, Cancel Appointment, Email Appointment Letter, and Retrieve Incomplete Appointments. The main content area is titled "Appointment Booking" and shows a calendar for July 2019. A legend indicates: Holidays (red), Available (green), Date Selected (pink), and Not Available (grey). A time range selection box is highlighted in red, showing options: 8:00-8:30, 8:30-9:00, 10:30-11:00, 11:30-12:00, 12:00-12:30, and 13:30-14:00. A "Confirm" button is highlighted in red below the calendar. A note states: "Main Visa Category BUSINESS".

- Appointment has been confirmed and email will be triggered to the mentioned email ID. Also applicant can download and print the appointment sheet.

https://online.vfsglobal.com/Global-Appointment/Calendar/FinalConfirmation

VFS : Final Confirmation

File Edit View Favorites Tools Help

vfs. VFS.GLOBAL EST. 2001

Apply for VISA to NORWAY In MALAWI

Welcome Rohit Sharama ! Logout

Appointment Confirmation

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

Reference Number: XYZ3367211328

Your Appointment has been confirmed for 30/07/2019 date and time 8:00 at Norway Visa Application Center - Lilongwe. Please click on the link to download: [Appointment Letter](#)

First Name	Last Name	Contact Number	Passport Number
TEST	TEST	01919262829	K123456

Please note down this Reference number XYZ3367211328 for future use.

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

Close

- Email has appointment letter and reference details.

Appointment Confirmation - Message (HTML)

FILE MESSAGE

Ignore Delete Reply Reply All Forward Meeting IM More

New e-mail to... Forward - Ethiopia Forward to: My t... N- e-mail : MY t... Forward to: BLR... New e-mail to: B... Deleted Items To Manager Team E-mail Done Reply & Delete Create New

Move OneNote Mark Unread Categorize Follow Up Translate Related Select Zoom

Mon 7/29/2019 12:47 PM

donotreply@vfshelpline.com

Appointment Confirmation

To

Message XYZ3367296523.pdf (30 KB)

VFS Appointment System

Dear Applicant,

Please note that your appointment for Unique Reference Number **XYZ3367296523** on **30/07/2019 at 11:30** at Corporate Mall, Next to Road Traffic – Chilumbula Road, Wing A, Shop No. 14, Lilongwe, Malawi.

Please find enclosed your Appointment Letter. Kindly print it and bring it with you on your appointment day so you will be allowed to access the center. On your appointment day, you must bring the documents required to apply for your visa.

If you require any assistance, please contact our helpline.

Thank you.

Regards,

Visa Application Centre Helpdesk Team

Helpline Number : 265992922922

Email: info.norwaymalawi@vfshelpline.com

Website: www.vfsglobal.com/norway/malawi

➤ Applicant can reschedule, cancel, email and retrieve appointments by choosing the respective Tab.

The screenshot shows a web browser window with the URL <https://online.vfsglobal.com/Global-Appointment/Home/SearchAppointment?q=dePiaPFL2MJ7yDPEmQRU6W44VzsjBfLhcKb1OIoczuYP&>. The browser tabs include "VFS : Reschedule Appointment" and "New tab". The page header features the VFS.GLOBAL logo and navigation options for Norway and Malawi. The left sidebar contains a menu with the following items: "Actions", "Schedule Appointment", "Reschedule Appointment" (highlighted with a red border), "Cancel Appointment", "Email Appointment Letter", and "Retrieve Incomplete Appointments". The main content area is titled "Search Appointment" and includes a breadcrumb "Reschedule Appointment > Search Appointment". A message states: "Any one of the search parameters is mandatory to search and fetch details." Below this, a paragraph explains: "Please enter your URN (Unique Reference Number) which can be found at your mailbox used upon appointment submission. Furthermore, please be advised that URN Number is generated automatically upon every submission. Highly recommended to check also Spam/Junk Folders in your email client in case it is not visible in your inbox folder." The search form contains four input fields: "Reference Number", "Passport Number" (with a "PASSPORT NUMBER" placeholder), "Email ID", and "Contact Number" (with a "CONTACT NUMBER" placeholder). At the bottom of the form are "Reset" and "Search" buttons. The top right of the page shows a user greeting: "Welcome Rohit Sharama!" and a "Logout" link.