

Online Appointment Link/ *Link đặt hẹn online*: <https://online.vfsglobal.com/Global-Appointment/Account/RegisteredLogin?q=shSA0YnE4pLF9Xzwon/x/CXmpTOVilodVheiuHXXUC4bww0feLjzbz7gK2CPRRRZt uEcsFgKeMwn51khutQhVavvCpbiwuahDiqdt8r+o3PQ=>

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/ *Sử 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 : 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.

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

Step 2: Fill in required mandatory fields

Bước 2 : Điền những thông tin bắt buộc

Note/ Lưu 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 (**this is not the same password of your current email ID**), 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 (#, @, \$...). *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, trong đó có chữ Hoa (A, B...), chữ thường (a, b...), con số (0,1..), và ký tự đặc biệt (#, &, \$...). Ví dụ: 01Jan@2017*

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.

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

➔ 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://online.vfsglobal.com/Global-Appointment/Account/ActivateAccount?g=F37+c6SLk2pRRfFsMtRL5VrposLE149Zhh7I/HEFPF5vJdfehzk5dLeq4DsGmRZEDqvxvC3Gvl+Ccx2mhplpW4aPmaliY0Ru8JisBPo+LqE+ebTaxiWPnWAoQu05SuMkeHD/FK9p5JUn54WoUpd0VAvDxvSM9ern/3wJE/K6jWU=>

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

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Appointment Login


Select Language : English

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

Your account is successfully activated. Please login to proceed with an appointment booking.

Email ID*

Password*

 Enter the text shown in image
 X

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

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

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

→ Click on <CONTINUE>/ Chọn <CONTINUE>



Actions

Schedule Appointment

Reschedule Appointment

Cancel Appointment

Email Appointment Letter

Retrieve Incomplete Appointments

Welcome LILY NGUYEN !

 Logout



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



Actions

Welcome LILY NGUYEN !  Logout 

Schedule Appointment

Select Centre

Reschedule Appointment

Schedule Appointment > Select Centre

*Mandatory Fields

Cancel Appointment

Email Appointment Letter

Retrieve Incomplete Appointments

Visiting Country*

Czech Republic

Residing Country*

Vietnam

Centre*

Czech Visa Application Center-Hanoi

Purpose of Travel*

Select Purpose of Travel
Business
Tourist
V1

Continue

→ 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



Actions


Schedule Appointment

Reschedule Appointment

Cancel Appointment

Email Appointment Letter

Retrieve Incomplete Appointments

Welcome LILY NGUYEN !  Logout 

Select Centre


Schedule Appointment > Select Centre

* Mandatory Fields


Visiting Country*

Czech Republic 

Residing Country*

Vietnam 

Centre*

Czech Visa Application Center-Hanoi 

Purpose of Travel*

Business 

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

Continue

→ Click on <Continue> / Chọn <Continue>



Actions

Welcome LILY NGUYEN !  Logout 

Schedule Appointment

Reschedule Appointment

Cancel Appointment

Email Appointment Letter

Retrieve Incomplete Appointments

Applicant List

Schedule Appointment > Select 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				

Note: If you are having issues scheduling your appointment please contact us at +84 24 3 9729449

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



Actions

Welcome LILY NGUYEN !  Logout 

Schedule Appointment

Reschedule Appointment

Cancel Appointment



Email Appointment Letter

Retrieve Incomplete Appointments

Add New Applicant

Select Centre > Applicant List > Add New Applicant

*Mandatory Fields

Passport Number*	<input type="text" value="C2564798"/>
Date Of Birth (DD/MM/YYYY)*	<input type="text" value="11/03/1984"/>
Passport Expiry Date*	<input type="text" value="01/02/2024"/>
Select Nationality*	<input type="text" value="VIETNAM"/> 
First Name*	<input type="text" value="LILY"/>
Last Name*	<input type="text" value="NGUYEN"/>
Gender*	<input type="text" value="Female"/> 
Contact Number*	<input type="text" value="84"/> <input type="text" value="84934549520"/>
Email ID*	<input type="text"/>

Back

Reset

Submit

- Please fill in all required mandatory fields/ Vui lòng điền đầy đủ thông tin bắt buộc
- Please refer above example/ Bạn có thể tham khảo ví dụ trên
- Click on <Submit>/ Chọn <Submit>



Actions

Welcome LILY NGUYEN ! Logout



Schedule Appointment

Reschedule Appointment

Cancel Appointment

Email Appointment Letter

Retrieve Incomplete Appointments

Applicant List

Schedule Appointment > Select Centre > Applicant List

Reference Number: XYZ1747928822

Note: Maximum 1 Applicants can be added for group appointment

First Name	Last Name	Passport Number	Date Of Birth	Actions
LILY	NGUYEN	C2564798	11/03/1984	Edit Delete

Continue

Note: If you are having issues scheduling your appointment please contact us at +84 24 3 9729449

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



Actions

Welcome LILY NGUYEN !  Logout 

Schedule Appointment

Reschedule Appointment

Cancel Appointment

Email Appointment Letter

Retrieve Incomplete Appointments

Appointment Booking

Schedule Appointment > Select Centre > Applicant List > Appointment Booking

Reference Number: XYZ1747928822

Main Visa Category Business

October 2018						
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
- Not Available

Back

Cancel

Confirm

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*

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Apply for VISA to CZECH REPUBLIC  In VIETNAM

Actions

Welcome LILY NGUYEN !  Logout 

Schedule Appointment

Reschedule Appointment

Cancel Appointment

Email Appointment Letter

Retrieve Incomplete Appointments

Appointment Booking

Schedule Appointment > Select Centre > Applicant List > Appointment Booking

Reference Number: XYZ1747928822

Main Visa Category Business

October 2018						
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
 Not Available

Select	Time range
<input type="radio"/>	10:00-10:30
<input type="radio"/>	10:30-11:00
<input checked="" type="radio"/>	11:00-11:30
<input type="radio"/>	11:30-12:00
<input type="radio"/>	13:00-13:30
<input type="radio"/>	13:30-14:00
<input type="radio"/>	14:00-14:30
<input type="radio"/>	14:30-15:00

Back Cancel **Confirm**

- Choose one time slot/
Chọn 01 khung giờ
- Click on <CONFIRM>/
Sau đó nhấn
<CONFIRM>



Actions

Welcome LILY NGUYEN ! Logout



Schedule Appointment

Reschedule Appointment

Cancel Appointment

Email Appointment Letter

Retrieve Incomplete Appointments

Appointment Confirmation

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

Reference Number: XYZ1747928822

Your Appointment has been confirmed for 11/10/2018 date and time 11:00 at Czech Visa Application Center-Hanoi.
Please click on the link to download. [Appointment Letter](#)

First Name	Last Name	Contact Number	Passport Number
LILY	NGUYEN	84934549520	C2564798

Please note down this Reference number **XYZ1747928822** for future use.

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

Close

- 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)