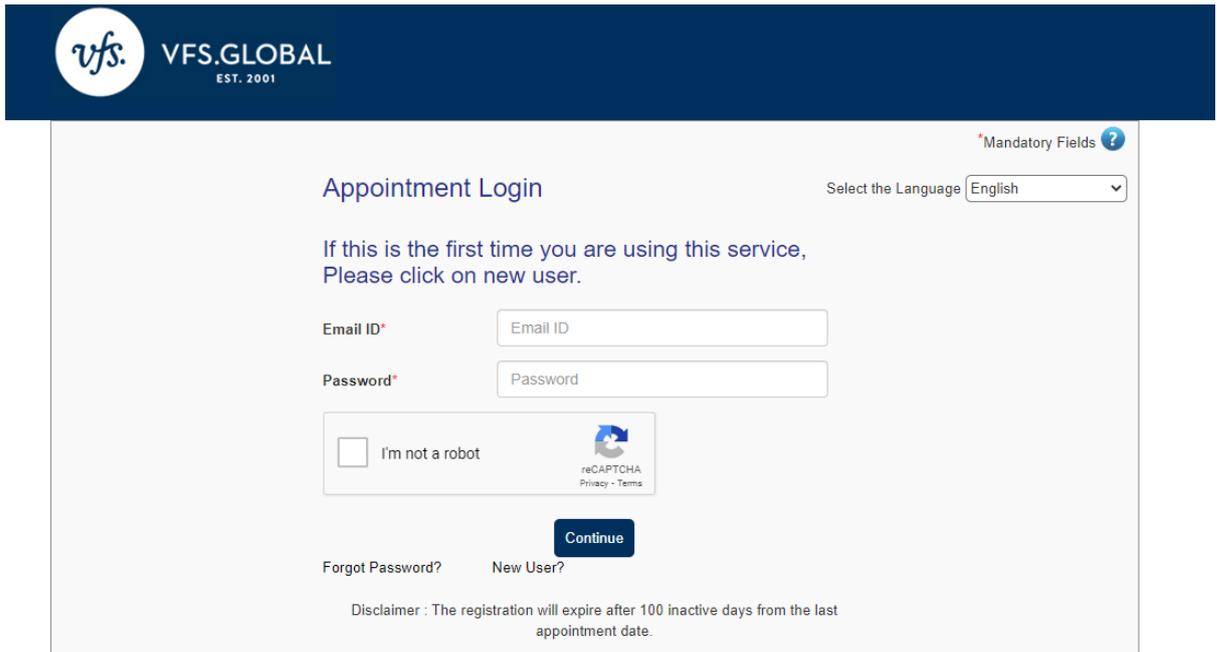


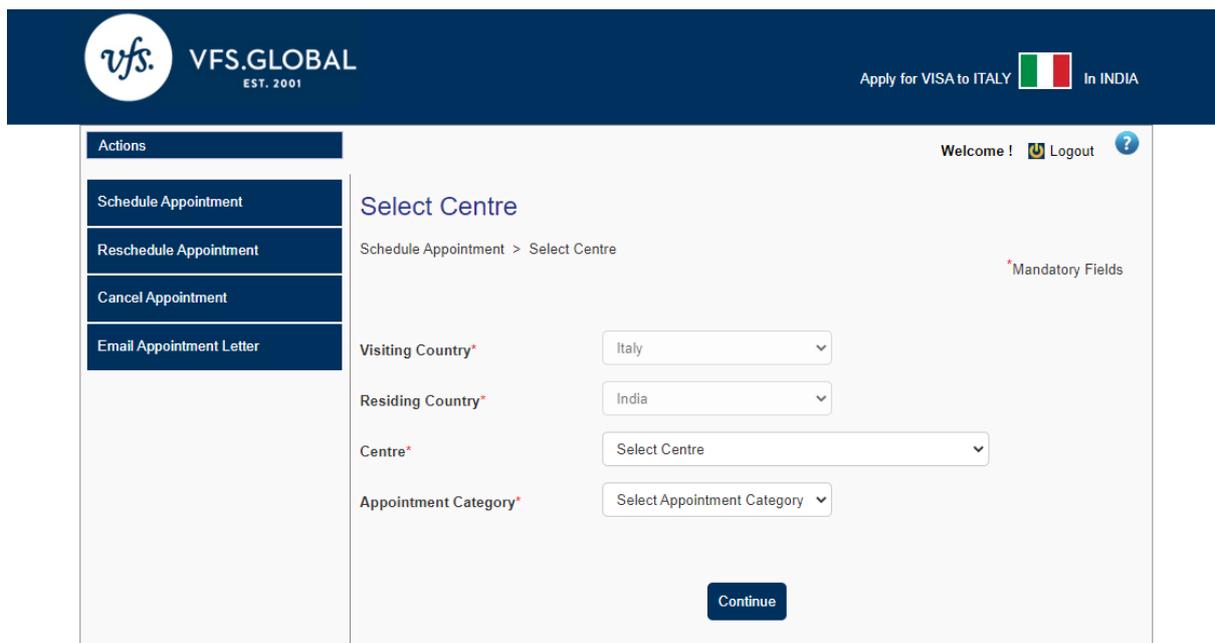
Appointment booking

1. Click on the below link to access the appointment booking website:
<https://row1.vfsglobal.com/GlobalAppointment/Account/RegisteredLogin?q=shSA0YnE4pLF9Xzwon/x/lzcvBCb/70NmWcryl2n01fGJ1kAYHvEr537AtEirPrSm0s1D43GoZQOI5afla1Sg==>
2. Enter your credentials or if a new user, please click on new user and set-up the logins.



The screenshot shows the VFS.GLOBAL Appointment Login page. At the top left is the VFS.GLOBAL logo with 'EST. 2001' below it. The page title is 'Appointment Login'. On the right, there is a language selection dropdown set to 'English' and a 'Mandatory Fields' indicator. Below the title, a message reads: 'If this is the first time you are using this service, Please click on new user.' There are two input fields: 'Email ID*' and 'Password*'. Below these is a reCAPTCHA widget with the text 'I'm not a robot' and a 'Continue' button. At the bottom, there are links for 'Forgot Password?' and 'New User?'. A disclaimer at the bottom states: 'Disclaimer : The registration will expire after 100 inactive days from the last appointment date.'

3. Once logged in, click on schedule appointment.



The screenshot shows the VFS.GLOBAL 'Select Centre' page. At the top left is the VFS.GLOBAL logo with 'EST. 2001' below it. On the right, there is a navigation bar with 'Apply for VISA to ITALY' (with an Italian flag icon) and 'In INDIA'. Below the logo is a sidebar menu with options: 'Actions', 'Schedule Appointment', 'Reschedule Appointment', 'Cancel Appointment', and 'Email Appointment Letter'. The main content area is titled 'Select Centre' and shows a breadcrumb 'Schedule Appointment > Select Centre'. There are four dropdown menus: 'Visiting Country*' (set to 'Italy'), 'Residing Country*' (set to 'India'), 'Centre*' (set to 'Select Centre'), and 'Appointment Category*' (set to 'Select Appointment Category'). A 'Continue' button is at the bottom. A 'Welcome !' message and a 'Logout' button are in the top right corner. A 'Mandatory Fields' indicator is also present.

4. Select the centre you wish to apply and choose the category "ITMA FAIR":

Actions

Welcome ! Logout

Schedule Appointment

Schedule Appointment > Select Centre

*Mandatory Fields

Visiting Country*

Residing Country*

Centre*

Appointment Category*

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

5. Click on Add customer and fill in the details of the applicant.

Actions

Welcome ! Logout

Schedule Appointment

Schedule Appointment > Select Centre > Customer List

A 'One Time Password Code – OTP' will be sent either to the Mobile number or to the Email Id mentioned in the customer details page for the first Customer.

For 'Travel Agent Users' or 'Partner Users', the 'One Time Password Code – OTP' will be sent either to the Mobile number or to the Email Id mentioned in the field that will appear below on this page.

Note: Maximum 5 Customers can be scheduled for an appointment at a time. In case the appointment is required for more than 5, then you can create a new group for the remaining customers.

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

Note: If you are having issues scheduling your appointment please contact us at 022-67866004

Actions

- Schedule Appointment
- Reschedule Appointment
- Cancel Appointment
- Email Appointment Letter

 Travel Medical Insurance
[Get quotes now ↗](#)

Welcome !  Logout 

Add New Customer

Select Centre > Customer List > Add New Customer

*Mandatory Fields

Passport Number*

Date Of Birth (DD/MM/YYYY)*

Passport Expiry Date*

Select Nationality*

First Name*

Last Name*

Gender*

Mobile Number*

6. Once submitted, click on “Get OTP” . The applicant will receive the OTP on the **email**.

Actions

- Schedule Appointment
- Reschedule Appointment
- Cancel Appointment
- Email Appointment Letter

 Travel Medical Insurance
[Get quotes now ↗](#)

Welcome !  Logout 

Customer List

Schedule Appointment > Select Centre > Customer List

A 'One Time Password Code – OTP' will be sent either to the Mobile number or to the Email Id mentioned in the customer details page for the first Customer.

For 'Travel Agent Users' or 'Partner Users', the 'One Time Password Code – OTP' will be sent either to the Mobile number or to the Email Id mentioned in the field that will appear below on this page.

Reference Number: ITP68894145442

Note: Maximum 5 Customers can be scheduled for an appointment at a time. In case the appointment is required for more than 5, then you can create a new group for the remaining customers. **Add Customer**

First Name	Last Name	Passport Number	Date Of Birth	Actions
TEST	TEST	O098778	12/08/1996	Edit Delete

Send OTP

7. Select the appointment date and time and submit:

Actions

Welcome ! Logout

Schedule Appointment

Appointment Booking

Schedule Appointment > Select Centre > Customer List > Appointment Booking

Appointment Category ITMA FAIR

Reference Number: ITP68894145442

Travel Medical Insurance
[Get quotes now ↗](#)

April 2023							>
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
26	27	28	29	30	31	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	1	2	3	4	5	6	

■ Holidays
■ Available
■ Date Selected
 Not Available

Select	Time range
<input type="radio"/>	8:00-8:15
<input type="radio"/>	13:45-14:00
<input type="radio"/>	14:00-14:15
<input type="radio"/>	14:15-14:30
<input type="radio"/>	14:30-14:45
<input type="radio"/>	14:45-15:00

I'm not a robot

8. You will see an appointment confirmation page and also receive it on the email.

Actions

Welcome ! Logout

Schedule Appointment

Appointment Confirmation

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

Reference Number: ITP68894145442

Your Appointment has been confirmed for 13/04/2023 date and time 13:45-14:00 at Italy Visa Application Center, Mahalaxmi-Mumbai. Please click on the link to download. [Appointment Letter](#)

First Name	Last Name	Mobile Number	Passport Number
TEST	TEST	9766423306	O098778

Please note:
Please note it may take more than the prescribed time mentioned on your Appointment letter while submitting your Visa Application at VFS Centre.
Applicants will be issued with a token number at the Application Centre and will be entertained as per the token number assigned.
It may take more time depending on the number of Applications submitted at the counter by an Individual.
Please note down this Reference number ITP68894145442 for future use.

Travel Medical Insurance
[Get quotes now ↗](#)

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

THANK YOU.