

Appointment booking process for applicants unverified by previous service provider of the Embassy of Italy in Belarus

Dear Applicants!

Thank you for giving us the opportunity to serve you. If you **requested to join the waitlist with the previous service provider** of the Embassy of Italy in Belarus and **have not yet received the reference number**, please follow the instructions below:

Step 1. Registration by VFS Global

VFS Global will create a VFS account on your behalf based on your email request submitted to the previous service provider of the Embassy of Italy in Belarus. After registration, you will receive an automatic email containing credentials for your personal VFS account.

Step 2. Login to your personal VFS account

Log in to your VFS account using the credentials provided in the email. Completion of this step within 72 hours after the email reception is mandatory to be added to the waitlist.

Step 3. Completion of applicant details & Liveliness Check

Complete all mandatory steps in the system, including entering the required personal information of all applicants that have been mentioned in the initial email to the previous service provider and successfully completing the liveness check process. In case of any mismatch, applicants who were not listed in the original email will not be admitted to the Visa Application Centre. Any additional applicants must submit their applications via the standard appointment process.

Step 4. Waitlist registration confirmation

Once all steps have been completed, you will receive an email confirming your registration on the VFS waitlist and providing your VFS waitlist registration number.

Step 5. Waiting period

Based on slots availability provided to us by the Embassy we shall release them to you. Please wait until appointment slots become available. No action is required from your side, as you will be notified by email once appointment slots are available to book. Please note if registration for document submission becomes no longer relevant to you during the waiting period, you may cancel

your waitlist application at any time via your online account or contact us to assist you.

Step 6. Notification of available appointment slots

When appointment slots are released, you will receive an email from VFS informing you that appointment booking is open. You must complete the booking process within 72 hours of the time you receive this notification.

Step 7. 72-Hour booking rule

If you book your appointment within 72 hours, your booking will be confirmed. If no booking is made within this time frame, your data will be moved to the end of the waitlist, giving you one additional opportunity to book a slot. If no booking is made after the second slot-allocation email is received, your data will be removed from the waitlist, and you will need to register for the waitlist again from step 2.

Step 8. Appointment confirmation

After successfully booking as per your convenient date, time and preferred city, you will receive an Appointment Confirmation Letter indicating the date and time and other details of your application submission. Please ensure that you bring this confirmation with you on the day of your visit along with all other visa related documents to the VFS Italy Visa Application Centre.

Wishing you all the very best with your Italy visa.