

## Appointment booking process for new applicants

Dear Applicants!

Thank you for giving us the opportunity to serve you. If you are applying for a short-stay visa and **have not previously requested joining the waitlist of the previous service provider of the Embassy of Italy in Belarus**, please follow the instructions below to register on the VFS waitlist and book an appointment once slots become available:

### Step 1. Create and activate your personal VFS account

Create a [personal VFS account](#) by providing the required information. Activate your account using the activation link sent to your email address, then log in to your account.

### Step 2. Selection of visa category

After logging in, select the appropriate city and the required appointment visa category.

### Step 3. Completion of applicant details & Liveliness Check

Complete all mandatory steps in the system, including entering your personal information and successfully completing the liveness check process. All information must be completed accurately to proceed with the appointment booking and your visa application submission.

### Step 4. Waitlist registration confirmation

Once all required steps have been completed, your application will be automatically added to the VFS waitlist. You will receive an email confirming your waitlist registration and providing your VFS waitlist registration number. Please keep this confirmation for your records.

### 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 that 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 VFS 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 removed from the waitlist, requiring you to go through the waitlist registration 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.