Netherlands Appointment Booking Guide

- Schedule an Appointment
- Print Appointment Letter
How to Schedule an Appointment

Please follow the below steps to book an appointment:

**Step 1:**

- Website - [http://www.vfsglobal.com/Netherlands/UAE/](http://www.vfsglobal.com/Netherlands/UAE/)
- Click Schedule an appointment OR Click here for the direct link
Step 2:

- Click **Schedule an appointment**

**SCHEDULE AN APPOINTMENT**

You have selected the Netherlands Visa Application Center to submit an application.

Schedule an appointment online

This page allows you to schedule an appointment at a Visa Application Center

Please click on the appropriate link:

- Schedule Appointment
- Re-schedule Appointment
- Cancel Appointment
- Print Appointment letter
Step 3:

- In drop-down-list select **Netherlands Visa Application Centre, Dubai**
- Click **Submit**
Step 4:

- Enter the **Number of persons applying together** - **1 or 2** *(Explanation – Maximum up to 2 appointments can be booked together, enter digits only 1 or 2).*
- In drop down list select **short stay**

**Screenshot # 1**

You have selected the VAC at Netherlands Visa Application Center, Dubai to submit an application.

Now please enter the number of applicants applying together, and select the visa category.

![Schedule an Appointment](image-url)
• After selecting short stay, wait for 1 second and the page will load to earliest appointment availability as shown in the screenshot # 2.
• Click Submit
Step 5:

Enter passport number exactly as mentioned in your passport.

Select from the drop menu.

Enter Surname as per the passport.

Select from the calendar.

Enter Country code as:
UAE: 00971

Enter Residence No. Number’s only.
No space.
Dubai – 04xxxxxx
Sharjah – 06xxxxxx
Etc.

Passport should be issued within the last 10 years. Select from the calendar.

Enter Given name as per the passport. No space to be entered. Only alphabet’s to be used.

Enter the characters which appear in the image below:
<table>
<thead>
<tr>
<th></th>
<th>Title</th>
<th>Given Name(s)</th>
<th>Surname</th>
<th>Date Of Birth</th>
<th>Country Code</th>
<th>Landline No</th>
<th>Mobile No</th>
<th>Email</th>
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</thead>
<tbody>
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</table>

* Indicates mandatory fields.
* Name should be spelt exactly as noted in the passport.
* It’s mandatory to mention your mobile number.

Enter correct email address. No Space to be entered.

E.g. 055xxxxxxx 050xxxxxx

Enter code as displayed without any spaces in between alphabets

Click Submit
Step 6:

• Select dates highlighted in green.
Step 7:

• Select the time slot available

Step 8:

• Click on **Proceed Payment**
Step 9:

Select the logo as per your preferred payment method.
Step 10:

- Enter your credit card details.

Master Card / Visa Card
• Scroll the page from left towards right using the **scroll bar** and click **Pay**
Step 11:

Please submit your One-Time Password (OTP).

Please enter the One Time Password (OTP) sent to your mobile number and email address on AOCB's records to complete the transaction.

Merchant: VFS GCC LLC
Amount: AED 103.00
Date: 09/06/2015
Card number: XXXX XXXX XXXX XXXX

One Time Password (OTP): [Enter OTP code received]

Click Submit
Step 12:

Please wait till the page loads and do NOT click back or refresh the page until the payment is approved.

Payment received successfully!

Click on Get Appointment Letter
Step 13:

- Click on **Download PDF** and **Print** the Appointment letter and **visit** the Visa Application Centre **on your appointment date and time**
Print Appointment Letter

Please follow the below steps to print your appointment letter.

Step 1:
• Website - http://www.vfsglobal.com/Netherlands/UAE/
• Click Schedule an appointment OR Click here for the direct link.

Step 2:
Step 3:

- Enter Reference Number Mentioned on your appointment letter starting with UEAC/DDMMYY/XXXX/XX

- Select Date of Birth from the drop down calendar

• Click Submit.
Step 4:

- Tick the box
- Click on **Download PDF** and **Print** the Appointment letter and **visit** the Visa Application Centre **on your appointment date and time**