Identity Malta agency - Malta extended service

Student Appointment booking manual

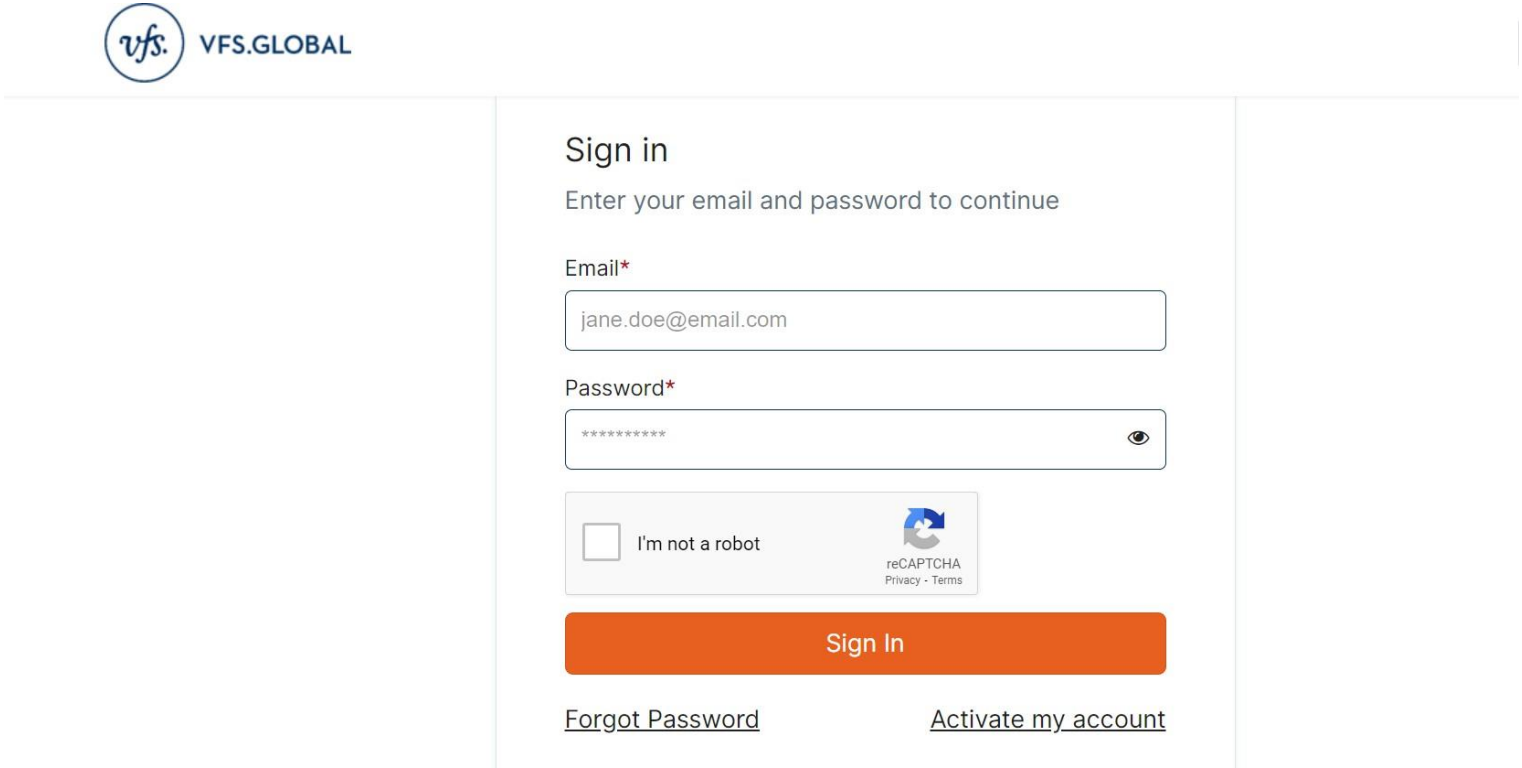
VFS contact - Sonya Aaditya Chandra +91 9820798440

28th August 2023

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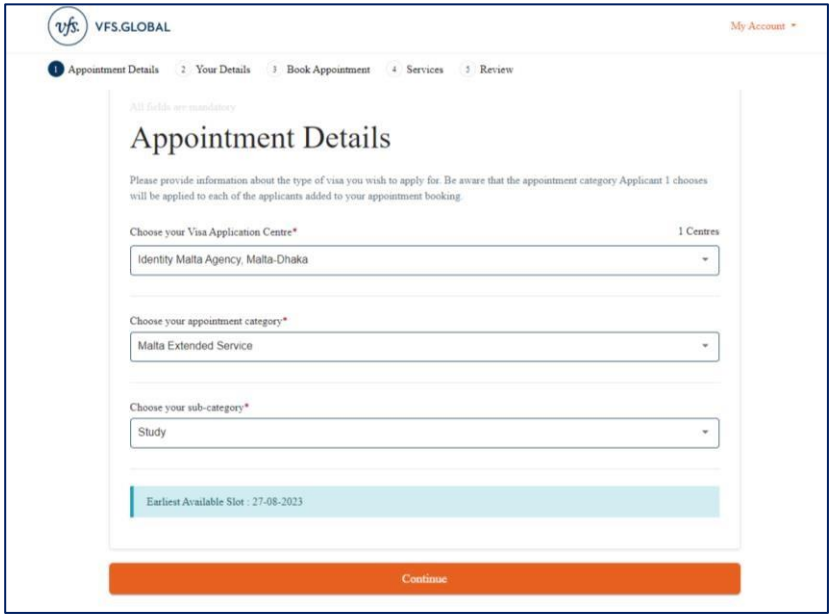
How to book an appointment

Enter the E-mail and Password and login your account. Click on “activate my account”



How to book an appointment





Click on “start a new booking”

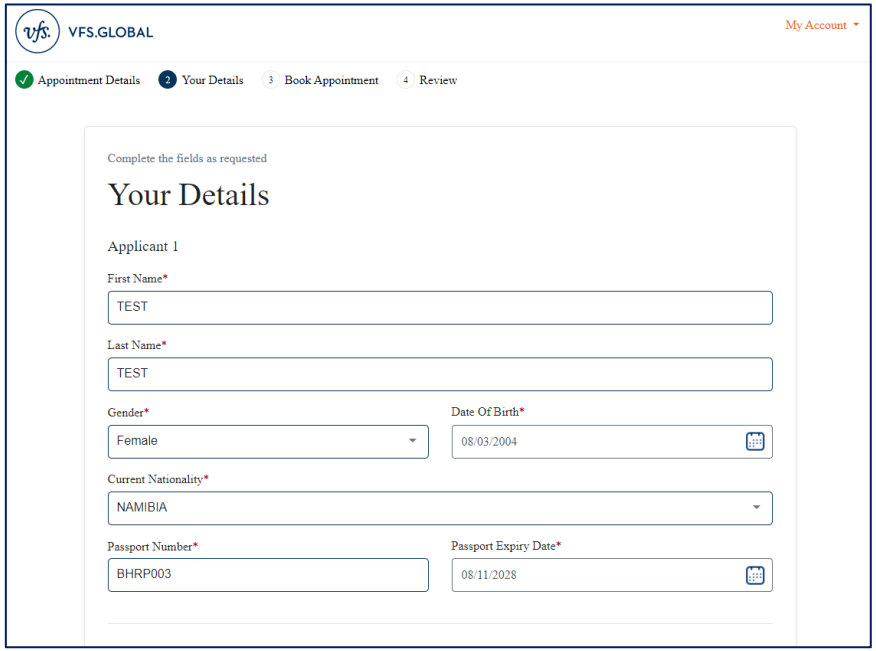
Select the Visa application center you wish to apply at. The appointment category and sub- category will auto populate as “Malta extended service” and “Study” respectively.

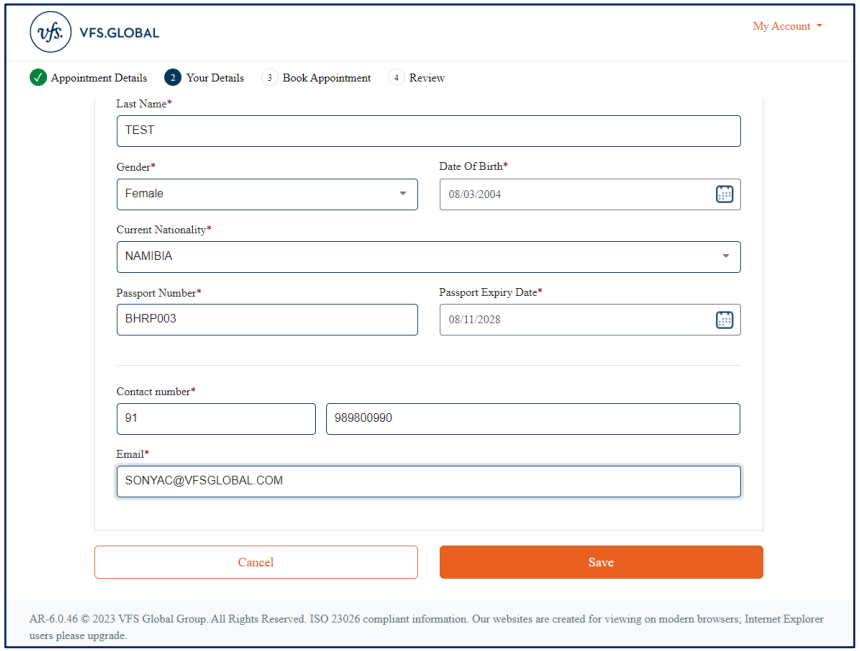
The system will show you the earliest available appointment date.

Click “continue”

How to book an appointment

Enter the applicants' details and click "save"

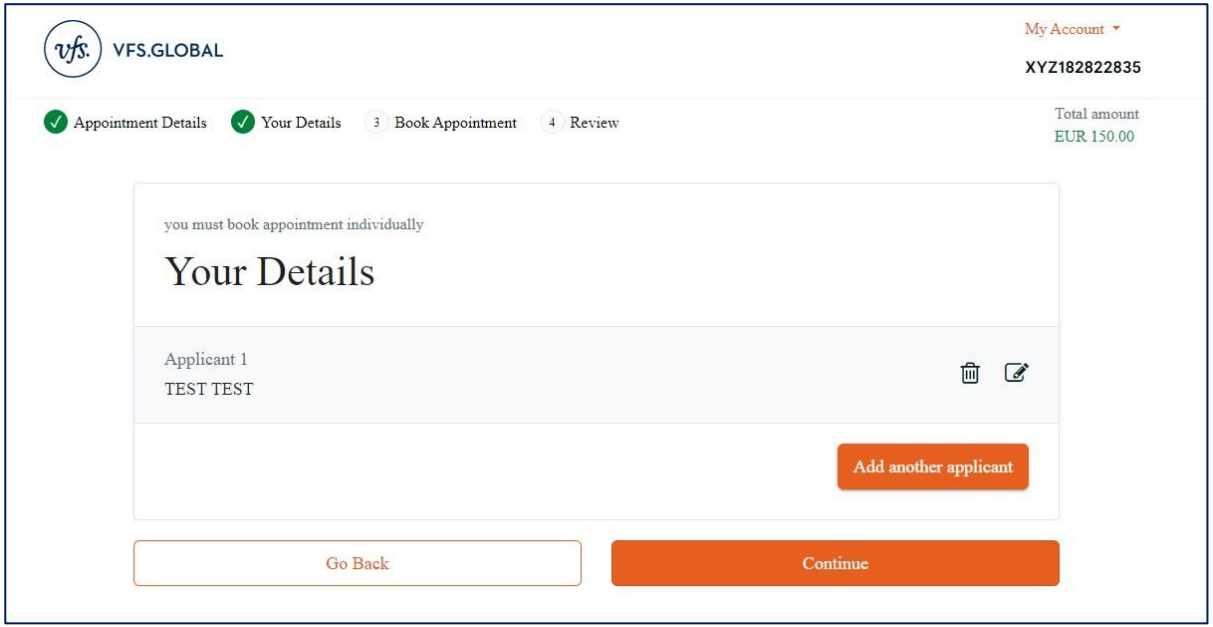




How to book an appointment

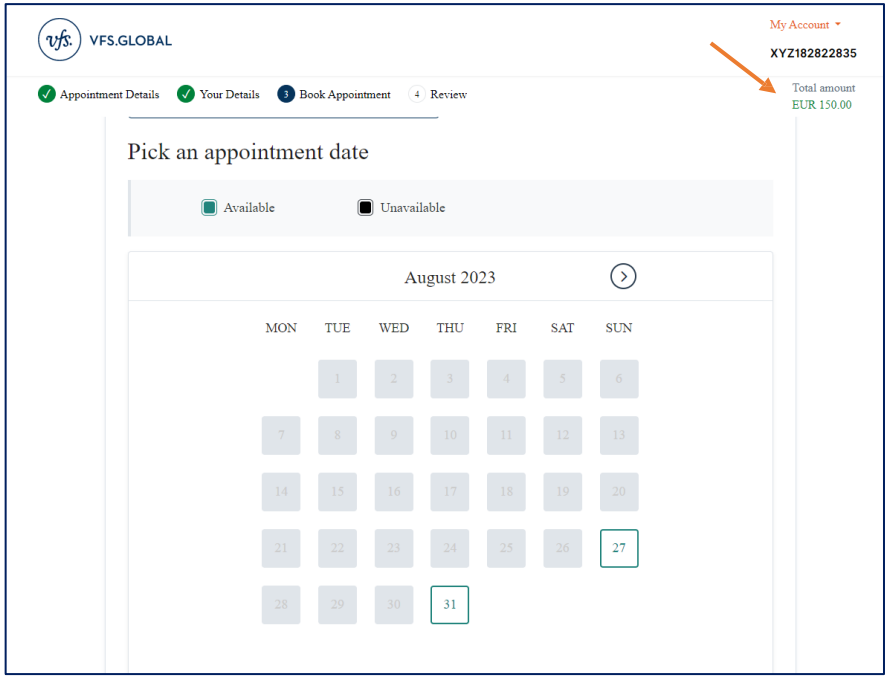
You may choose to add up to 5 applicants to the same booking.

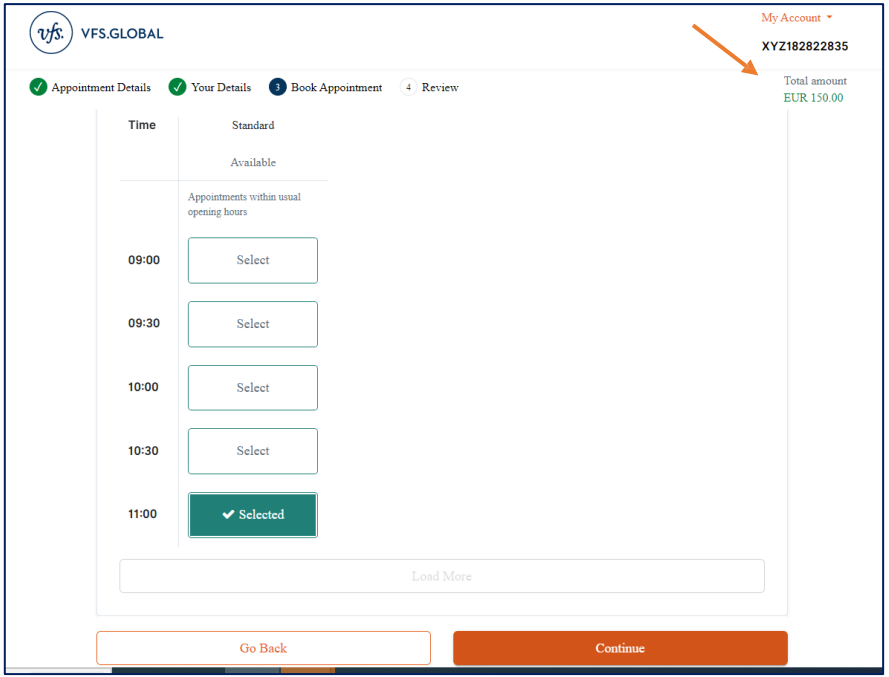
However, do note, that the system will treat this as a group booking and therefore, it will generate 1 single appointment letter listing all applicants with their personal data. Therefore, this function should be used only in case students belong to the same group.



How to book an appointment

Pick the date and time for the appointment. Note that the total visa fee to be paid will appear on the top right of the page (the system will calculate it as per the number of students you add to the appointment slot). Click “continue”



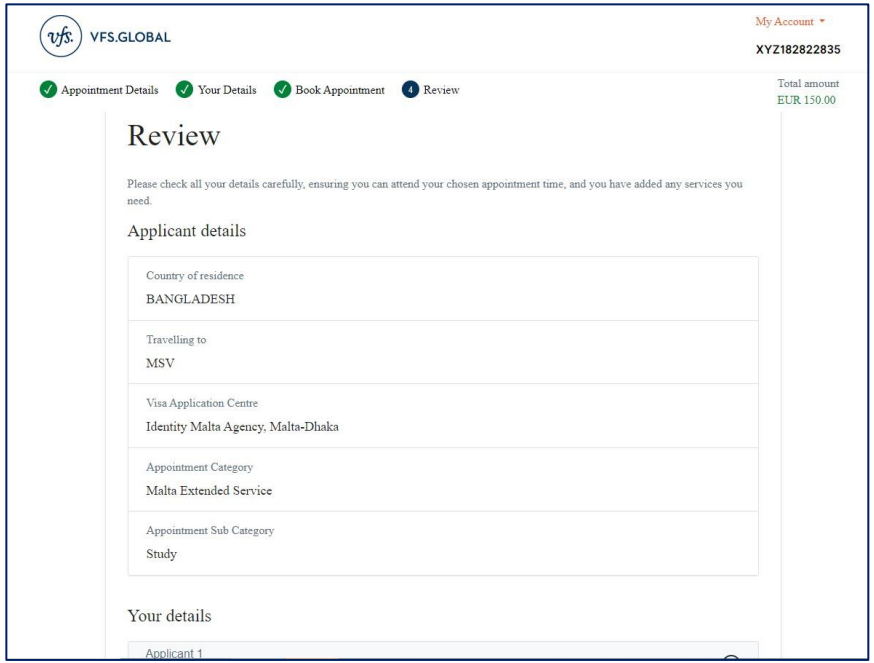


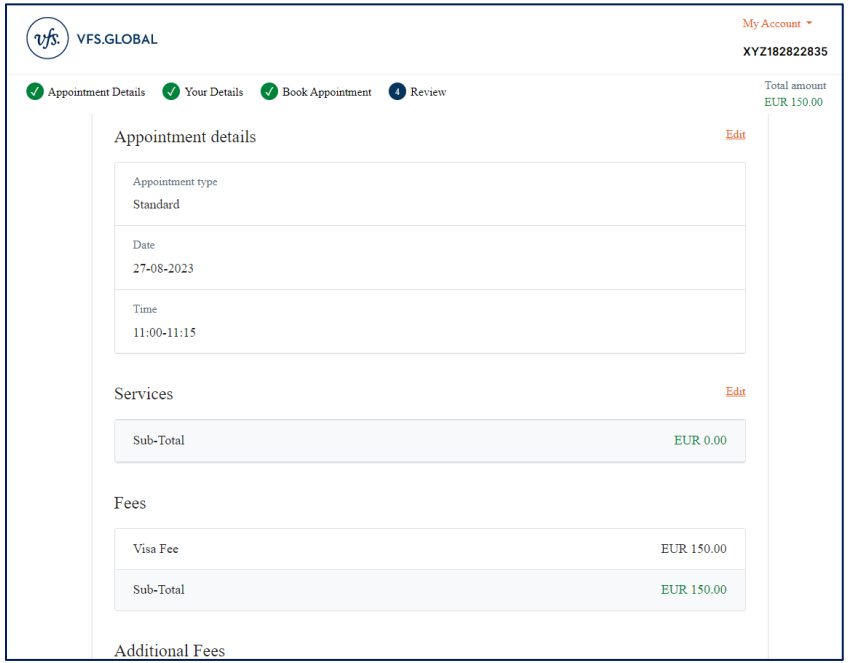
How to book an appointment

Check the accuracy of the information filled out on the review page

Accept the Terms and conditions and proceed to make the Visa fee payment

Please note, no rescheduling or cancellation of appointments is permitted. Visa fee once paid is not refundable



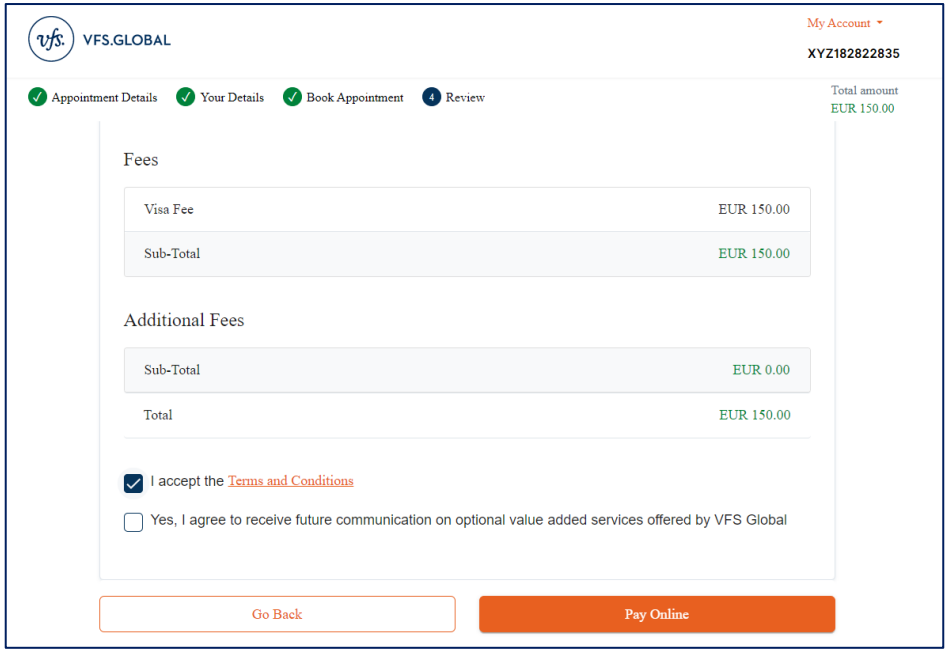


How to book an appointment

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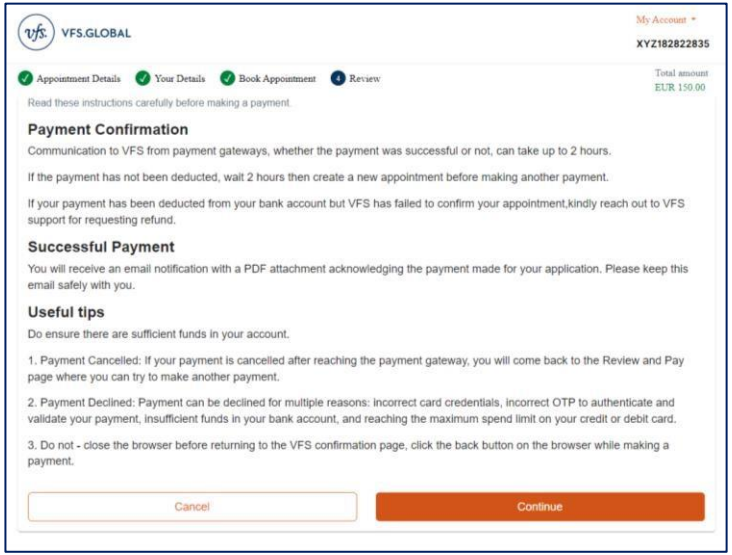
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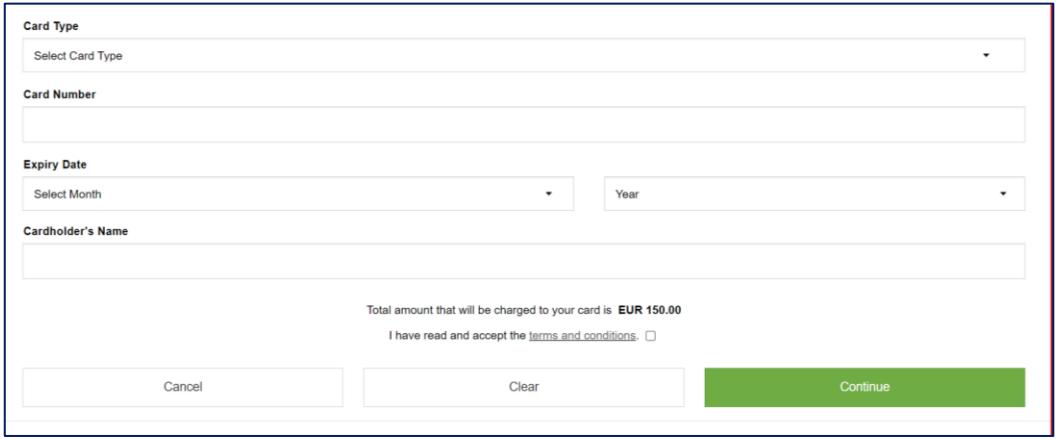
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How to book an appointment

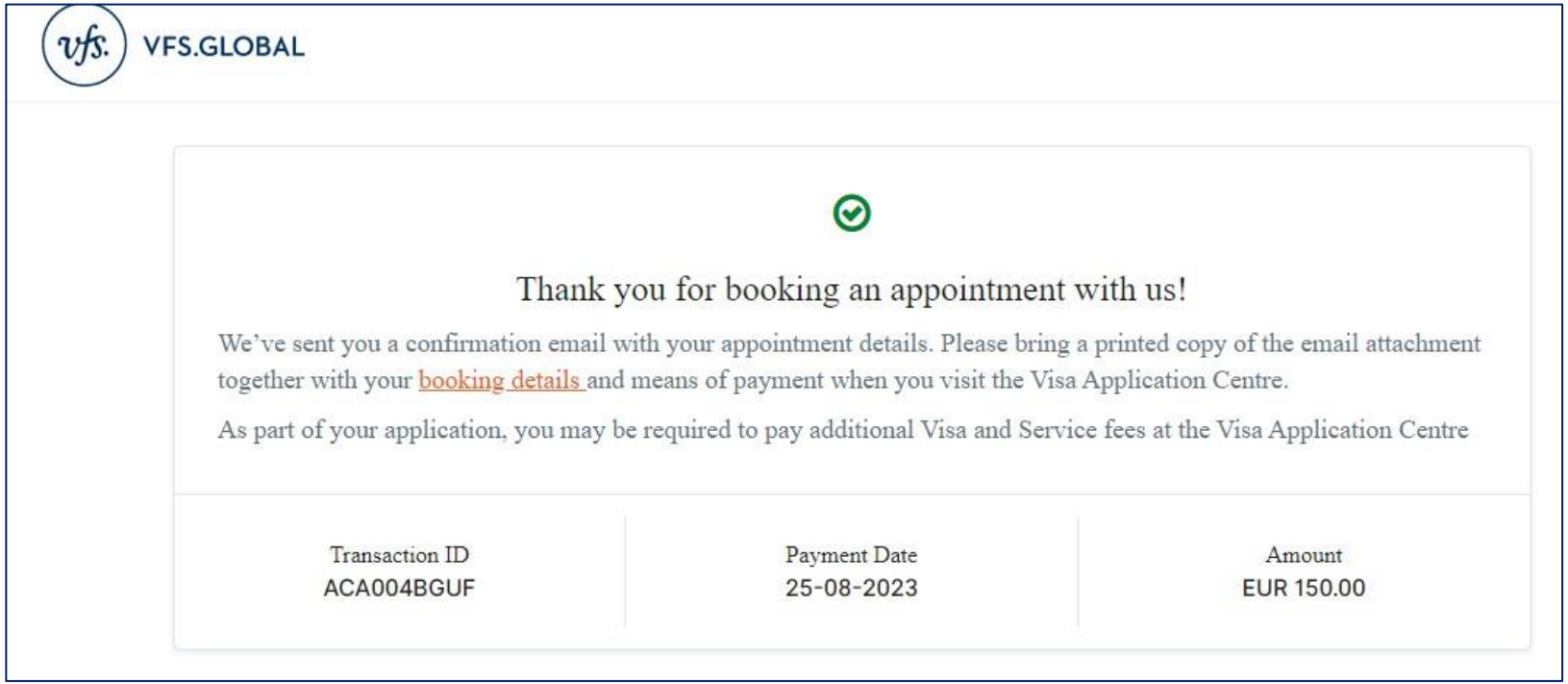
The system will connect you to the payment gateway to make the visa fee payment to Identity Malta agency





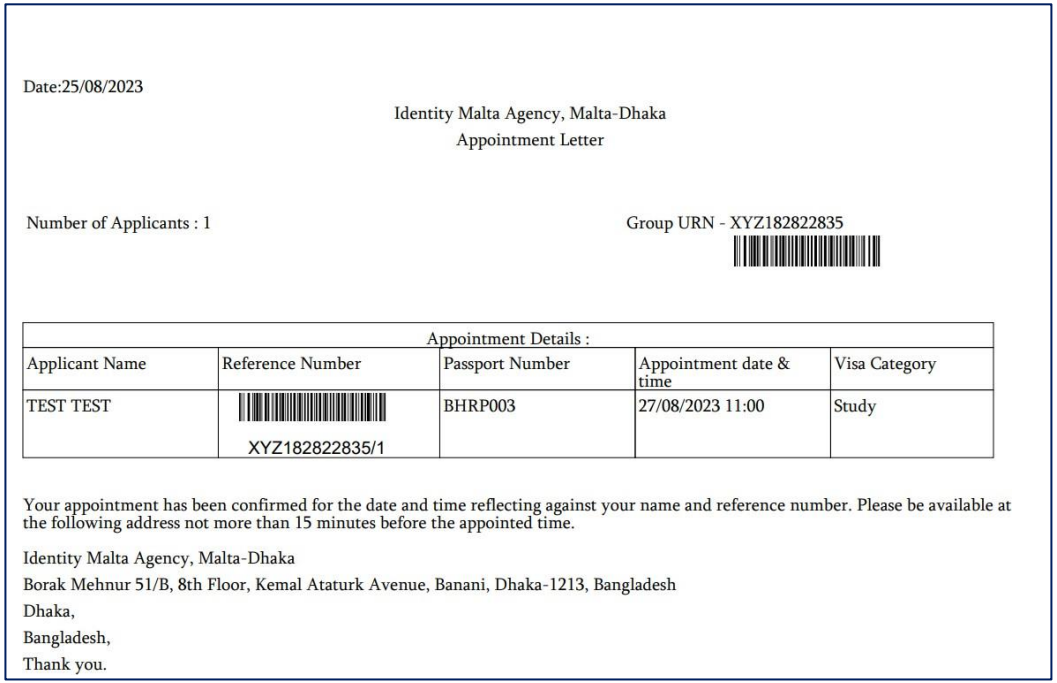
How to book an appointment

Once the payment is made, you will get a confirmation of the payment and the Transaction ID.
The appointment letter will be sent to you by e-mail. Please share the appointment letter with the applicant



How to book an appointment

The applicant must carry the appointment letter on the day of the appointment. The appointment letter is a confirmation of the appointment and the visa fee payment. The applicant will need to make an additional service fee payment to VFS as a service charge at the application center.



Date:25/08/2023

Identity Malta Agency, Malta-Dhaka
Appointment Letter

Number of Applicants : 1

Group URN - XYZ182822835

Appointment Details :

Applicant Name	Reference Number	Passport Number	Appointment date & time	Visa Category
TEST TEST	XYZ182822835/1	BHRP003	27/08/2023 11:00	Study

Your appointment has been confirmed for the date and time reflecting against your name and reference number. Please be available at the following address not more than 15 minutes before the appointed time.

Identity Malta Agency, Malta-Dhaka
Borak Mehnur 51/B, 8th Floor, Kemal Ataturk Avenue, Banani, Dhaka-1213, Bangladesh
Dhaka,
Bangladesh,
Thank you.

How to book an appointment

The applicant must carry the appointment letter on the day of the appointment. The appointment letter is a confirmation of the appointment and the visa fee payment. The applicant will need to make an additional service fee payment to VFS as a service charge at the application center.

You can also contact the helpdesk at the below mentioned details.

Email ID : E-mail ID list of Educational Institute

Payment Invoice

Transaction Date	08/25/2023 12:06:17
Transaction Id	ACA004BGUF
Transaction Amount	EUR 150.00

Payment Details					
TEST TEST					
Service	Unit Price	Service Tax/VAT	Units	IsPaid	Total
Visa Fee	150.00	N/A	1	Yes	150.00
					Sub Total : EUR 150.00
					Grand Total : EUR 150.00

Thank You

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All statistics stated are as at on 31 August 2019.

For more details contact:

Your Name – Designation
Email id, Contact Details

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F/MKT/36| Ver 01 | Effective 01 September 2019

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