

How to get a Brazil E Visa

by Pete Laszcz
The Inside Cabin

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E-Visa Options

- You can get one on your own following the instructions in this guide
 - Price \$80.90
- You can use one of the many Visa Services who will charge anywhere from \$99 to \$400 (in addition to the \$80.90 you pay Brazil)
 - The VISA services don't have a "side door" or any special status with Brazil to make the process faster once you application is submitted. Their value is providing more coaching and help with gathering and preparing your documents — which can be quite intimidating if you are not familiar with scanners, cameras or computers.
 - Your VISA service will also deal with the often buggy VFS Global website saving you the aggravation or errors and connection problems.
 - Their expedite service only expedite your application with THEM not with Brazil
 - This guide can help you gather your documents for any VISA service you use.



Requirements for Success

- Laptop computer MAC or Windows
 - Phone or tablet possible significantly more difficult

Feb 2024 Update – The process is going much faster now – less bug reports – I think the kinks are getting worked out.

- Know how to check photo image size, resize and crop
- Scanner, or access to a scanner, with the ability to crop scanned image
 - Scanner apps on phones are tricky to use not recommended phone scanners tend to produce larger images.
- Know how to download or scan a 30-day financial transaction statement as a PDF
 - Note Financial Statements are still listed as a requirement but the financial upload section is gone when I checked on 14 Feb 2024
- Know how to download or scan your flight or cruise ticket as a PDF

Documents Needed

This is from the official Wesbite on 14 Feb 2024

REQUIRED DOCUMENTS FOR eVisa (Tourism/Business) Stays Up to 90 Days

APPLICATION REQUIREMENTS

- Passport (signed, valid up to end of Brazil trip, 2 visa pages free).
- · Visa application form (completed online).
- Passport-style photo (2" x 2", white background). Please click here to view the guidelines for the photograph to be uploaded.
- eVisa fee payment (US\$ 80.90).
- Confirmation of round trip reservation (flight, ship, or bus reservation showing entrance by air, sea or land into Brazil and exit from Brazil).
- Printed bank statement showing transactions for the last 30 days and showing balance of US\$ 2,000.00 or proof of income or credit card statement, or
- A letter from the cruise line confirming that the visa applicant has purchased a cruise ticket, or
- An individual proof of payment for a cruise ticket.

There is no longer a place to upload this information



Gather required documents



Gather Required Documents

- 2 x 2-inch photograph
 - Photo size is now listed as 3.5 cm by 4.5 cm or 413 pixels by 531 pixels
 - Submission pages and documents page still list 2 x 2 inconsistent documentation is a continuing problem. I would use 3.5 by 4.5 now
- Color Scan of passport Bio page (photos not accepted)
 - Only primary photo page required
- Financial Statement showing transactions from the previous 30 days with a balance of over USD \$2000 (This may no longer be required)
 - Previous 30-day transaction statement is best
- Travel Document showing dates of arrival and departure from Brazil

VFS Global recommends applying at least two months before travel. Recommend applying the same day you receive your monthly bank statement. This will facilitate quality control as they want to see a 30-day look back of your finances



Brazil Photo Requirement



BRAZIL PHOTO REQUIREMENT

.5 CM 413 pixels



- Color photo required (JPG or PNG < 1MB)
- Photo <u>centered</u> at eye level
- Sharp focus
- Pure White background no shadows/glare
- Neutral expression no teeth
- <u>Ears must be visible</u> use cotton balls to push ears forward for photo if required
- No hair covering the forehead/ears
- No Glasses
- Plain, dark-colored clothing no uniforms/camo

You can crop photo after upload – original photo size now less important

Walgreens and others can produce square digital images – you will have a chance to crop on the upload page

How to get a Brazil E-Visa ver 6.0



too close











unnatural skin tones



too dark



washed out colour





The photographs must:

Photograph quality

■ 35–40mm in width

close up of your head

in sharp focus and clear

marks or creases

of high quality with no ink

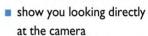
The photographs must be:

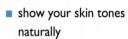
no more than 6-months old

and top of your shoulders

so that your face takes up

70-80% of the photograph





- have appropriate brightness and contrast
- be printed on high quality paper, and at high resolution

Photographs taken with a digital camera must be high quality colour and printed on photo-quality paper.









portrait style







busy background









flash reflection on skin



H Grandows penito a electron z sita tows is most ace 6.0

Style and lighting

The photographs must:

- be colour neutral
- show your eyes open and clearly visible—no hair across your eyes
- show you facing square on to the camera, not looking over one shoulder (portrait style) or tilted, and showing both edges of your face clearly
- be taken with a plain light-coloured background
- be taken with uniform lighting and not show shadows or flash reflections on your face and no red eye

This page was taken directly from the VFS Global Website as their official photo requirement



looking away



too light



pixelated





hair across eyes





eyes tilted



















frames covering eves



shadows across face



wearing a hat

face covered





If you wear glasses:

Glasses and head covers

- the photograph must show your eyes clearly with no flash reflection off the glasses, and no tinted lenses (if possible, avoid heavy frameswear lighter framed glasses if you have them)
- make sure that the frames do not cover any part of your eyes.

Head coverings:

are not permitted except for religious reasons, but your facial features from bottom of chin to top of forehead and both edges of your face must be clearly shown.



Expression and frame

Your photographs must:

show you alone (no chair backs, toys or other people visible), looking at the camera with a neutral expression and your mouth closed.

They say glasses are OK – but I would remove them regardless. VFS Global will often not follow posted guidelines

> This page was taken directly from the VFS Global Website as their official photo requirement





How to take your passport photo

- The easiest way is to go to Walgreens or Fedex and ask if they can take a photo and email you a copy that will be 3.5 x 4.5 cm digital size against a pure white background. If they look confused you will probably have to find a different store.
- You can use your phone and there are many APPS that can produce an excellent photo, size it and remove the background. Google – "How to take a passport photo on your phone" – hundreds of options.



Brazil Passport Requirement



Passport

It is worth the time and trouble to get your passport scanned.

Find an office supply store, Fedex or Staples – Ask them to scan your passport as a PDF or JPG and crop it to fit, then email the file to you. File size under 1 MB – SCAN MUST BE IN COLOR

Some VISA services request you provide both passport pages – VFS Global doesn't require this and has rejected some applications for this reason. Proceed with caution if you are asked for this by someone other than VFS Global – Requirements often change, but only one page was required as of 14 FEB 2024



Sample Passport

 This is a screenshot from the actual VFS upload page taken on Feb 14th 2024 – As you can see – they only require an image of the passport bio page – not the signature page and the passport page.

Yes – even for the new page





Scan your passport bio page in color lying flat

Save as PDF, JPG or PNG less the 1 MB

Only submit this one page

Avoid using a photo of your passport taken with your camera or phone - this is a common rejection reason.

USE A FLATBED SCANNER



As of 14 Feb 2024 – There is no place to upload this document – but this can change

Brazil Bank Statement Requirement You may have to use the

Additional Documents

Section but it is not clear

if this is a requirement



Bank Statement Requirement

- Statement Requirements (PDF Scan less than 1 MB)
 - The statement must show:
 - Your name joint owners should also be named
 - The financial Institutions name
 - The starting balance and ending balance (over \$2000 USD) with transactions in between
 - Closing date no more than 10 days old recommend filling in any gap with the transaction statement
 - The best statement is called a 30 Day Transaction Statement
 - Mortgage Brokers require these statements—banks are used to providing them; Ask the manager if you can't figure it out



Cruise Line Declaration

- Some cruise lines have provided passengers with a "declaration" certifying that the passenger has over \$2000 in assets. The Brazilian Government has agreed to accept these in lieu of Financial Documents.
- Check with your cruise line documentation department to see if this declaration is available in your situation



Bank Statement Tips

- Google How to download a 30-day transaction statement from (enter your Banks Name) - you will get many returns and often video tutorials
- Apply for your eVISA on your most recent monthly statement closing date
 - If you have time wait to apply until you get your latest statement e.g. 20 Nov – 20 Dec
 - In this case, apply on 20 Dec and attach the 20 Dec statement.
- Redact your account numbers some banks do this automatically
- Use a scanner DO NOT SEND STATEMENTS SCANNED BY YOUR PHONE –
 The file size is often too big (over 1MB) and poor quality.
- DO NOT SUBMIT SECOND PAGES AS ADDITIONAL UPLOADS THEY MUST ALL BE IN A SINGLE PDF FILE



From VFS Global

- This is the text of an email from VFS Global on 13 Dec 2023
- My question was "What can you do if you don't have a recent statement?"

In this case, you can attach the bank statement from the first to the last day of the previous month + the current month's bank statement showing transactions up to the day of the E-visa application, as well as a balance of at least US\$2,000.00 on the day of the E-visa application. If you cannot access their bank account online, select by period and print it too the first few days of the current month with the day's balance, you just needs to ask their bank account manager.

Best Regards, Brazil E-visa Helpdesk

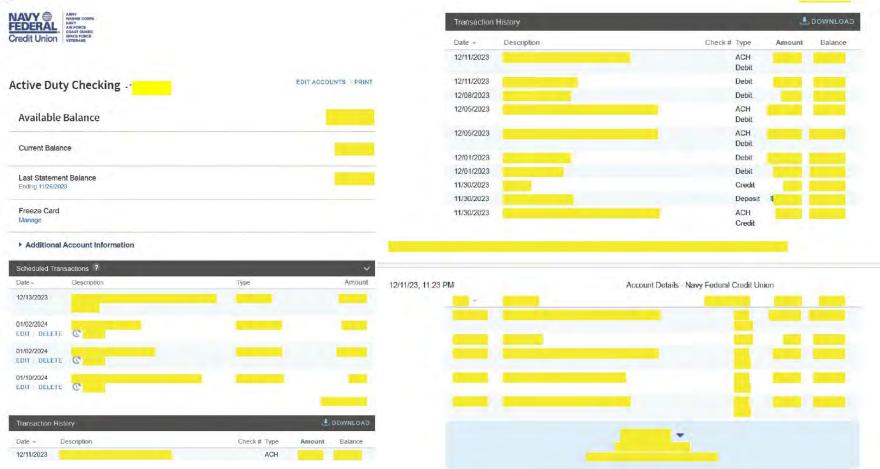


Bank Statement Upload Problem

• Chase and probably other banks protect their PDF statements and don't allow editing. This security will also prevent you from uploading to VFS Global. If you find that VFS won't upload what should be a valid file size and type – try printing it out – redact the account numbers and scan. This should solve the problem



Bank Statements



The best bank statement you can provide is the last 30 days of transactions with the starting and ending balance. Your name is also shown along with the name of the bank.

If you can't produce a 30 day transaction list – provide your latest checking account or similar statement.

Only redact the account numbers.

This video explains how to download an acceptable statement from Bank of America – Most banks/Credit unions offer similar functionality



nside How to Download a Bank Statement

- How to download an online bank statement
- If you use Online Banking, it's the easiest way to get your bank statements ready to send to VFS Global. Bank statements will normally include:
- Your bank's logo
- The Banks Business name and registered address
- All transactions, with inflows, outflows and balance
- NB: some banks also give you the option to 'export transactions' as a spreadsheet (.csv, .ofx, .ofc, .xls) — VFS GLOBAL will not accept these.

- How to download a bank statement as a PDF
- It doesn't matter who you bank with — if you're using online banking, you can download PDF statements. While each bank uses slightly different words, the process is basically the same.
- You need to make sure you've got the correct account, the right date range, and all transactions included. Here's what to do:
- 1. Visit your bank's website
- 2. Log in to Online
 Banking/Digital
 Banking/Internet
 Banking/eBanking etc.

- 3. Click 'statements', 'e-documents', or 'download'
- 4. Make sure you've selected the correct account
- 5. Choose a statement (or a date range)
- 6. Choose the .pdf file format
- 7. Download*
- With some banks, instead of a 'download' option you have to choose 'print' and then select 'Save as .PDF'



Travel Document Requirement



Travel Document Requirement

- Travel Document Requirements
 - Your name must be on the document
 - Shows a paid airline ticket/cruise boarding pass/tour or cruise confirmation
 - ITINERARY MUST BE AN INTEGRAL PART OF THE DOCUMENT
 - You can't paste an itinerary from an unrelated document
 - Shows Date and place you enter Brazil
 - Shows Date and place you leave Brazil
 - If you are on a cruise leave the itinerary for the entire trip start to finish not just the Brazil portion
- Scan as PDF no more than 1 MB may be multiple pages your name must appear on the first page







Below are the details for your 128-Day Grand World Voyage cruise. We look forward to welcoming you board soon!

CRUISE CONFIRMATION

Booking #: Statement Date: Jun 30, 2023 Booking Status: Active

CRUISE DETAILS

Embark Date: Jan 03, 2024 Debark Date: May 11, 2024 Ship: Zuiderdam U410 Voyage:

From Port: Fort Lauderdale To Port: Fort Lauderdale

PAYMENT SCHEDULE

Currency: U.S. Dollars

Paid

Deposit Due:

Final Payment Due Date: Oct 05, 2023

See Page 2 for Financial Details

128 Duration: SY Category: Stateroom:

Bed Requested: Convertible Twins

Confirmed Main, Request Table for 8 Dining:

GUEST INFORMATION

Guest 1 Guest 2 Ticket must be issued and match name Not Purchased on application and show Brazil Arrival Not Purchased Not Purchased Not Purchased Cancellation Plans and Departure dates Double Double Ship Occupancy Cruise Only Cruise Only Air City: San Diego San Diego Home City: Scan cruise booking 1600.00 1350.00 Onboard Credit confirmation if you arrive and (USD):

depart by sea

booking confirmation – you can't tack on an itinerary from somewhere else.

ITINERARY

On behalf of Holland America Line, we eagerly await your arrival on Jan 03, 2024 for your 128-Day Grand World Voyage. Below are your day-by-day itinerary details. We look forward to welcoming you soon!

Day	Date	İtinerary		Arrival	Departure
WED	03JAN24	Sail from Fort Lauderdale, Florida, US			5:00pm
THU	04JAN24	Sea Day			
FRI	05JAN24	Sea Day			
SAT	06JAN24	Sea Day			
SUN	07JAN24	Scarborough, Trinidad and Tobago		8:00am	5:00pm
MON	08JAN24	Sea Day			
TUE	09JAN24	Devils Island, French Guiana Tender Required Wheelchair Access Limited Vaccination Required		8:00am	5:00pm
WED	10JAN24	Crossing the Amazon River Bar, Braz Cruising Only			
WED	10JAN24	Cruising the Amazon River Cruising Only			
THU	11JAN24	Macapa, Brazil Service Call		6:00am	10:00am
THU	11JAN24	Crossing the Equator Cruising Only			
THU	11JAN24	Cruising the Amazon River Cruising Only			
FRI	12JAN24	Alter Do Chao, Brazil		11:00am	6:00pm
SAT	13JAN24	Boca da Valeria, Brazil Tender Required Wheelchair Access Limites	can Plane T	icket	and Cru
SUN	14JAN24	Manaus, Brazil Times Subject To Daylight	onfirmatio	n if ar	riving b
MON	15JAN24	Parintins, Brazil	nd departir		
TUE	16JAN24	Santarem, Brazil		8:00am	5;00pm
WED	17JAN24	Crossing the Equator Cruising Only			
WED	17JAN24	Cruising the Amazon River Cruising Only			
WED	17JAN24	Crossing the Amazon River Bar, Braz Cruising Only			
	3.811.02.111.70	c			
THU	18JAN24	Se			

You can use this paper copy at the pier or the digital boarding pass in the Holland America Line Navigator app.



You may also use a cruise line boarding pass as long as it includes the itinerary as an original part of the boarding pass.

Your name must match the name on the application.

The dates you enter and leave Brazil must be shown



YOUR ITINERARY

DAY	DATE	PORT	ARRIVE	DEPART
Wed	Jan 3	FORT LAUDERDALE, FLORIDA, US		5:00pm
Thu	Jan 4	At Sea		
Fri	Jan 5	At Sea		
Sat	Jan 6	At Sea		
Sun	Jan 7	SCARBOROUGH, TRINIDAD AND TOBAGO	8:00am	5:00pm
Mon	Jan 8	At Sea		
Tue	Jan 9	DEVILS ISLAND, FRENCH GUIANA	8:00am	5:00pm
Wed	Jan 10	CROSSING THE AMAZON RIVER BAR, BRAZIL		
Wed	Jan 10	CRUISING THE AMAZON RIVER		
Thu	Jan 11	MACAPA, BRAZIL	6:00am	11:00am
Thu	Jan 11	CROSSING THE EQUATOR		
Thu	Jan 11	CRUISING THE AMAZON RIVER		
Fri	Jan 12	ALTER DO CHAO, BRAZIL	11:00am	6:00pm
Sat	Jan 13	BOCA DA VALERIA, BRAZIL	7:00am	2:00pm
Sun	Jan 14	MANAUS, BRAZIL	8:ooam	5:00pm
Mon	Jan 15	PARINTINS, BRAZIL	10:00am	6:00pm
Tue	Jan 16	SANTAREM, BRAZIL	8:00am	5:00pm
Wed	Jan 17	CROSSING THE EQUATOR		
Wed	Jan 17	CRUISING THE AMAZON RIVER		
Wed	Jan 17	CROSSING THE AMAZON RIVER BAR, BRAZIL		
Thu	Jan 18	At Sea		
Fri	Jan 19	At Sea		

The itinerary must be integral to the booking confirmation — you can't tack on an itinerary from somewhere else. You can't add it later if you left it off — you must replace the entire

How to geocument with the itinerary built into the booking document.



How to complete the online application



How to handle an erratic website

- If items seem to be changing let it run give it time.
- This website will often load and display flashing images of pages as the systems move around and eventually finds and displays the correct page
- If you get a 404 error or any other kind of error try this
 - Hit the back button
 - Hit the refresh button
- If nothing works and you are locked up close ALL your browsers
 - Open a new browser and start again. You should only lose the current page if this happens
- Try deleting your cookies open a new browser and start over
- Take a break and try in an hour or two.
- Don't click on links in emails from VFS Global they probably don't work
 - Except you must click on the link if you need to correct a rejected document



Brazil E Visa

Only use the official website - https://brazil.vfsevisa.com/



Enter your email address.

Enter your Mobile Number

Note – the country code is a

drop-down menu – select +1 for

USA /Canada - +61 for Australia

Occasionally this menu flickers and doesn't work – in this case you have to close down the window and start fresh.

Your OTP will come from this address

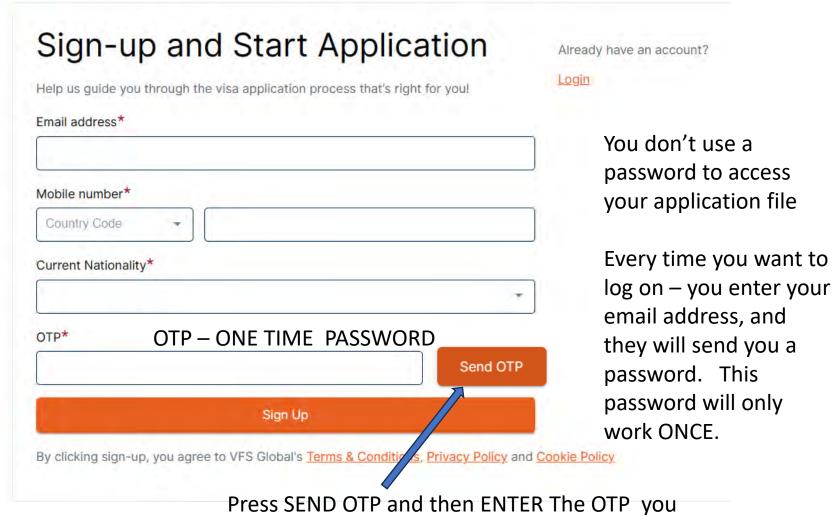
One-time password verification email



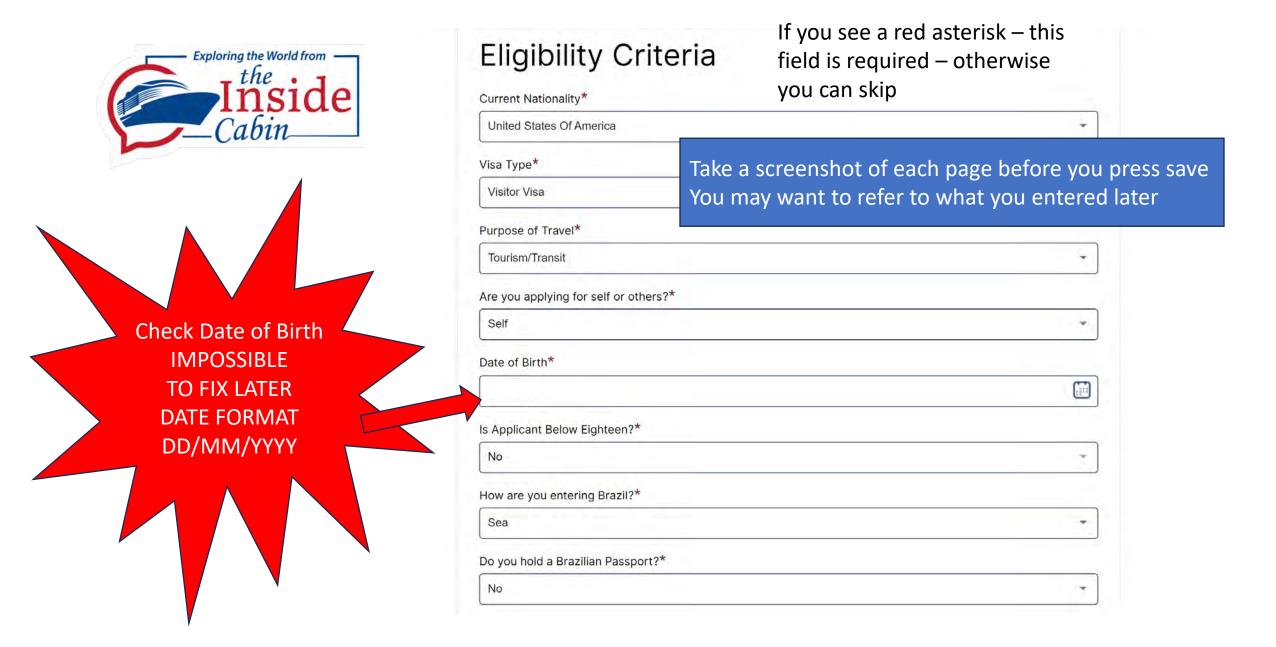
Check your junk mail if not received

2/14/2024 © The Inside Cabin

Your email is your user name – GMAIL works well – some legacy emails e.g. AOL may be too aggressive with SPAM filters



Press SEND OTP and then ENTER The OTP you receive in the OTP BOX and then press Sign Up y





Bank Statement upload area is gone as of 14 Feb 2024

Only items with an asterik are required

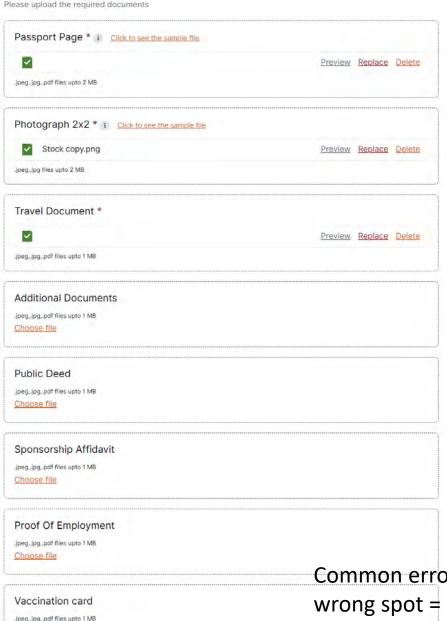
Do not use file names with any special characters including periods

Ing_123.jpg Mep.2.jpg Pds-123.jpg

2/14/2024 © The Inside Cab

Upload Document

Choose file



Be sure to preview the file before you save

 Your file may be rejected immediately – usually because the file is too big, wrong size or wrong file type, or sometimes for no valid reason – but if it is not accepted you must try later or try a different file format – or different browser

Common error – uploading documents in wrong spot = PREVIEW before saving





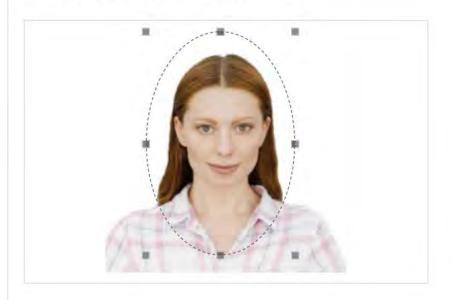
Instructions

- Image background should be white in colour
- Please use the crop window (dotted line window) to select the area in the photo
- Click 'Upload' button to Upload the image
- This image will be Uploaded on the Brazil E-VISA application
- Have you read the photo specifications?

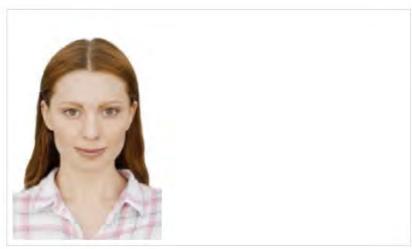
Notes:

- Uploaded file size should not exceed [2048]KB
- Time limit for photo editing will be 20 minute
- File formats supported: ['JPEG', 'JPG']

Choose file and crop:



Choose file



You can now upload any size photo any crop to fit in the oval



Uniouse file	doing something wrong		
Additional Documents Jpeg, jpg, png, pdf files upto 1 MB Choose file	Not required – if you think you nee to use this block you are probably		
Proof Of Employment .jpegjpg,.pngpdf files upto 1 MB Choose file	Not required		
Sponsorship Affidavit .jpeg,.jpg,.png,.pdf files upto 1 MB Choose file	Not required		
Public Deed Jpeg, Jpg, png, pdf flles upto 1 MB Choose file	Not required Don't send		
.jpeg,.jpg,.png,.pdf files upto 1 MB Choose file	Not required		

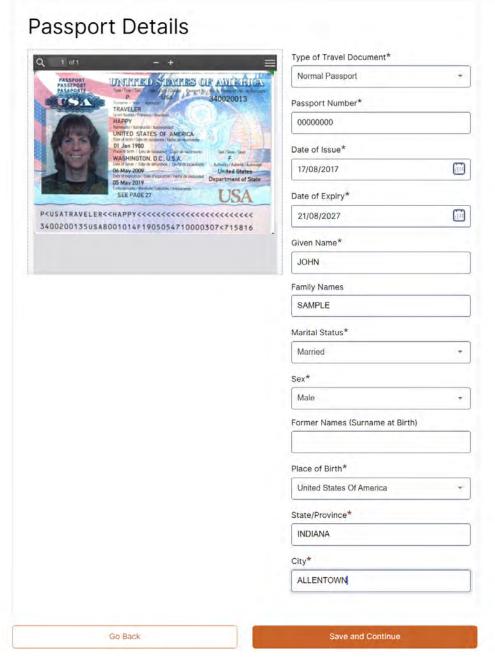
This is lower half of upload screen

If your computer or connection crashes before you press "save and continue" your data is probably lost and must be reentered after a new login. But check – it may still be present.

If you get errors like "access denied" "404" and other strange messages – close all your open windows – and try again from scratch.

If persists – clear cookies and restart computer

Try a different brand browser – Edge works best



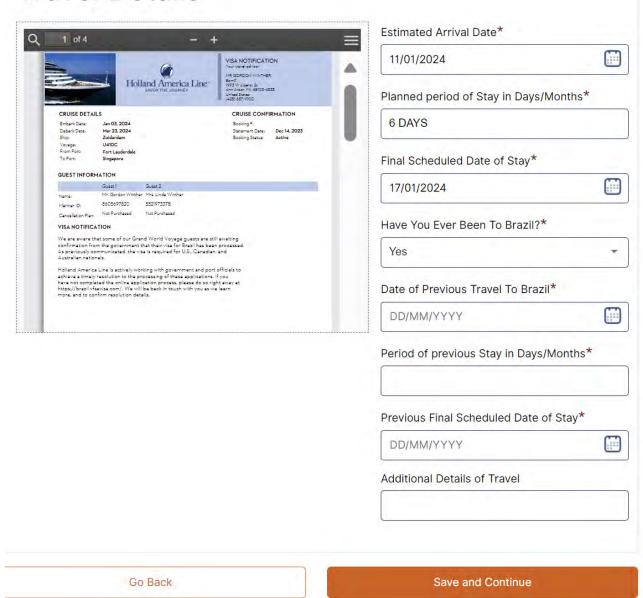
If your passport doesn't appear – go back and check your upload page preview - Don't proceed unless your passport appears here

Remember date format DD/MM/YYYY

Enter first and middle name exactly as on passport

Enter last name exactly as on passport

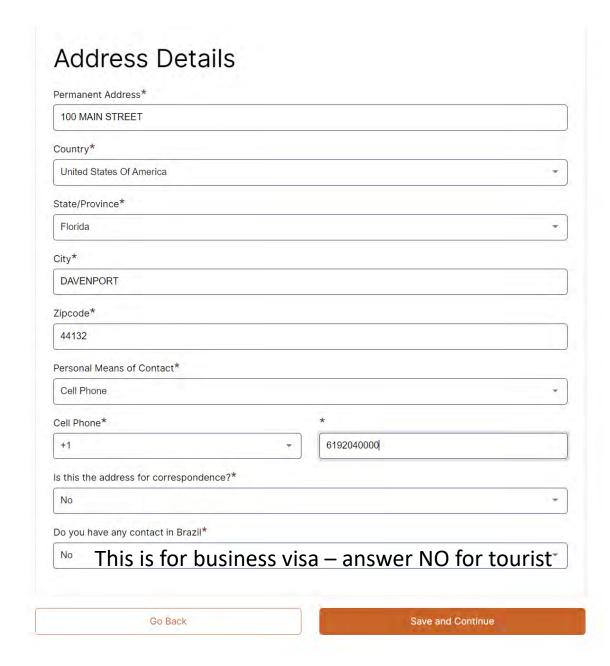
Travel Details



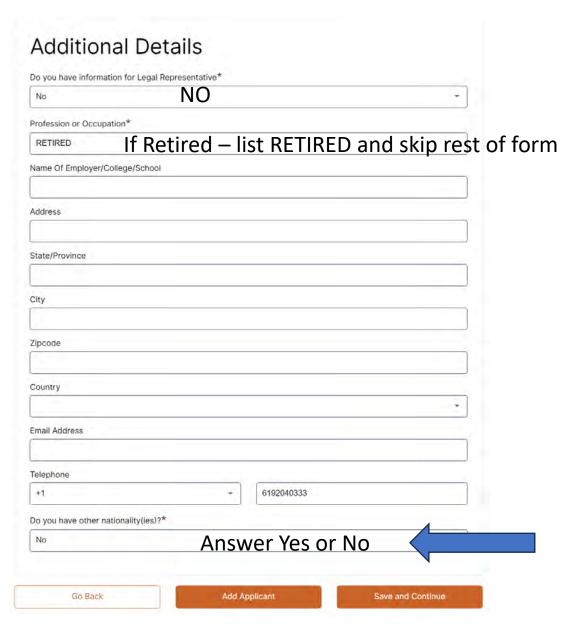
Your travel document must appear here – if not go back and correct

Remember Correct Date Format DD/MM/YYY

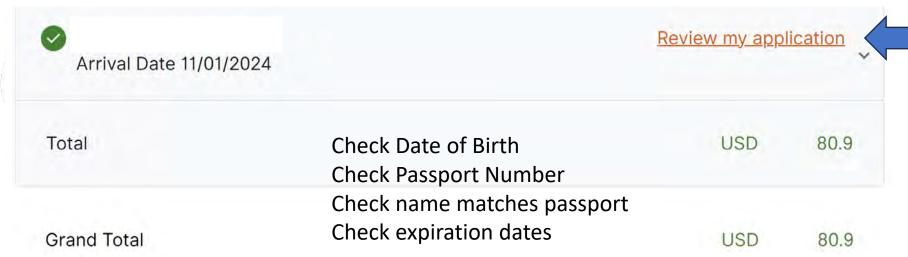








Only question required is one with asterisk – you can leave the others blank



I accept the Terms and Conditions *

"I am aware of and consent to the following: any personal data concerning me which appear on this visa application form will be supplied to the relevant authorities in Brazil and processed by those authorities, if necessary, for the purposes of a decision on my visa application. I declare that to the best of my knowledge all particulars supplied by me are correct and complete. I am aware that any false statements will lead to my application being rejected or to the annulment of a visa already granted and may also render me liable to prosecution under the law of the Brazilian State which deals with the application. I undertake to leave the territory of Brazil upon the expiry of the visa, if granted. I have been informed that possession of a visa is only one of the prerequisites for entry into the territory of Brazil. The mere fact that a visa has been granted to me does not mean that I will be entitled to compensation if I fail to comply with the relevant provisions of the laws of Brazil. The prerequisites for entry will be checked again on

antry into the territory of Drazill

Payment on the next page is straightforward — be alert if your bank cancels a foreign transaction — you may have to call your bank and then come back and try again.

How to get a Brazil E. Visa ve

Review your application

Look for any missing items and correct

I found the review occasionally omits data that is really present but only temporarily missing.

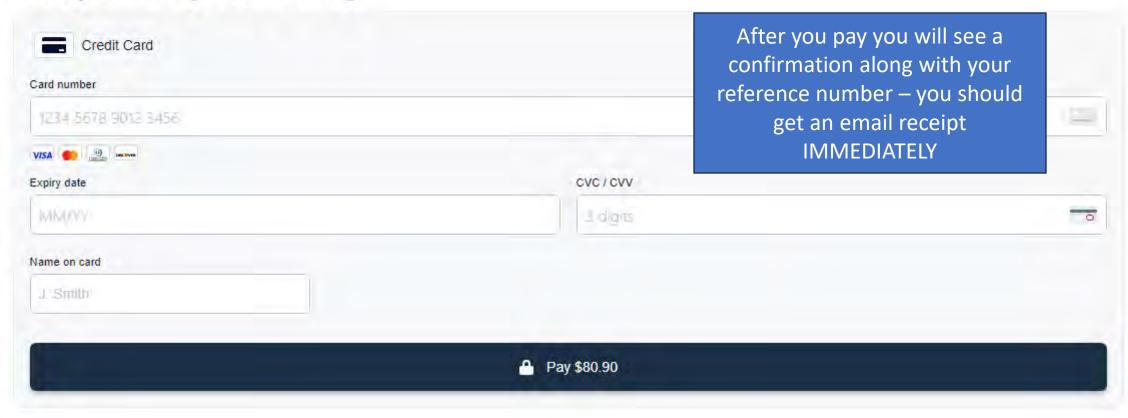
This review goes slowly – but take the time – to make sure everything is accurate.

Then accept all terms and certify and continue to payment



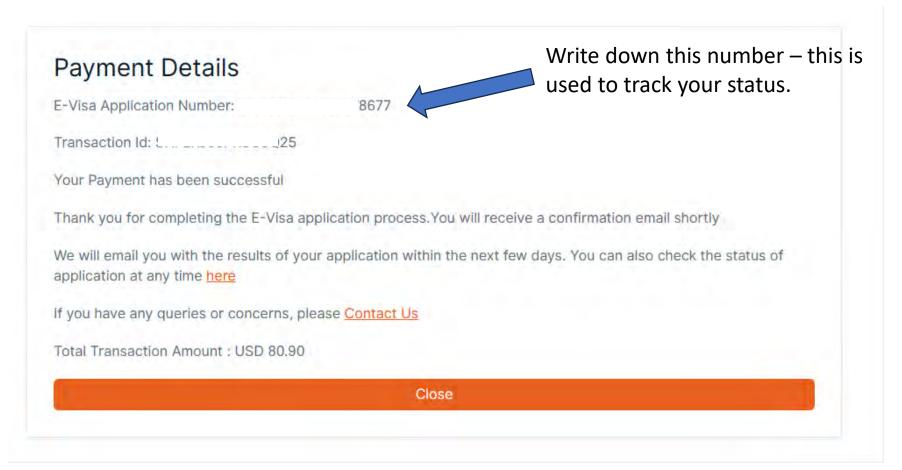
Payment

Adeyan Payment Page





Success



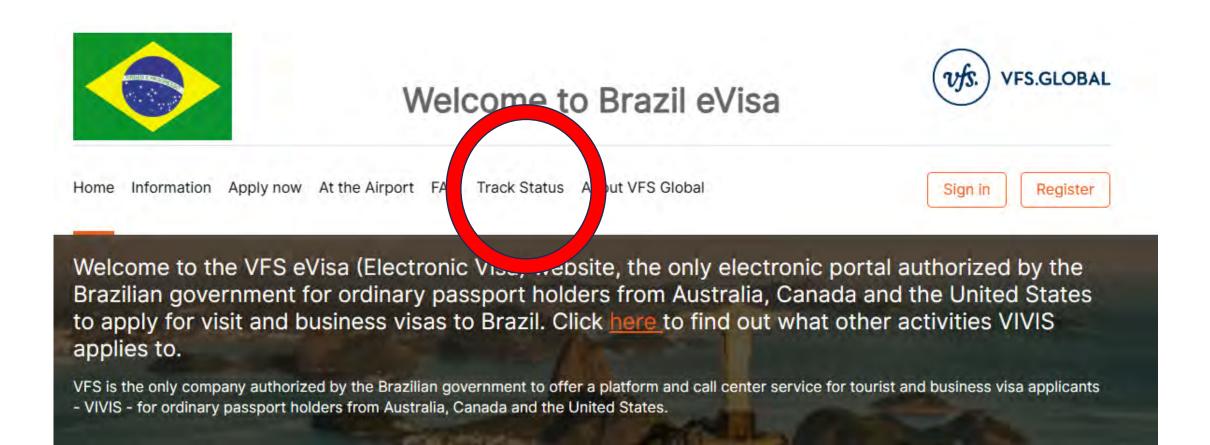


- After your payment is accepted you will see a page with your reference number – write this number down – very important
- You will also get an email with your reference number and a confirmation that your application is in the system
- Brazil Evisa- Customer Support <Brazilevisa@vfsglobal.com>

Your initial review is usually within 24 hours – if you pass and get the Quality Control Check Complete – you are usually home free – If you fail and have to resubmit the delay will usually be 7 days in a Pending, Document Upload Status

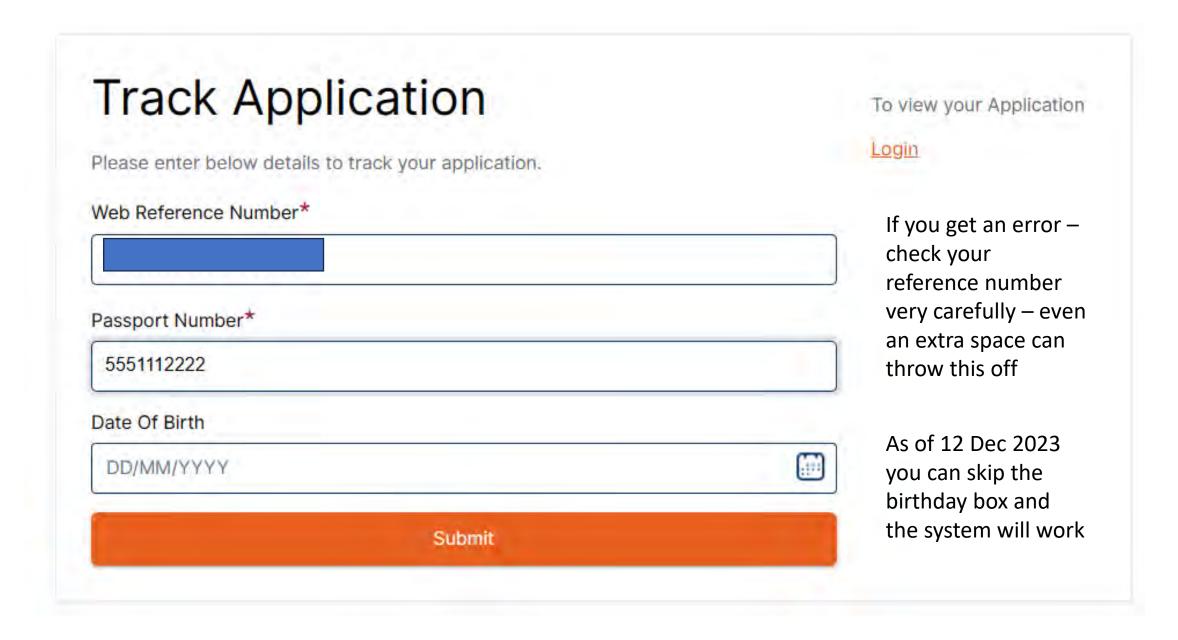


How to check status

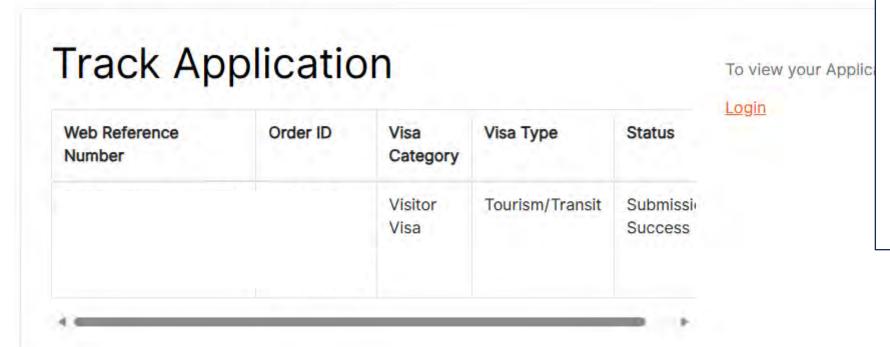


To track your application, go to this page- https://brazil.vfsevisa.com/

There is no need to log in and get an OTP – click on TRACK STATUS and the next page will appear (eventually)







Your initial status will be

Submission Successful

You will not get any emails when status changes except when the VFS Global inhouse review is complete – Then you MAY get an email that says – Quality Control Completed

Don't click on links in emails from VFS Global to track status – they usually don't work.

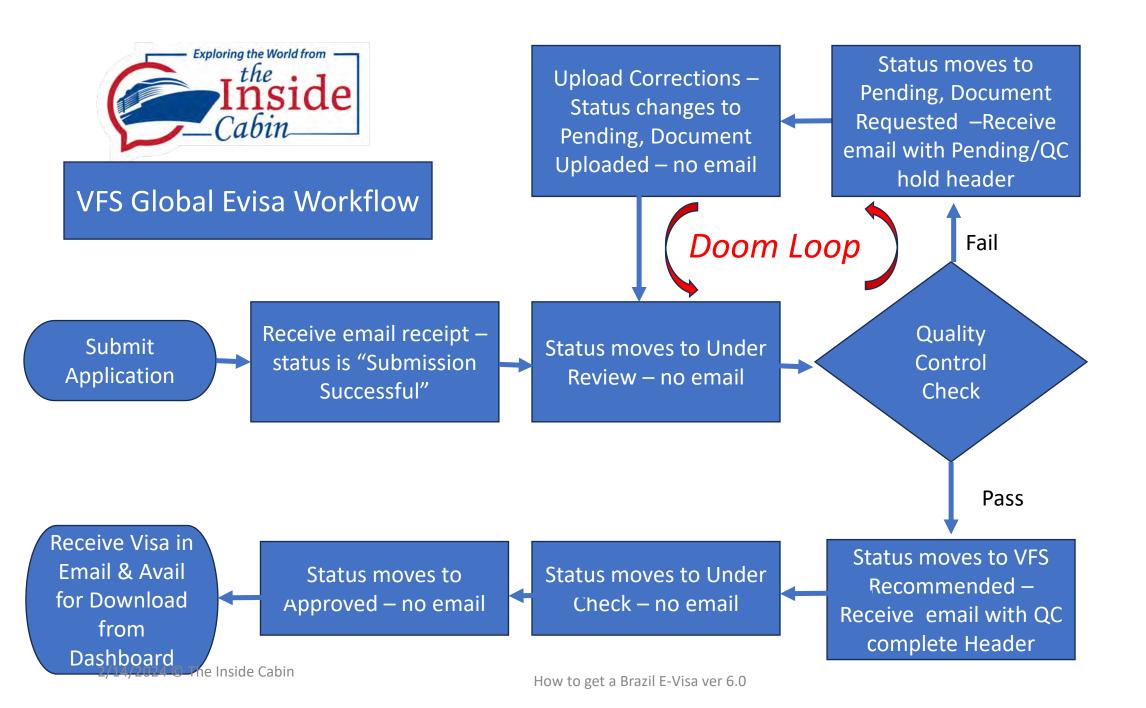
One exception: you must click on the link if you need to correct a rejected document

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STATUS DEFINITIONS

- Submission Successful Your application is in their system, and you have a valid reference number. Your uploads were technically correct – not necessarily acceptable – You will receive a receipt email here
- Pending, Document Requested Your application is on HOLD, waiting for you to resubmit a document. You will receive an error email from VFS Global Pending/QC Hold
- Pending, Document Uploaded This is similar to Submission Successful It only means your uploads were technically correct – not necessarily acceptable – no email
- Under Review Your application is being reviewed by a VFS human no email
- Recommended by VFS VFS approved your submission and sent it to Brazil for their review – You should receive a Quality Control Complete email here
- Under Check This is what you usually see when Brazil Immigration is reviewing your application no email
- Approved You're done expect your visa via email in 24-48 hours or more no email next email is your actual visa





How to fix an error Pending Document Required Pending/QC Hold



PENDING/QC Hold

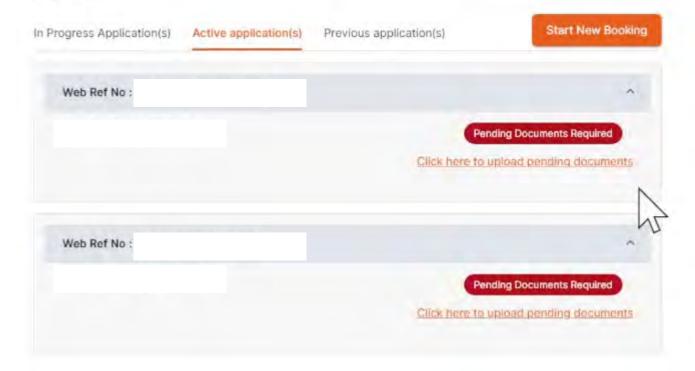
- Check your status daily if your status changes to PENDING, DOCUMENT REQUESTED – You got rejected – check your emails for the reject email with details
- Read carefully what they are asking for they are usually vague
- Ask on social media for advice for others who may have similar error
- Do not click on the link to fix UNTIL YOU ARE READY —You can also skip the link and log into your dashboard with your E-Mail and OTP
- This upload page will remain available until you press SAVE and CONTINUE
- After you press SAVE you will not be able to return to your application, and you will have to wait until you get another email or can send an email to Brazil Evisa- Customer Support Brazilevisa@vfsglobal.com, explain what happened and ask them to reopen your application.



Get ready to Upload

- Change file names so they are easy to recognize
 - JAMESPASSPORT, JAMESTRAVEL, JAMESPHOTO, JAMESBANK
- Know how to find them on your computer
 - This is where using a phone can be very hard
- Preview your existing uploads first the error may be obvious
 - Blank submission Blurry missing name
- Upload your new files preview for accuracy and clarity
- THEN Recheck them have your spouse check them
- THEN PRESS SAVE AND CONTINUE Your status changes to Pending Document Upload – You don't get an email

Welcome to your Electronic Visa Control Panel for Brazil

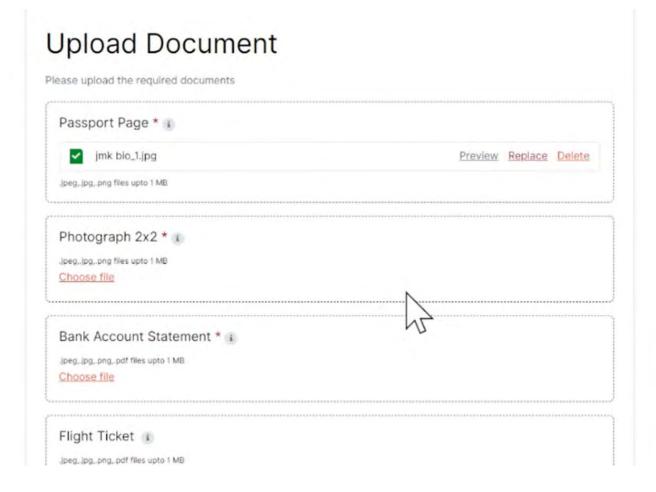


When you click on the link in the reject email – you will come to this page - click to upload once you are ready

Don't try this on a phone

Once you press Click Here – be ready to upload ALL DOCUMENTS REQUIRED – DON'T save thinking you can come back later – Once you hit SAVE – you are DONE. As long as you don't press SAVE – you can exit and return by signing in to your dashboard.





Now you can upload everything

Only the upload page is open – You probably won't be able to fix your DOB for example

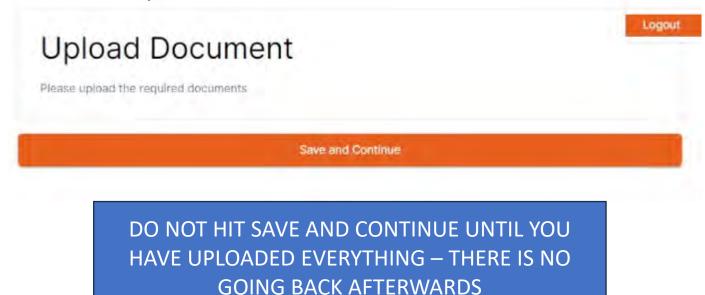
If they say your boarding pass is missing the itinerary – DO NOT UPLOAD ONLY THE ITINERARY – replace the document with a new one that includes the itinerary. The itinerary must be an integral part of the booking document.

You can't add the itinerary you found online to the HAL booking.



Sometimes the system will not save but ask you do upload additional documents. These may not be specified. If this happens – try reuploading an existing document – like your travel document

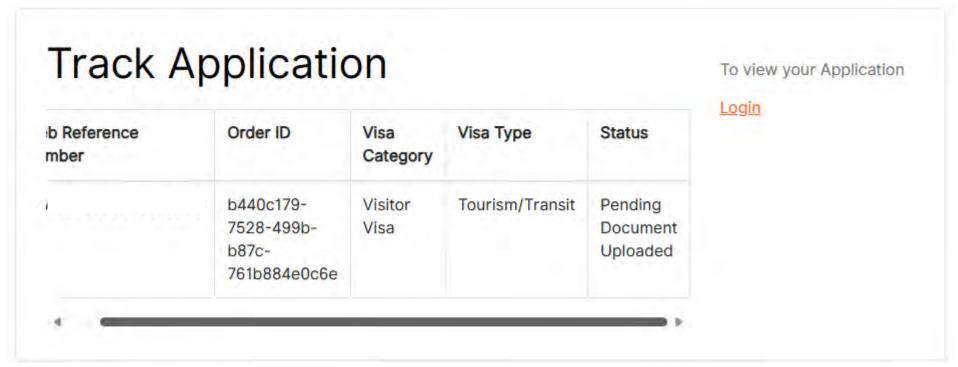
Until you press Save – you can go back – or if your browser crashes you can try refreshing the screen and you may get back in – but don't HIT SAVE unless you are DONE WITH EVERYTHING,





After you upload your corrected submission you may see this status "Pending Document Uploaded"

This means the system has accepted a technically correct document but it is in the queue for human review – this may take a week. There is nothing you can do – If you have a urgent travel date – you can try asking the help desk to expedite.

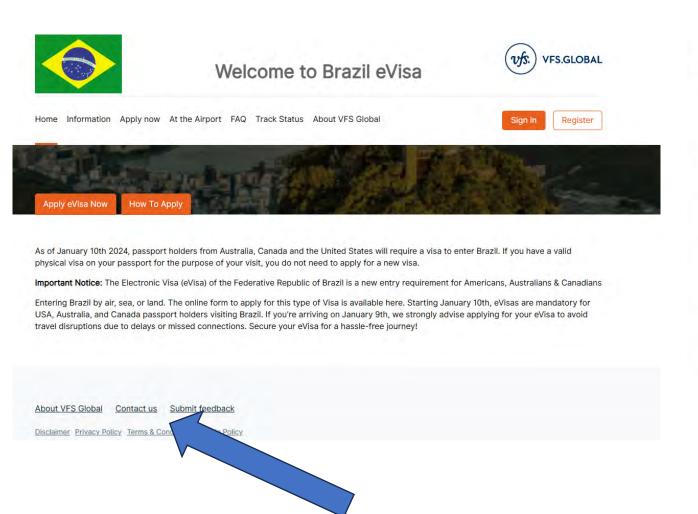




How to contact VFS Help Desk



- You can EMAIL VFS Customer support here
 - Brazil Evisa- Customer Support <u>Brazilevisa@vfsglobal.com</u>
 - Include your complete name and reference number stick to the point no emotion ask them for what you want in the first sentence no long stories
 - You can call them using WiFi see next page

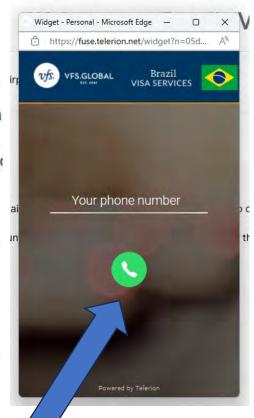


Contact us

If you have any doubts, suggestions, com

Please contact us through our e-mail accoregions below.





Call them using Voice over IP (like Skype)

The office is located in Europe – check time zone first – they are open 8 am to 5 PM their time

2/14/2024 © The Inside Cabin



Summary

- GET IT RIGHT THE FIRST TIME
- Avoid DOOM LOOP at all costs
- DON'T SUBMIT A MARGINAL PHOTO
- Spend the time and money to get your initial upload documents scanned, cropped, and sized perfectly – The DOOM LOOP may extend your application time by two weeks