GUIDLINE FOR STUDENTS

ADMISSION SOFTWARE FOR INTERNATIONAL STUDENTS

TO VIETNAM NATIONAL UNIVERSITY, HANOI

1. Log-in

Students click in to the link http://admissions-apply.vnu.edu.vn as picture below
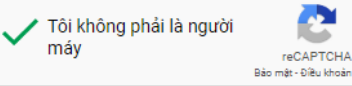

Picture 1. Home page

There are 3 parts in main display:

- **Part 1:** Students click **[Register now]** to register the account the first time log-in and use the account to **[Login]** the system.
- **Part 2:** The display expresses the recruiting information at VNU member universities/schools.
- **Part 3:** The display express guideline or describe of training programs, students move a computer mouse to the program and click in.

2. Create account and log in

2.1. Create account

Students click on **[Register now]** – picture 1- and fill in their information to the form

Picture 2: students create account

> **Note:** Students insert correct his/her email to receive a link to active the account. After clicking the link sent to their email, their account may be active. Students use their Username and Password to login software

Students need to click in **Protected Code** to complete the register process. This code will protect student's account.

Then, students click in **[Register your information],** the system will inform a message **[you have registered successfully].**

Created your account successfully!

Please check your email: ████████@gmail.com to finish your registration.

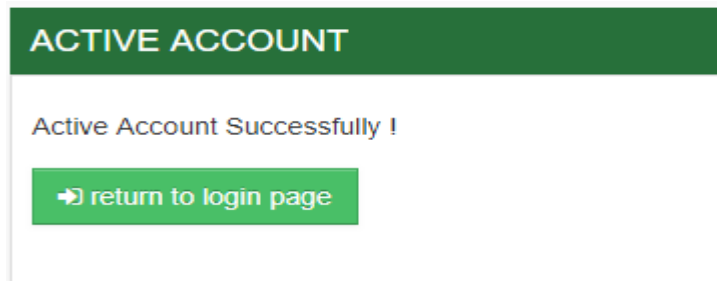*Picture 3. Created your account successfully*

2.2.   Active account via email

After creating successfully an account, students (as Picture 3), and students log-in to their email and click to the link to active the account.
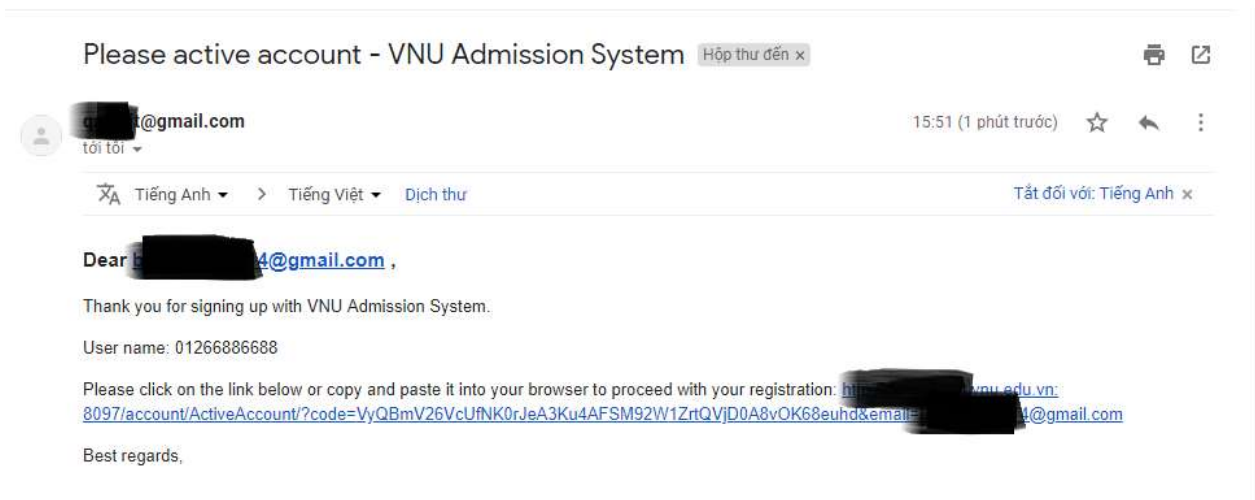
Picture 4. Click the link sent to Email to active the account

After click the link, the system will inform a message:

Picture 5. Active account successfully

2.3.   Log-in the software

Students click to **[Login]** or **[Return to login page]** to go back to the admission page.

Picture 6. Log-in the system

Students use account, which is ID number or passport number, and password to log-in to the software.

2.4. Reset password

In case of forgetting password, students click **[Reset your password]** as Picture 6. Students fill their email in to the display of **[Reset password]** as Picture 7, new password will be sent to student's email.
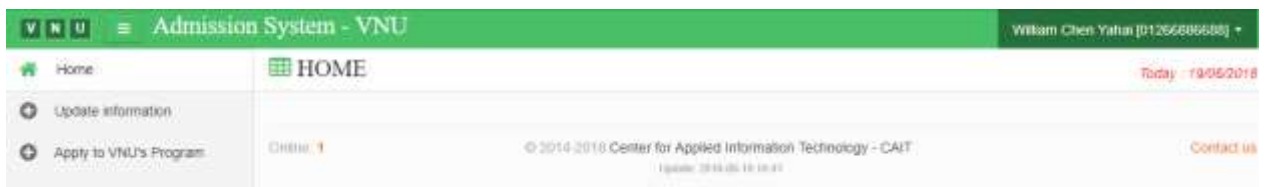

Picture 7. Reset Password

Picture 8. New password send to Email

3. Student site and registration page
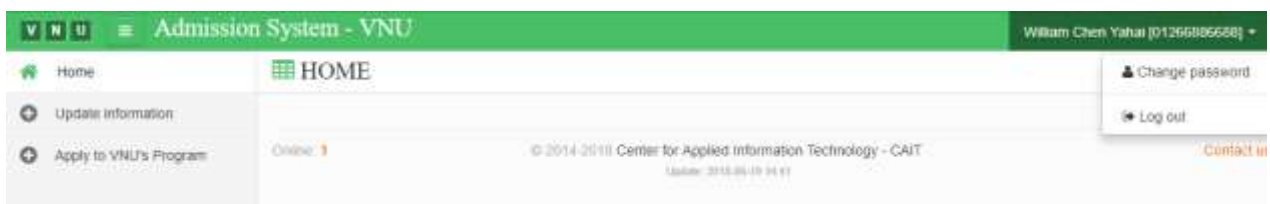
3.1. Student site

After log in, student will see the student site as picture below:

Picture 9. Student page

This page includes 4 main parts:

Part 1: Students can update their information in this page. Students can **[Change password] or [Log out].**

Picture 10. Log out

Part 2: Students can click **[Home]** to see announcements relating to their application from VNU member university/school to know whether their application is fully completed or need to add some information.

Part 3: Students can update their information by clicking to **[Update information]** up load student's picture (compulsory) and other information (if have).

Part 4: All programs will appear on this display and students can click in to **[Apply to VNU's Program]** to select the program.

3.2. Update student's information

Students click in **[Select picture]** to insert picture to application form. Students can change the picture by clicking in **[Delete picture]** and select other one. The system will

inform a message **"Updated information successfully!"** as picture below.

Picture11. Update information

3.3. Apply to program

Students click to **[Apply to VNU's Program]** to apply for a program

Picture 12. Selecting program screen

This screen includes 2 parts:

Part 1: Students select VNU member university/school and the preferable programs

Part 2: The display appears program's information, time line and **[Apply]** function. Each kind of program (undergraduate and graduate program, exchange program and short-course program) has specific forms.

4. Exchange Student application Form

Picture 13. Admission form for Exchange Student Program

Students have to complete the registration form and attach the requirement document.

Students have 3 buttons at the end of the page:

- **[Save]:** Save the information, attach file any time. All files won't submit to the coordinator.

- **[Save and submit]:** After finishing the application form and submit, the coordinator can see the subscription content.

- **[Print Application Form]:** Students can print the form which you have finished.

VIETNAM NATIONAL UNIVERSITY, HANOI

SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

APPLICATION FROM
STUDENT EXCHANGE PROGRAM
(for inbound students)

	Family name **JENNY**	Middle name **HARI**	First name **WON**
1			
2	Date of birth (DD/MM/YYYY):	**10/10/1996**	
	Place of birth	**Bangkok - Thailand**	
3	Gender: **Female**		Religion:
4	Marital status:	**Single**	
5	Nationality:	**THAILAND**	
6	Passport:	Number **01234767676**	Place of issue: **AFGANISTAN**
		Date of issue: **10/10/2012**	Expiry date: **10/10/2022**
7	Contact address:	**THAILAND**	
	Email:	**hangoc123@gmail.com**	
	Phone number/Cell phone:	**09928822772**	

	Contact person at family and Home University (in case of emergency):	Exchange program coordinator's contact at Home University:
8	Name: **HARI WON**	Name:
	Address: **THAILAND**	Address:
	Cell phone: **01268949484** Email:	Cell phone: Email:
	Relationship:	Department:

9	Home University: **AIT, Thailan** Address: **THAILAND** Major: **Information Technology** - GPA: **3.0** Studying level: **Master** Current studying year: **2018**

10	Host University/school (selected VNU's member university where you want to take the exchange semester):	
	Name of Univeristy/school: **School of Law** Major: **Theory and History of State and Law**	
	Program: **Master**	Semeter: **Semester 1 (from Aug to Jan)**
	Exchange Scheme:	**SHARE**

11	English Language Proficiency (indicate your certificate and score): **No**	
12	Vietnamese language proficiency: **No**	
12	Other langues:	
	Name of langue	Level
	English	**C1**
13	Are you still enrolled in a university out of VNU in Viet Nam: **No**	
	Are you nominated by your home univeristy: **No**	
14	I, the undersigned, hereby acknowledge that all the information supplied herein complete and accurate. Withholding or giving false information will make me ineligible for admission or subject to dismissal. If admitted, I agreed to abide by the policies, rules, and regulations of the Vietnamese Government and Viet Nam National University, Hanoi.	

Applicant's signature:
(Signed and written in full name)

JENNY HARI WON
Date: **19/06/2018**

Picture 14. Exchange Student Program- printing form