

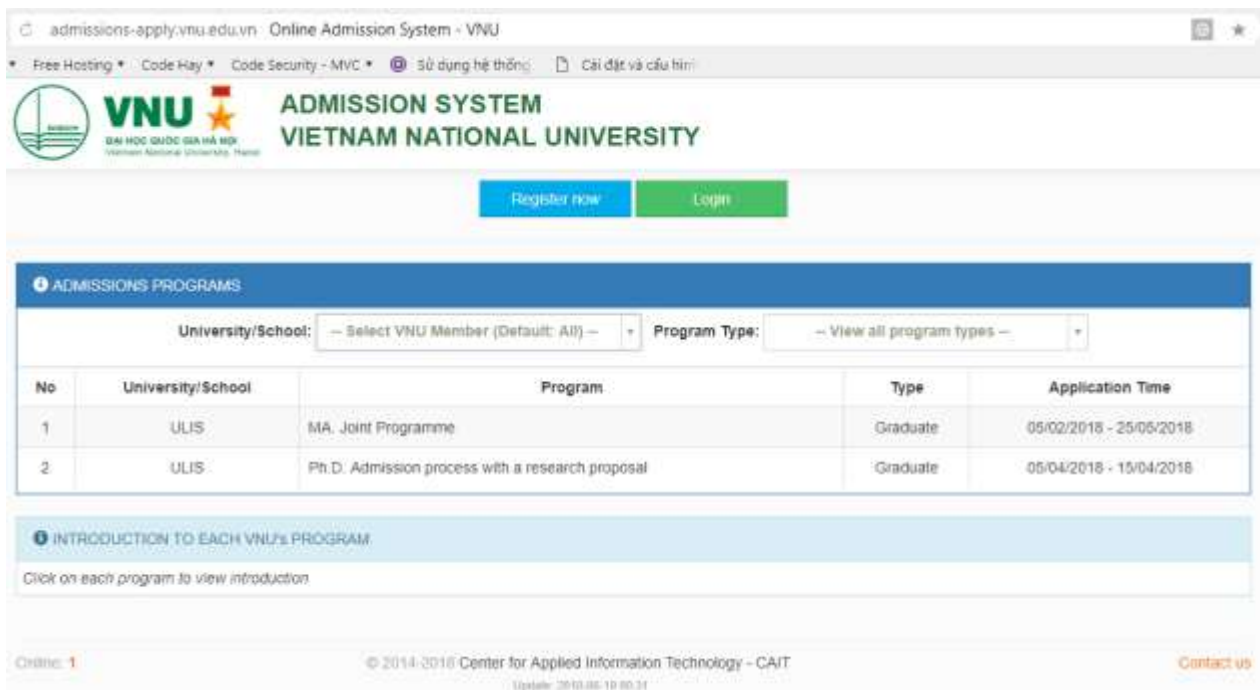
GUIDLINE FOR STUDENTS

ADMISSION SOFTWARE FOR INTERNATIONAL STUDENTS TO VIETNAM NATIONAL UNIVERSITY, HANOI

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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

Candidate's information	
Family name	William
Middle name	Chen
First name	Yahai
Date of birth	10/10/1998
Nationality	UNITED KINGDOM
Gender	Male
Marital status	Single
Identified Card / Passport Number	01266886688 <small>(Numeric character only)</small>
Place of issue:	UNITED KINGDOM
Date of issue:	08/08/2015
Expiry date:	08/08/2025
Email	██████████@gmail.com
Mobile	██████████9999
Login Account	
Username	01266886688 <small>(Identified Card /Passport Number is used as username for login)</small>
Password <small>(At least 6 characters A-Z, contains 0-9)</small>
Confirm password
Protected Code	<div style="display: flex; align-items: center;"> ✓ Tôi không phải là người máy <div style="margin-left: 20px; text-align: center;">  <p style="font-size: 0.8em;">reCAPTCHA Bảo mật - Giữ khoản</p> </div> </div>

[🏠 Back to homepage](#)
✓ Register your information

Picture 2: students create account

Note: Students insert correct his/her email to receive a link to activate 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.

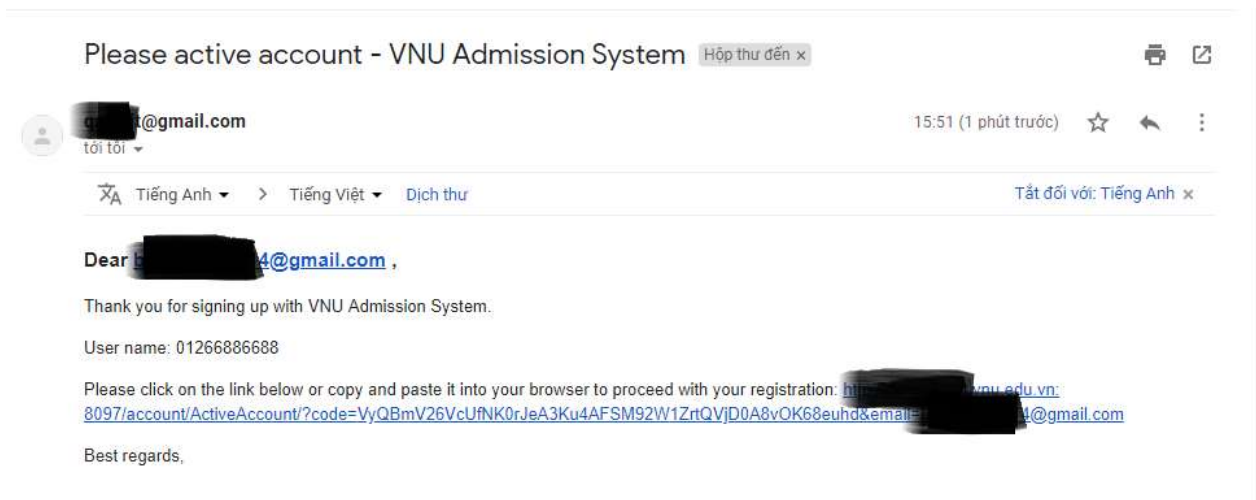
Then, students click in **[Register your information]**, the system will inform a message **[you have registered successfully]**.

Created your account successfully!
Please check your email. b[redacted]@gmail.com to finish your registration.

Picture 3. Created your account successfully

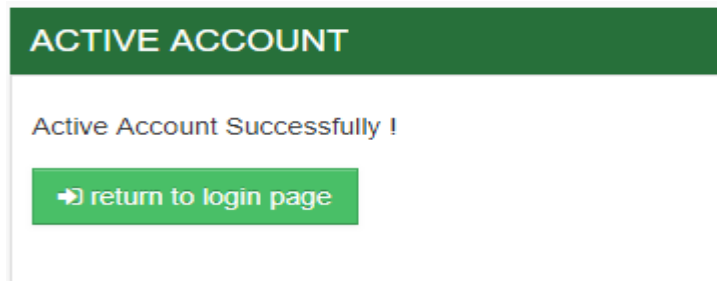
2.2. Active account via email

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

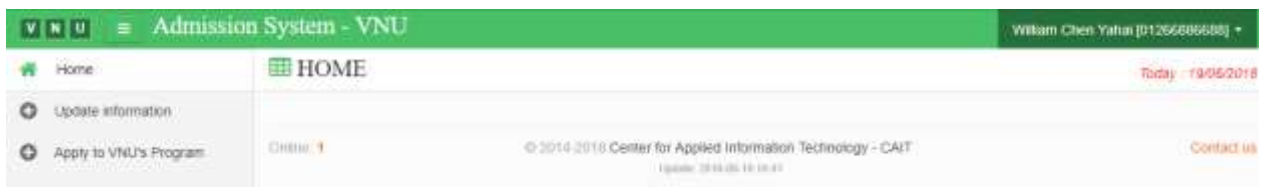


Picture 8. New password send to Email

3. Student site and registration page

3.1. Student site

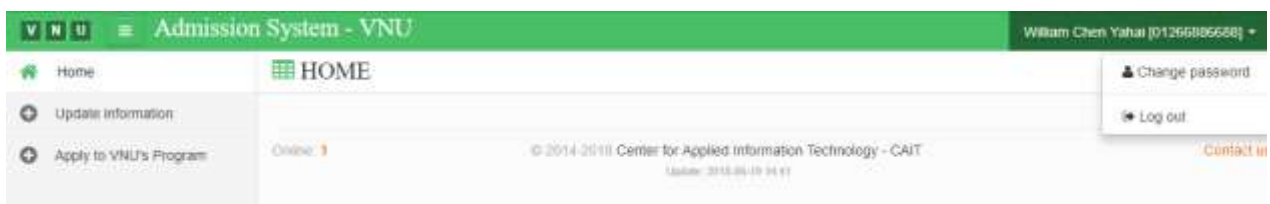
After log in, student will see the student site as picture below:



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.

+ UPDATE INFORMATION

Updated information successfully !

Full name	Family name:	William
	Middle name:	Chen
	First name:	Yahai
Date of birth:		10/10/1998
Place of birth:	City:	UNITED KINGDOM
	Country:	UNITED KINGDOM
Nationality:		UNITED KINGDOM ▾
Gender:		Male ▾
CMT hoặc hộ chiếu/ ID card or Passport	Passport:	01266886688
	Place of issue:	UNITED KINGDOM
	Date of issue:	08/08/2015
	Expiry date:	08/08/2025
Religion:		
Email		██████████@gmail.com
Marital status:		Single ▾
Candidate's picture (size 3x4 cm)		
Upload instructions <ul style="list-style-type: none">• Candidates use portrait scans 4x6. Photograph taken less than 6 months ago• Image files are smaller than 1 Mb and belongs to the following categories: *.jpg .png .bmp		
<input type="button" value="Select picture 📎"/> <input type="button" value="Delete picture ✖"/> 		

Picture11. Update information

3.3. Apply to program

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



Select VNU Member		Select PROGRAM TYPE	
-- Select VNU Member (Default: All) --		-- View all program types --	
	Programs	Application time	Program Type
1	Informatics and Computer Engineering	27/02/2018 - 27/10/2018	Under Graduate Program
2	Master of Business Administration	27/02/2018 - 27/10/2018	Graduate Program
3	Theory and History of State and Law	27/02/2018 - 27/10/2018	Exchange Program
4	Economic Law	27/02/2018 - 27/10/2018	Short Course
5	Information Technology	27/03/2018 - 27/04/2018	Exchange Program
6	Master of Nano Tech.	28/03/2018 - 28/10/2018	Graduate Program
7	Master of Information Technology	30/03/2018 - 30/10/2018	Graduate 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. Short Course application Form

VNU Admission System - VNU Linda Jen Warrries [01235000000]

SHORT COURSE APPLICATION FORM - INBOUND STUDENTS Today: 20/06/2018

Instructions for uploading photos, attachments:
 • Picture format: *.jpg, *.png, *.bmp - Capacity does not exceed 1 Mb
 • Document format: *.pdf, *.zip, *.rar, *.docx, *.doc - Capacity does not exceed 5 Mb



APPLICATION FORM FOR SHORT COURSE PROGRAM (for inbound students)
 Your form is not submitted yet. Please review your information and submit

1	Name: LINDA JEN WARRRIES (Write your full name in capital letters) Last: LINDA Middle: JEN First: WARRRIES		
2	Date of birth (DD/MM/YYYY):	04/02/1990	
3	Gender: Female		
4	Marital status:	Married	
5	Nationality:	URUGUAY	
6	Passport:	Number 0123500000	Place of issue: URUGUAY
		Date of issue: 15/02/2018	Expiry date: 15/02/2028

Please attach your ID Card or Passport here
 No attached file
 Select file Delete file

Cell phone:	
Email:	
Relationship:	

9 Host University/school (selected VNU's member university where you want to take the exchange semester)
 Name of University/school: School of Law
 Proposed Study Program: Economic Law

10 Language to study:
 Tiếng Việt Nam/Vietnamese
 Other language:

11 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. Hand:

Upload all your other documents here
 Candidate compress scanned images into a zipped file or merge them into a PDF or WORD file to upload once
 No attached file
 Select file Delete file

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

LINDA JEN WARRRIES
 Date: 20/06/2018

Picture 13. Admission form for Short Course 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.



**APPLICATION FROM
SHORT COURSE PROGRAM**

(for inbound students)

1	Family name LINDA	Middle name JEN	First name WARRIES
2	Date of birth (DD/MM/YYYY):	04/02/1990	
	Place of birth	URUGUAY - URUGUAY	
3	Gender: Female	Religion:	
4	Marital status:	Married	
5	Nationality:	URUGUAY	
6	Passport:	Number 01235000000	Place of issue: URUGUAY
		Date of issue: 19/02/2018	Expiry date: 19/02/2028
7	Contact address:	URUGUAY	
	Email:	hoanghatlinh@gmail.com	
	Phone number/Cell phone:	011872822	
8	Contact person at Home University or organization which sends you to study short course(s) at VNU:		
	Name: Micheal Hill		
	Address: URUGUAY		
	Cell phone: 0119892828		
	Email: hoanghatlinh@gmail.com		
9	Relationship: Brother		
	Name of University/school member: School of Law		
10	Proposed Study Program: Economic Law		
	Language to study: Tiếng Anh/English		
11	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) LINDA JEN WARRIES Date: 20/06/2018			

Picture 14. Short Course Program- printing form