



APPLICATION GUIDELINES

For applicants of Bachelor study programs at VGU

The following are instructions to apply for the Bachelor study programs at the Vietnamese-German University (VGU) through our online platform. Please read the following instructions carefully before and during the application. We recommend printing them for reference while filling in the application form.

The application can be accessed at this link: admission.vgu.edu.vn/candidate/register

In case of questions please contact VGU Marketing and Student Recruitment Department:

(1) Hotline: +84 (0)988 54 52 54

(2) Email: study@vgu.edu.vn

Table of Contents

1. Am I eligible to apply for the study program I am interested in?	2
Academic entry requirements.....	2
English language requirements.....	3
International candidates	3
2. How can I complete the online application form?	4
Step 1: REGISTER OR LOG IN	4
For May Round	5
Step 2: PERSONAL INFORMATION	5
Step 3: EDUCATIONAL INFORMATION	6
Step 4: ENGLISH LANGUAGE PROFICIENCY	8
For July Round.....	8
Step 2: PERSONAL INFORMATION	8
Step 3: EDUCATIONAL INFORMATION	8
Step 4: ENGLISH LANGUAGE PROFICIENCY	9
3. Which documents I need to complete my application?	10
4. How will my application be assessed?.....	11
5. Important dates in admission process	12
May Round.....	12
July Round	12

1. Am I eligible to apply for the study program I am interested in?

In this part, we present the general academic requirements. Please read these criteria carefully and make sure that you meet our requirements before starting your application. For details, you should go to the VGU Admission Regulations at: www.vgu.edu.vn.

Academic entry requirements

Students who has graduated or will graduate from high school may apply to VGU throughout two rounds in May and July annually.

May Round: Students who have the VGU total score according to VGU calculation method (*) including the priority points (**) of at least 7.0 will be invited to the VGU entrance examination.

(*) VGU calculation method: based on the average results of the following subjects in high school: Mathematics, Physics, Chemistry, Biology, first foreign language (normally English), and Vietnamese Literature of Grade 10, Grade 11, and the first semester of Grade 12.

If students apply for study programs of Electrical Engineering and IT (EEIT), Mechanical Engineering (ME), Computer Science (CS): The average results of Mathematics, Physics, and English account for 75% of the VGU total score. The average results of Chemistry, Biology, and Literature account for the rest 25%.

If students apply for study programs of Finance and Accounting (FA) or Business Administration (BA): The average results of Mathematics, and English account for 66,6% of the VGU total score. The average results of Physics, Chemistry, Biology, and Literature account for the rest 33,3%.

() Priority types:**

Students from high schools for the gifted in Vietnam or high schools belonging to top Vietnamese universities are given 0,5 additional point into the VGU total score.

Students who are currently enrolled in another university or have already had a Bachelor degree are given 1,0 additional point into the VGU total score.

International students who graduate from international high schools in Vietnam with the GPA on their graduation certificates of at least 7,0 or 70% will be invited to VGU entrance examination.

July Round: For students with the National High School Graduation Examination result (at the year of application) of at least 21 marks, including bonus points. With this result, students may apply to VGU at:

Block	Study Program	the National High School Graduation Examination result is achieved in
A00/A01	EEIT, ME, CS FA and BA	Mathematics, Physics and Chemistry/English
D01/D03/D05	FA and BA	Mathematics, Vietnamese Literature and English/French/German

Direct admission candidates:

Students belong to one of the types below:

- Being a member of the Vietnamese Olympiad Team and taking part in the high-school competition “International Olympiad” in one of the subjects of Mathematics, Physics, Chemistry, Biology, or Informatics.
- Winning a medal in the high-school competition “Asian – Pacific Olympiad” in the subjects of Mathematics, Physics or Informatics.
- Winning the 1st, 2nd, 3rd prize in the national competition in the subjects of Mathematics, Physics, Chemistry, Biology, or Informatics. For Finance and Accounting or Business Administration: Direct admission is applied to those who won a prize in the national high-school competition in the subjects of Mathematics, English or Vietnamese Literature.
- Winning the 1st, 2nd, 3rd prize in the National Competition in Science and Technology. The project or research of candidate has to relate closely with study programs of VGU.

The Direct Admission policy only works when the prizes are won within 1 year before the date of admission.

English language requirements

If you meet VGU academic entry requirements in VGU total score for May Round, or have the National High School Graduation Examination result of more than 21 points for July Round, VGU will offer you an English language test.

This test is based on the university standards, system and facility. According to VGU admission requirement, your English test result must be at least 71 points unless you have a valid English certificate i.e. IELTS 6.0/TOEFL iBT 79/TOEFL PBT 550 or above at the time of your application. The English test is named “onSet” in May and July Round.

Furthermore, candidates who were not successful in our May Round but had the “onSet” test result more than or equal to 71 points will be exempted from “onSet” test if you continue to apply for our July Round.

The English language requirements are also applied for direct admission candidates.

International candidates

Instead of taking the VGU entrance examination, candidates coming from outside of Viet Nam can participate in the “Test for Academic Studies” (TestAS) and the English language test “onSet” at licensed test centers worldwide (<http://www.testas.de/en/>).

If you are native English speakers, you do not need to take our English language test, but it is obligatory that you have an interview with the Language Department and Foundation Year of VGU. Native speakers are defined as candidates coming from the UK, the U.S.A., Canada, Australia, Ireland, and New Zealand.

The university and study program assistants will give support for your visa application after your admission.

2. How can I complete the online application form?

In this part, we give detailed instructions for your proceeding with our online application platform.

There are four steps in your online application.

Step 1: REGISTER OR LOG IN

Create your user account

New users: click the link: admission.vgu.edu.vn/candidate/register to create and proceed through steps to register.





Use an email address that you will retain for at least one year after submitting your application for log-in email address.

Manage your application

- You may log in at any time to review and edit your application form prior submission. After submission, you will only be able to log in to export your application in PDF format.
- Remember to save your information in the application after completing each Step by pressing the Save button at the end of the page.
- The application system will automatically log you out after 60 minutes of inactivity, so it is best to save your application frequently.
- Before submitting, you may preview all information or your application by pressing the Preview button at the end of the page.
- After application submission, you may continue to log in to your account to view the information you have submitted, save a PDF of your application by pressing Export PDF.
- At the top-right side of the application screen, you may log out, change your account password and view your admission profiles throughout May and July Round by pressing the icon of the user (*at area number 1 in Picture 2*).
- For uploading documents, the maximum size is 5.0MB per file in format of PDF, PNG, JPG, GIF, or ZIP. We recommend you scan your documents clearly and fully, and check them before uploading. If the content is not completed, your application may become ineligible.

Part D: English Language Proficiency

Teaching language at VGU is English. Please check the box below, if you can supply evidence of English skills in the level of TOEFL 550 (paper based test), TOEFL 79 (Internet based test) or IELTS 6,0.

I have the English skills as mentioned above	<input checked="" type="checkbox"/>
Please choose your English certificate	---- Please select one ----
Please enter the score earned	<input type="text"/>
Please choose test date	<input type="text"/>
Please enter code number	<input type="text"/>
Please attach your English certificate	please upload proof  
Please attach certificate of SAT, AL/AS, IGCSE, ISC,... (if any)	1 please upload proof  

In case you do not check the above box, if you meet VGU's admission requirements, you will be invited to attend onScreen/onSet test.

2

Note: If you click on "Save" or "Apply", the following will happen
 -Save: save data. You still can edit later.
 -Apply: your application is submitted and cannot be edited

Picture 1. English language proficiency and some buttons in online application

For May Round

Step 2: PERSONAL INFORMATION

Item 1: Nationality

Select appropriate nationality from the drop-down menu.

Item 2: Full name (at area number 2 in Picture 2)

Enter your name as it appears in your passport and follow the instructions through examples below:

	Vietnamese name	Non-Vietnamese name
Full name	Nguyễn Văn An <i>(Please enter your name with tone marks.)</i>	John Matthew Miller
First name	An	John
Middle name	Văn	Matthew
Last name	Nguyễn	Miller

Step 1 → **Step 2** → Step 3 → Step 4

Part B: Personal Information 1

Please provide us with your personal information.

Nationality	Vietnamese
Full name	Emily * Stone * <small>(Example: Full Name is Emily Jean Stone, please fill that Surname: Stone, Given Name: Emily Jean)</small>
Day of birth	15 03 1993

2

thisinh13

thisinh13@gmail.com

Change password

Admission's profiles

Logout

Picture 2. Manage your application and Personal Information – Account and Full name

Item 3: Date of birth

Item 4: Place of birth

Item 5: ID number or passport number

Item 6: Gender

Item 7: Country of residence including City/Province and District

Item 8: Address

Use an address which VGU can contact and you can receive documents from VGU if necessary.

Enter full address with the syntax: *[House number], [Street], [Town], [Postal code]*.

[Postal code] is required for international candidate only.

If your address is complicated, keep it constant and do not translate it into English.

Item 9: Phone number 1

Enter your personal phone number which VGU can contact you easily and enter your mobile country code at the beginning.

Item 10: Phone number 2

Enter a backup phone number which VGU can contact you for emergency situation and enter your mobile country code at the beginning. This number may be of your parents or guardians.

Step 3: EDUCATIONAL INFORMATION

Item 11: Are you applying as international candidate? *(at area number 1 in Picture 3)*

Check the box if you are candidate who studies whole high school period or graduates from high school in foreign countries.

Part C: Educational Information

Are you applying as an international candidate? 1

Please fill in the school you attended and grades you achieved in relevant subjects. Note that the information provided here will be carefully validated in the admission process.

High school background

Please fill in the high school you attended.

	City/Province	District	High school name	Other high school name
Grade 10	--- Please select one --	--- Please select one --	--- Please select one --	Please enter your high school name if it is not in the list
Grade 11	--- Please select one --	--- Please select one --	--- Please select one --	Please enter your high school name if it is not in the list

Picture 3. Educational Information – international candidate and high school information

Item 12: High school background

Choose from City/Province, District, and High School name by dropping down the boxes. If you cannot find out your high school in the available list, enter it into “Other high school name” field.

In case you are an international candidate, enter your high school name into “Other high school name” field (at area number 2 in Picture 3).

Item 13: High school grades

Enter the grades you achieved in relevant subjects.

In case you are an international candidate, enter the grades when your high school offers the subjects as our requirements with 10.0 grading scale. If not, you may skip this item.

Item 14: Upload documents (at area number 3 and 4 in Picture 4)

Choose and upload files of *high school academic record* or *transcripts* of grade 10, 11, 12 or both.

In case you are an international candidate or direct admission candidate, you may follow the instructions below:

International candidate: upload the recommendation letter from the high school you have graduated at “Others” field.

Direct admission candidate: scan all academic achievements – form for direct admission form of Ministry of Education and Training, certificates, certified confirmation etc. into a file and upload at field “Academic Achievements”.

Upload of Documents

Please attach your high school academic record or the transcripts of grade 10, 11, 12 here.

High school academic record High school academic record <input type="text" value="please upload proof"/> *	OR	The transcript of grades Transcript of grade 10 <input type="text" value="please upload proof"/> * Transcript of grade 11 <input type="text" value="please upload proof"/> * Transcript of grade 12 or the 1st semester of the grade 12 <input type="text" value="please upload proof"/> *
3		
Academic achievements <input type="text" value="please upload proof"/> * (for candidate who is applying as direct admission)		4
Others <input type="text" value="please upload proof"/> *		

University background

If you are a student at University, please fill in the information below.

University name	<input type="text"/>	Country	Vietnam
Field of studies	<input type="text"/>		

Picture 4. Educational Information – Upload documents

Item 15: University background

Provide information if you are a student of a university or already graduated from a university and want to apply for a new bachelor program.

Step 4: ENGLISH LANGUAGE PROFICIENCY

Item 16: Check the box if you already have a valid English certificate of IELTS 6.0/TOEFL iBT 79/TOEFL PBT 550 or above at the time of your application. Provide information of your English certificate and upload the scanned copy.

In case you are an international candidate or you have other specific English certificate like SAT, AL/AS, IGCSE, ISC...check the box as well and upload the scanned copy (at area 1 in Picture 1).

If you do not have any English certificate mentioned above but meet VGU’s academic entry requirements, you will be invited to attend our English language “onSet” test.

For July Round

Step 2: PERSONAL INFORMATION

Do similarly with the instructions of May Round.

Step 3: EDUCATIONAL INFORMATION

Item 11 and Item 12:

Do similarly with the instructions of May Round.

Item 13: Check the box if you took VGU’s entrance exam in May already. You are requested to provide the information of candidate number we offered you at that time and your “onSet” result (at area 1 in Picture 5).

VGU entrance examination

Did you take VGU's entrance exam in May already? 1

National Examination

Please fill your National Examination Result

Block of subjects 2

Registration number (National Examination)

Cluster Exam

Upload of Documents

Please attach temporary graduation certificate or high school diploma

Temporary graduation certificate or high school diploma 3

Academic achievements (for candidate who is applying as direct admission)

Others

Priority

Prioritized type

Prioritized area

Picture 5. Educational Information in July Round application

Item 14: National Examination (at area 2 in Picture 5)

In case you are an international candidate, you may skip this item.

Item 15: Do similarly with the instructions of Item 14 in May Round (at area 3 in Picture 5).

Item 16: Priority (at area 3 in Picture 5).

Choose and upload the proof of your priority type/area.

Item 17: Do similarly with the instructions of Item 15 in May Round.

Step 4: ENGLISH LANGUAGE PROFICIENCY

Do similarly with the instructions of Step 4 in May Round.

3. Which documents I need to complete my application?

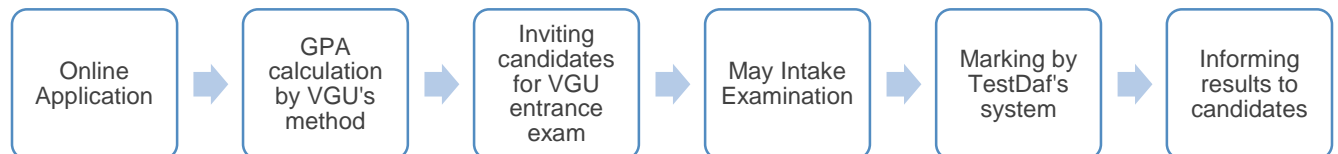
In this part, we provide a checklist of documents which you have to prepare and upload during your application. Please read the list, scan the files by the allowed size with full content before you send them to VGU. The maximum size for a file is 5 MB, you may refer to the information at “Manage your application” in Article 2 of this guideline.

Round	Documents
May	<ol style="list-style-type: none"> 1. High school academic record/report. 2. The transcript of grade 10, 11 and 12 or 1st semester of grade 12 (<i>1st semester of grade 12 transcript is required for candidate who has not completed grade 12 at the time of application yet</i>). 3. Academic Achievements (<i>for candidate who is applying as direct admission type</i>): MOET’s form of direct admission, certificates. 4. Letter of recommendation (<i>for international candidate</i>). 5. English certificate – if any (<i>as the level of TOEFL 550 PBT/TOEFL 79 iBT/ IELTS 6.0 or above</i>). 6. Certificate of SAT, AL/AS, IGCSE, ISC... - if any (<i>for international candidate</i>).
July	<ol style="list-style-type: none"> 1. Temporary high school graduation certificate or high school diploma/Certificate of the National High School Examination Result. 2. Academic Achievements (<i>for candidate who is applying as direct admission type</i>): MOET’s form of direct admission, certificates. 3. Letter of recommendation (<i>for international candidate</i>). 4. Proof of priority type/area. 5. Letter of recommendation (<i>for international candidate</i>). 6. English certificate (<i>if any as the level of TOEFL 550 PBT/TOEFL 79 iBT/ IELTS 6.0 or above</i>). 7. Certificate of SAT, AL/AS, IGCSE, ISC... - if any (<i>for international candidate</i>).

4. How will my application be assessed?

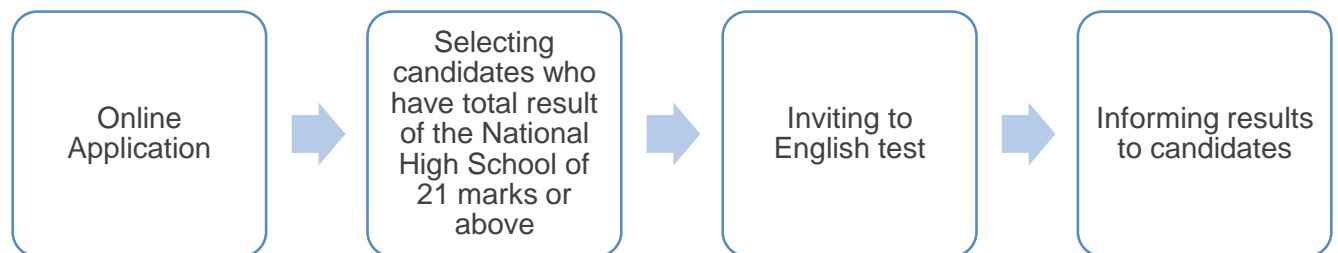
May Round

The admission duration of this round is estimated around 7 months from the application system opening until the final result sending out. This process is described as below:



July Round

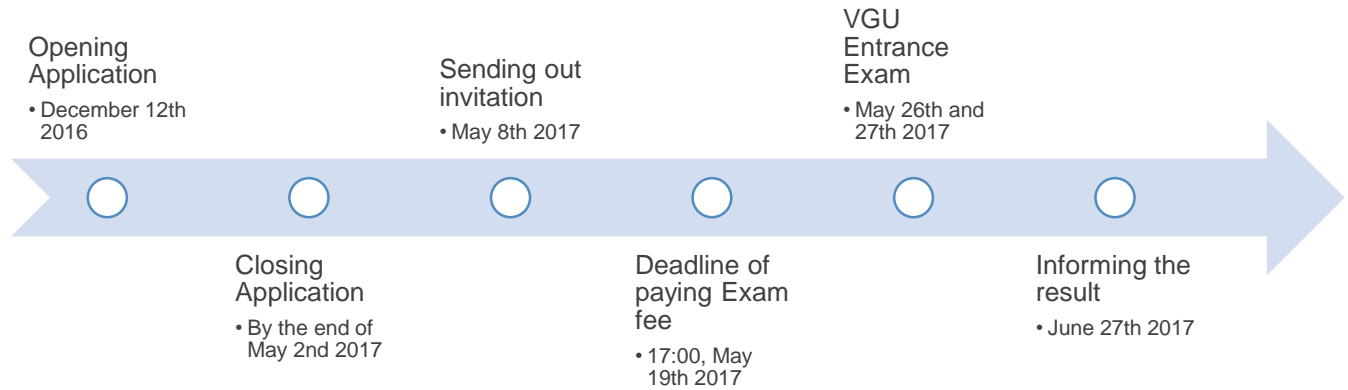
The admission duration of this round is estimated around 3 months from the application system opening to the final result informing. This process is described as below:



5. Important dates in admission process

In this part, we provide you some important dates in the university admission process. Please note that this timeline is an estimation, all relevant changes depend on MOET and VGU's annually policies, but we will keep you updated.

May Round



July Round

