



APPLICATION GUIDELINES

For applicants of Master study programs at VGU

The following are instructions to apply for the Master 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 candidates3
- 2. How can I complete the online application form?.....3**
 - Step 1: REGISTER OR LOG IN.....3
 - Step 2: PERSONAL INFORMATION4
 - Step 3: EDUCATIONAL INFORMATION5
 - Step 4: ENGLISH LANGUAGE PROFICIENCY.....5
- 3. Which documents I need to complete my application?6**
- 4. How will my application be assessed?6**

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

Applicants for Master study programs have to meet the following requirements:

1. Requirement on academic degree: Applicants graduated from a relevant discipline as follows. In some exceptional cases, the Examination Committee can accept graduates from other disciplines:

- a) *For BIS program:* applicants need to have a bachelor degree in Information Technology, Computer Sciences or a related engineering field;
- b) *For CompEng program:* applicants need to have a bachelor degree in Civil Engineering, Mechanical Engineering, Applied Mathematics, Applied Physics, or a related engineering field. Computer Science is **not** accepted.
- c) *For GPEM program:* applicants need to have a bachelor degree in Engineering, Technology, or a bachelor degree in other disciplines plus working experiences in production;
- d) *For MSST program:* applicants need to have a bachelor degree in Electrical Engineering, Mechanical Engineering, Mechatronics, or a related engineering field;
- e) *For LSCM program:* applicants need to have a bachelor degree in Business, Civil Engineering, or a related field;
- f) *For SUD program:* applicants need to have a bachelor degree in Architecture, Urban Planning, Civil Engineering, Sociology, Environmental Sciences, Geography, or a related field;
- g) *For MBA-SEPT program:* applicants need to have a bachelor degree in any field. However, if a candidate does not have a degree in the fields of Economics and/or Management, he or she must participate in a 6-month preparatory program at VGU.
- h) *For WT program:* applicants need to have a bachelor degree in Chemistry, Physics, Bacteriology, Water Conservancy, or a related field.

2. Requirements for grade point average (GPA)

- 7.0 for BIS and LSCM;
- 6.5 for CompEng, GPEM, MSST, SUD, WT and MBA-SEPT;

3. Working experiences:

Applicants for the MBA-SEPT program should provide documents demonstrating relevant working experiences of at least 2 years and two recommendation letters.

English language requirements

Applicants do not need to take an English test, known as “onSet”, if they meet one of the following requirements:

- a) Having IELTS 6.0, TOEFL 550 (PBT), or 79 (iBT) or above
- b) Native speakers (applicants are from the UK, the U.S.A., Canada, Australia, Ireland, and New Zealand)
- c) Graduating from a Bachelor program taught in English.

International candidates

Interview through Skype will be offered if you meet the admission requirements.

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 of 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

Please choose your English certificate

Please enter the score earned

Please choose test date

Please enter code number

Please attach your English certificate

Please attach certificate of SAT, AL/AS, IGCSE, ISC,... (if any)

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.

<<Previous Save Apply Detail

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

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 (Please enter your name with tone marks.)	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 * <i>(Example: Full Name is Emily Jean Stone, please fill that Surname: Stone, Given Name: Emily Jean)</i>
Day of birth	15 03 1993

2

3

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

Fulfill each item accordingly as in step 2. Please be considerate as information provided in this step will be strictly verified by the Examination Committee.

Step 4: ENGLISH LANGUAGE PROFICIENCY

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.

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.

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.

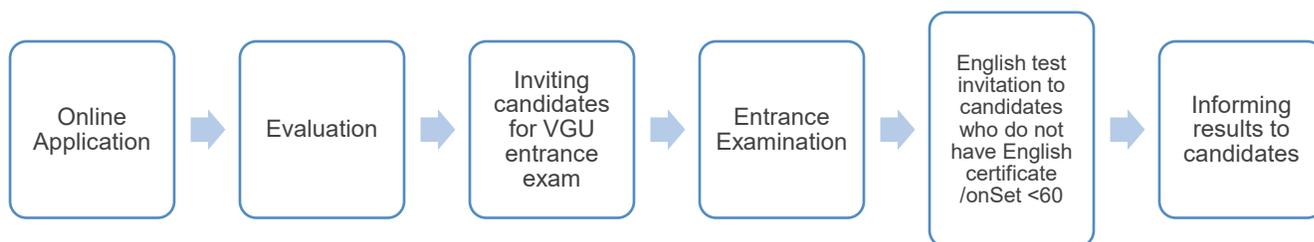
Here are the documents you need to provide as proof of professional knowledge, language proficiency and experience:

- Transcript of bachelor's program;
- Certified copy of bachelor's degree;
- Curriculum Vitae;
- Letter(s) of recommendation (for MBA-SEPT applicants);
- Valid English proficiency certificate (Most certificates are effective for 2 years);
- Certified copy of passport (for international applicants).

If you have finished all your subjects but have not been awarded a degree yet, please contact us for further instruction.

4. How will my application be assessed?

The below process is applied to 3 rounds of Master entrance examination:



Examination will be offered on 3 days as below. You are expected to apply 7 days before the examination day at the latest:

- Round 1: 06/05/2017
- Round 2: 24/06/2017
- Round 3: 29/07/2017