



APPLICATION GUIDELINES FOR APPLICANTS OF BACHELOR STUDY PROGRAMS

The following are instructions to apply for the Bachelor study programs at the Vietnamese-German University (VGU) through our online platform apply.vgu.edu.vn. Please read the following instructions carefully before and during the application.

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

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1. General requirements

Requirement of applicants

Applicants who fulfill the following requirements will be invited to the VGU entrance examination:

- Applicants who have graduated or will graduate in the admission year (being in grade 12) from Vietnamese or international high schools;
- Applicants who meet the admission requirements of VGU and Ministry of Education and Training (MoET).

Modes of admission

No.	Admission Mode	Contents	Time line
1	Mode 1 (May round): Entrance Examination	<ul style="list-style-type: none"> - Applicants take TestAS entrance examination. - Quota: up to 80% of the available places of each study program. 	16 th and 17 th May 2020
2	Mode 2 (July round): Selection based on results of National High school Examination	<ul style="list-style-type: none"> - Selection based on total score of 3 subjects in National High school Examination 2020 following applied groups (block A00/A01/D01/D03/D05/V00/V02). - Quota: the remaining places of each study program 	July 2020
3	Mode 3: Direct Admission	<ul style="list-style-type: none"> - Being a member of the National team in the competition “International Olympiad” for the high school: Mathematics, Physics, Chemistry, Informatics. - Winning the 1st, 2nd, 3rd prize in the high-school competition “Asian – Pacific Olympiad”: Mathematics, Physics or Informatics. - Winning the 1st, 2nd, 3rd prize in the Vietnam National High school competition in subjects appropriate with applied study programs. - Being a member of the National team in the International Science and Engineering Fair (ISEF) or winning the 1st, 2nd, 3rd prize of the Vietnam National Competition of Science and Technology. * The validation of the certificate will be reserved until the end of high school graduation year of applicants. 	May 2020 and July 2020
4	Mode 4: Selection based on international high school graduation certificate	<ul style="list-style-type: none"> - Candidates can submit the “Test for Academic Studies” (TestAS) in licensed test centers worldwide. - Candidates can submit other international high-school graduation certificates such as SAT, IBD, AS/A-Level, IGCSE, WACE. 	May 2020 and July 2020

English proficiency requirement for admission

- Applications have a valid English proficiency (IELTS academic 5.0 or TOEFL iBT 42) at the submission time; or
- Applicants get at least 71 points in the “onSET” test organized by VGU; or
- Applicants achieve an English score resulting from the national high school examination of

the admission year of at least 7.5 points (grading scale of 10 points) (only applicable for the July Round).

* Applicants are exempted from the English proficiency requirement if:

- Applicants is a citizen of a country where English is an official language (list of related countries are provided by VGU).
- Applicants graduated from an international high school where the language of instruction and examination is English.

2. Requirements for applications

In order to complete the online application, applicants need to prepare a scanned file with maximum size is 5MB (.PDF, .PNG, .JPG, .GIF, .ZIP.) of the following documents:

No.	Mode	Required documents	Deadline
1	Mode 1 (May round): Entrance Examination	- Personal identity card; - For applicants who have graduated from high school: the academic record of Grade 12 and the High school graduation certificate. - Valid English certificate (if any)	05 May 2020
2	Mode 2 (July round): Selection based on results of National High school Examination	- Personal identity card; - The official or temporary High school graduation certificate; - The certificate of result National High school examination; or image of results of the National high school examination from website of MOET or Department of Education and Training (DOET). - Valid English certificate (if any).	25 August 2020
3	Mode 3: Direct Admission via an excellent academic achievement	- Personal identity card; - Valid certificate or evidence of the academic achievement; - Valid English certificate (if any).	- May round: 05 May 2020 - July round: 25 August 2020
4	Mode 4: Selection based on international high school graduation certificate	- Personal identity card/ passport; - High school academic records (Grades 10, 11 and 12); - International high school graduation certificate (SAT, IB, AS/A-Level, IGCSE, WACE); or TestAS certificate. - Valid English certificate (if any).	- May round: 05 May 2020 - July round: 25 August 2020

3. How to fill out the online application form for May round and July round

REGISTRATION AND LOG IN

New users: click the link: apply.vgu.edu.vn and press “Register new account”.

Note: (*) required fields

Picture 1. Register new account

Fill in all information: *email address, phone number, password, confirm password, captcha* to register account (Picture 2). Candidates should register by email address to be used frequently

Note: (*) required fields
If you already have an account, [click here](#) to redirect to login page.

Picture 2. Enter information for registering account

Press button “*Register*”, system will send an automatic email on “*Activate your account*” through registered email. Please check email to activate account. After that turn back to apply.vgu.edu.vn to log in by registered account.

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 carefully by pressing the preview button at the end of the page.
- 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.
- For uploading documents. We recommend you scan your documents clearly and fully as guide in Item 2, and check them before uploading. If the content is not completed, your application may become ineligible.

REGISTRATION FOR ONLINE APPLICATION IN MAY ROUND

Step 1: APPLICATION

- Choose program level and study program (Picture 3)
- Press “Next”

Picture 3. Application

Step 2. PERSONAL PROFILE

Candidates fill in all information as follow (Picture 4):

- *Nationality*: Select appropriate nationality from the drop-down menu.
- *Full name*: Enter your name as it appears in your personal identity card/ 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
Last name	Nguyễn	Miller
Middle name	Văn	Matthew
First name	An	John

- *Date of birth*: dd/mm/yyyy
- *Place of birth*: choose Country, then Province/ city
- *ID number or passport number*
- *Gender*: Male/ Female
- *Country of residence*
- *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.
- *Phone number 1*: Enter your personal phone number which VGU can contact you easily and enter your mobile country code at the beginning.
- *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 1

Step 2

Step 3

Step 4

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Personal profile

Please provide us with your personal information.

Nationality	---- Please select one ----
Full name	Last name * Middle name First name * <small>(Example: Full Name is Nguyễn Văn An, please fill that Last name: Nguyễn, Middle name: Văn, First name: An. Full Name is John Mathew Miller, please fill that Last name: Miller, Middle name: Mathew, First name: John.)</small>
Date of birth	Day * Month * Year *
Place of birth	---- Please select one ---- Please enter the city where you were born *
ID number	
Gender	---- Please select one ----
Country of residence	---- Please select one ----
Address	255 Lê Thị Riêng, Khu dân cư Bình An, Phường Thới An
Phone number 1	Please give the country code before the phone number *
Phone number 2	Please give the country code before the phone number

Note: (*) is required field.

Picture 4. Personal profile

Step 3: EDUCATIONAL INFORMATION

- Are you applying as international candidate? (Picture 5): Check the box if you are candidate who studies whole high school period or graduates from high school in foreign countries.
- High school background (Picture 5): 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.

Step 1

Step 2

Step 3

Step 4

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Educational Information

Are you applying as an international candidate?

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
Grade 12	---- Please select one *	---- Please select one *	---- Please select one *	Please enter your high school name if it is not in the list

Picture 5. High school background

- *High school document* (Picture 6): Press green arrow and upload scanned file (.PDF, .PNG, .JPG, .GIF, .ZIP):
 - + *Graduation certificate*: upload graduation certificate of high school (for applicants who have graduated from high school).
 - + Or *Academic record/ Transcripts*: upload high school academic record (for applicants who have graduated from high school).
 - + *Academic achievements* for candidates who apply to direct admission: eligible certificates: member of the Olympiad Team, the high school competition “International Olympiad”, the high-school competition “Asian – Pacific Olympiad”, the Vietnam National High school competition, the Vietnam National Competition of Science and Technology, or International high school certificate: SAT, IBD, AS/A-Level, IGCSE, WACE, TestAS.
 - + *Personal identity card/ Passport*: upload your personal identity card/ Passport.

High School Documents

Please attach your high school Graduation certificate or academic record here.

<p>Graduation certificate</p> <p>Graduation certificate <input type="text" value="please upload proof"/> </p>	OR	<p>Academic record/Transcripts</p> <p>Grade 10 <input type="text" value="please upload proof"/> </p> <p>Grade 11 <input type="text" value="please upload proof"/> </p> <p>Grade 12 <input type="text" value="please upload proof"/> </p> <p> Download attachment</p>
<p>Academic achievements</p> <p><input type="text" value="please upload proof"/> <i>For candidate who is applying as direct admission or candidate has international High school graduation certificate (SAT, IBD, AS/A-Level, IGCSE, WACE, TestAS)</i></p>		
<p>Personal identity card/ Passport</p> <p><input type="text" value="please upload proof"/> * </p>		

Picture 6. High school documents

- *University background* (Picture 7): fill in university name, Field of studies, Country to 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.
- Press “Save” and then press “Next”

University background

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

University name	<input type="text"/>	Country <input type="text" value="---- Please select one ----"/>
Field of studies	<input type="text"/>	
<input type="button" value="Previous"/> <input type="button" value="Save"/> <input type="button" value="Next"/>		
<p>Note: (*) is required field. File upload format: .PDF, .PNG, .JPG, .GIF, .ZIP</p>		

Picture 7. University background

Step 4: ENGLISH LANGUAGE PROFICIENCY

- Check the box “*I have English skill as mentioned above*” if you already have a valid English certificate of IELTS academic 5.0/ TOEFL iBT 42 or above at application time. Provide information of your English certificate (*English certificate, score earned, test date, code number*) 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.

Press “Save”, then press “Preview” to check your application again carefully and then you may see the “Apply” button for submission.

Step 1

Step 2






Step 3

Step 4

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English Language Proficiency

Teaching language at VGU is English. Please check the box if you have TOEFL 440 PBT/TOEFL 42 IBT/IELTS Academic 5.0 or above.

I have the English skills as mentioned above	<input checked="" type="checkbox"/>
English certificate	---- Please select one ----
Score earned	
Test date	
Code number	
Please attach your English certificate	please upload proof    Download attachment
Please attach other certificates (if any)	please upload proof  

In case you do not meet the English language requirement mentioned above, you will be invited to attend our English test.

<<Previous

Save

Preview

Note:

- (*) is required field.
- File upload format: .PDF, .PNG, .JPG, .GIF, .ZIP.
- Save: Only save your application progress, you will have to submit it later.
- Preview: Check your application before you submit.

Picture 8. English Language Proficiency

REGISTRATION FOR ONLINE APPLICATION IN JULY ROUND

Step 1. APPLICATION and Step 2. PERSONAL PROFILE

Do similarly following the instructions of May Round (Picture 3 and Picture 4)

Step 3. EDUCATIONAL INFORMATION

- *Are you applying as an international candidate?:* Check the box if you are candidate who studied his entire studies or graduated from high school in a foreign country.
- *High school background:* Do similarly following the instructions of May Round (Picture 5)

The screenshot shows the VGU Online Application interface. At the top left is the VGU logo (Vietnamese - German University) and at the top right is the text 'Online Application' with a flag icon. A progress bar at the top indicates 'Step 3' is the current step, with 'Step 1', 'Step 2', and 'Step 4' shown as previous or next steps. A user profile icon for 'nguyenthu.ha17' is visible. The main section is titled 'Educational Information' and contains a checkbox for 'Are you applying as an international candidate?'. Below this is the 'High School Background' section, which asks the user to 'Please fill in the high school you attended.' It features a table with columns for 'City/Province', 'District', 'High school name', and 'Other high school name'. The table has three rows for 'Grade 10', 'Grade 11', and 'Grade 12'. Each row contains dropdown menus for 'City/Province', 'District', and 'High school name', and a text input field for 'Other high school name'.

- VGU Entrance Examination: Check the box “*Did you take VGU Entrance Examination in May?*” 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.

VGU Entrance Examination

Did you take VGU Entrance Examination in May?

- *National Examination:* provide information about *block of subjects, score of subjects, English score and registration number* in National examination.

National Examination

Please fill your National Examination Result

The screenshot shows the 'National Examination' section of the form. It includes a dropdown menu for 'Block of subjects' with the selected value 'Mathematics, Physics, Chemistry'. Below this are three rows for 'Mathematics', 'Physics', and 'Chemistry', each with a text input field for the score. At the bottom, there are two more text input fields: 'English score in National Exam' and 'Registration number (National Examination)'. The registration number field has a red border and an asterisk, indicating it is a required field.

- *High school documents:*
 - + *Results of the National high school examination:* upload the certificate of result National High

school examination or image of results of the National high school examination from website of MOET or DOET.

+ *Temporary graduation certificate or high school diploma.*

+ *Personal identity card/ Passport:* upload scanned file of personal identity card/ passport

- *Priority:* Choose and upload the proof of your priority type/area.
- *University background:* Do similarly following the instructions of May Round (Picture 7).
- Press “Save” and then press “Next”

High School Documents

Results of the National high school examination	please upload proof * <small>(The certificate of result National High school examination or image of results of the National high school examination from website of MOET or DOET)</small>
	Download attachment
Temporary graduation certificate or high school diploma	please upload proof *
Personal identity card/ Passport	please upload proof *

Priority

Priority type	---- Please select one ----	please upload proof	
Priority area	---- Please select one ----	please upload proof	

University background

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

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

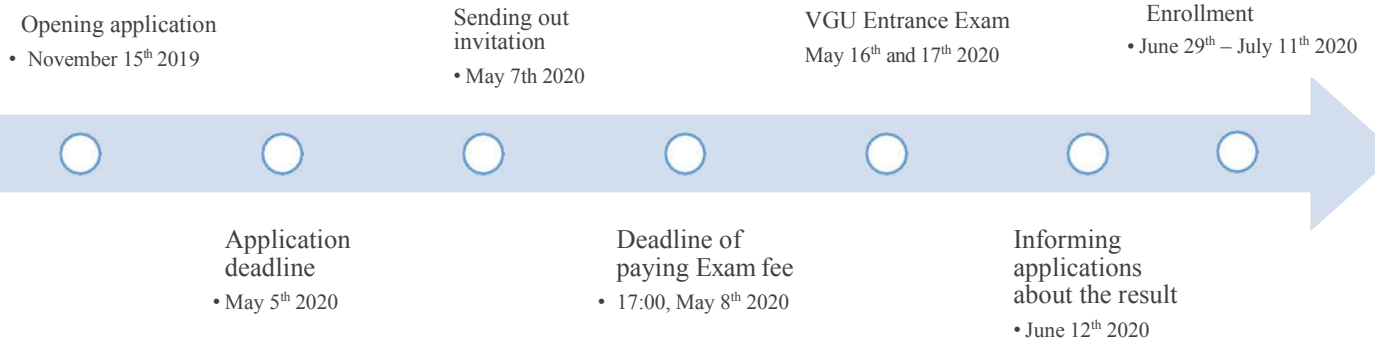
<<Previous
 Save
Next>>

Step 4: ENGLISH LANGUAGE PROFICIENCY

- Do similarly following the instructions of May Round (Picture 8).
- Press “Save”, then press “Preview” to check your application again carefully and then you may see the “Apply” button for submission.

4. Important dates in admission process

May round



July round

