

APPLICATION GUIDELINES 2019

MASTER PROGRAMS

Thank you for your interest in studying higher at Vietnamese – German University (VGU).

This general guideline is designed to instruct applicants how to complete your online application to a Master study program at Vietnamese – German University (VGU).

Contact point:

- VGU Marketing and Student Recruitment Department
- Hotline: +84 (0) 988 54 52 54
- Email: masters@vgu.edu.vn

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1. MASTER STUDY PROGRAMS

Master Study Programs		Mode of Study
1	Business Information Systems (BIS)	Part-time
2	MBA in Small and Medium-Sized Enterprise Development (MBA-SEPT)	Part-time
3	Computational Engineering (CompEng)	Full-time
4	Mechatronics and Sensor Systems Technology (MSST)	Full-time
5	Global Production Engineering and Management (GPEM)	Full-time
6	Sustainable Urban Development (SUD)	Full-time

2. ADMISSION PERIOD

Master admission period will be open from November 2018 to August 2019 in 2 separate Entrance Examination Dates:

- Round 1: Saturday, 08 June 2019
- Round 2: Saturday, 10 August 2019

Deadline of online application:

- Round 1: Applications must be successfully submitted before 01 June 2019.
- Round 2: Applications must be successfully submitted before 3 August 2019.

3. FORM OF ADMISSION

Master Study Programs	Technical Test	Personal Interview	English Test
BIS	√		√
CompEng		√	√
GPEM	√		√
MSST	√		√
MBA		√	√
SUD	√		√

For Sample Tests, please access <https://vgu.edu.vn/admission/master/sample-test>

4. ADMISSION REQUIREMENTS	
Applicants must meet the following requirements:	
1	Academic requirement: Hold relevant Bachelor degree with a GPA of at least 65%. Please follow this link for more details.
2	English Language requirement: -IELTS 5.0 / TOEFL PBT 440 / TOEFL iBT 42 ; or -Pass English test / onset test organized by VGU.
3	Pass Entrance Exam or Interview

5. REQUIRED DOCUMENTS			
Application documents to be attached on VGU online registration		Number of copies	Notarization of Documents is NOT required at the time of online application.
1	Bachelor degree <i>*If you don't have bachelor degree at the time of application, please provide Academic Transcripts instead.</i>	1	Maximum size: 5MB/attachment Attachment format: .pdf / .png / .jpg / .gif / .zip
2	Academic Transcripts at bachelor level	1	
3	Certificate of English Proficiency (if any): IELTS 5.0 / TOEFL PBT 440 / TOEFL iBT 42 or above	1	
4	Curriculum Vitae <i>(only applied for MBA candidates)</i>	1	

6. HOW TO APPLY ONLINE

Step 1: Register new account

- Please access <http://apply.vgu.edu.vn>;
- All of notifications will be sent to your registered email, please check email regularly.
- We will contact you by your registered email and mobile phone number, please keep your information updated.

Register new account

Email address

Phone number

Password

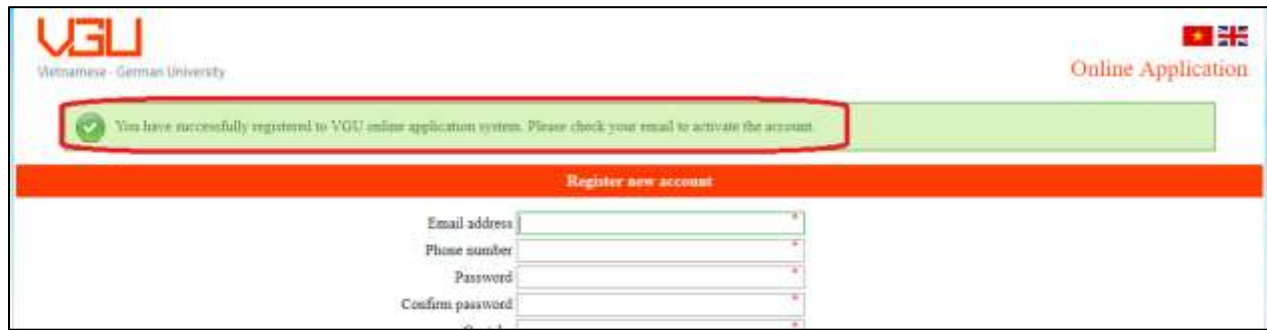
Confirm password

Captcha

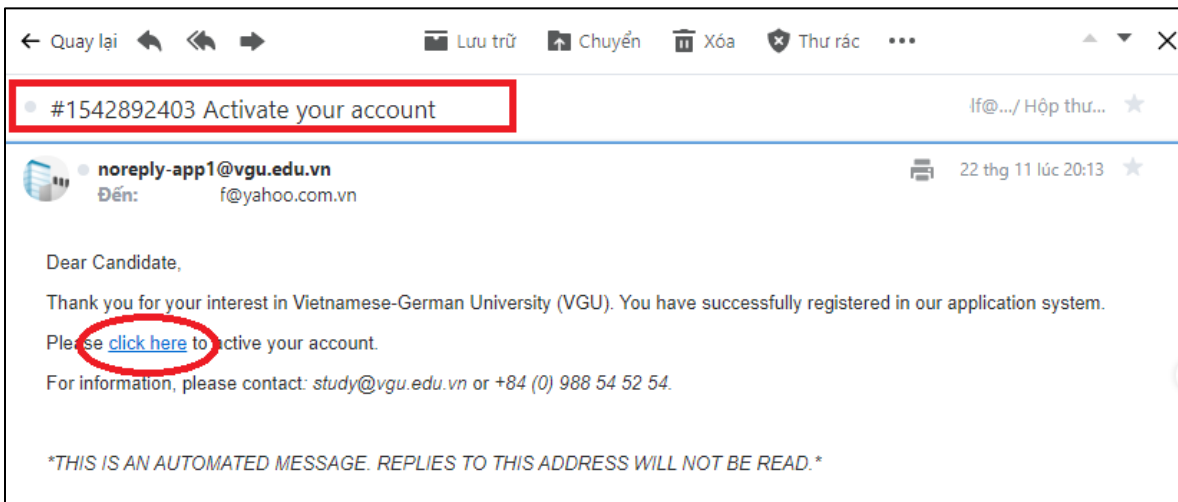


Register

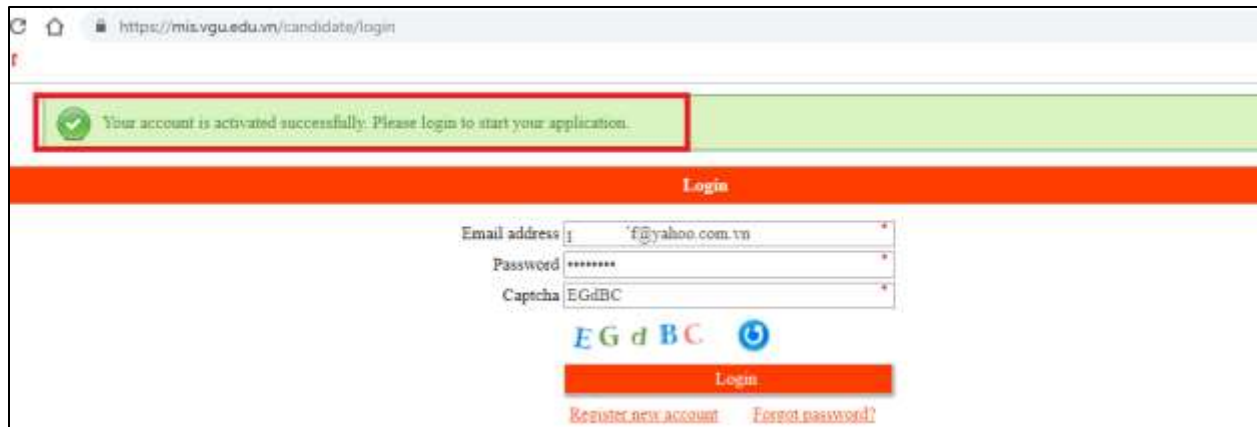
A message will inform your successful registration:



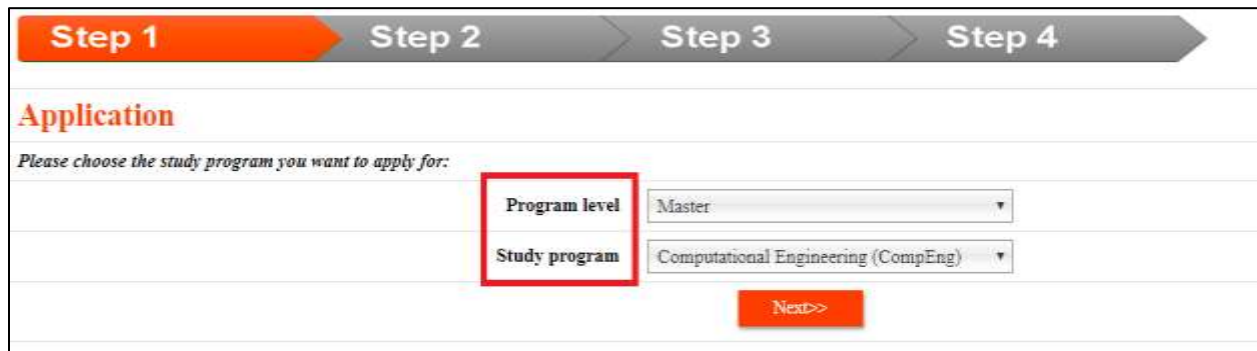
Then please access your registered email to activate the account:



Immediately, you will be redirected to VGU online registration to login:

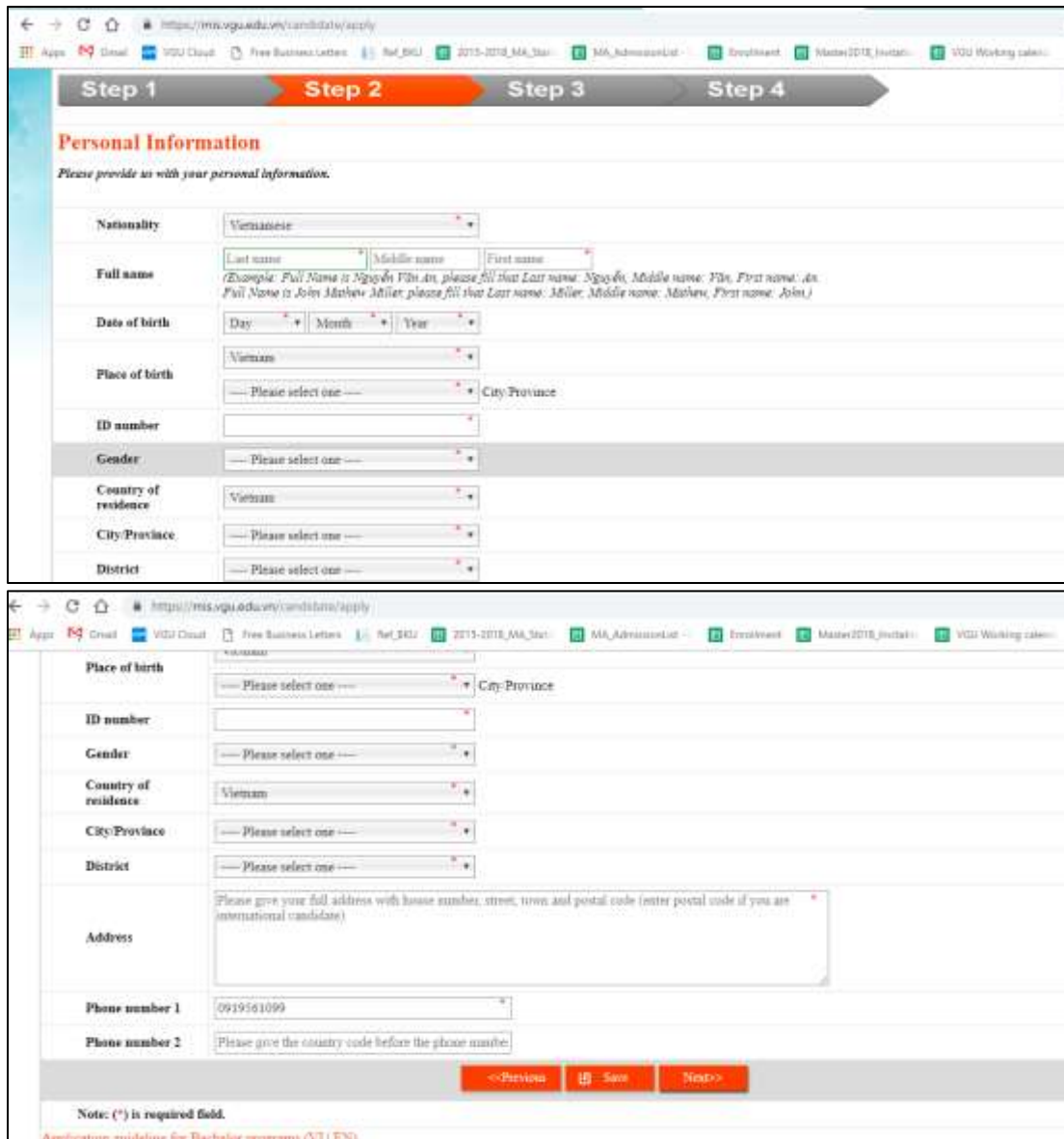


Please choose your Study program:



Step 2: Fill in your personal information

- Please fill in your name in English as it appears on your Passport / ID card.
- We will contact you by your registered mobile phone number, so please fill in this information correctly for further contact.



Step 1 **Step 2** **Step 3** **Step 4**

Personal Information
Please provide us with your personal information.

Nationality: Vietnamese

Full name: Last name, Middle name, First name
(Example: Full Name is Nguyễn Văn An, please fill that Last name: Nguyễn, Middle name: Văn, First name: An. Full Name is John Matthew Miller please fill that Last name: Miller, Middle name: Matthew, First name: John.)

Date of birth: Day, Month, Year

Place of birth: Vietnam, City/Province

ID number

Gender: Please select one

Country of residence: Vietnam

City/Province: Please select one

District: Please select one

Place of birth: Please select one, City/Province

ID number

Gender: Please select one

Country of residence: Vietnam

City/Province: Please select one

District: Please select one

Address: Please give your full address with house number, street, town and postal code (enter postal code if you are international candidate)

Phone number 1: 0919561099

Phone number 2: Please give the country code before the phone number

<<Previous Save Next>>

Note: (*) is required field.

Application guideline for Bachelor programs (CTI/EN)

Step 3: Fill in & upload your educational information

- Please prepare your bachelor degree & transcripts when you are at this step;
- Please attach/upload the documents to the correct fields.

Information on former degree

Please fill in the information below.

Please look at your **bachelor degree & transcripts** for correct fill-in.

Educational background

University name	Banking University HCMC
Country	Vietnam
Program	Business English
Degree	Bachelor of Economics (BEC/BSc (Econ))
Awarded	07 / 2009 (mm-yyyy)
Result (Grade point average)	Vietnam grading system 8.56
Please attach your university degree	Vietnam grading system (1-10 point scale) <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Please attach your academic transcript	US grading system (1-4 point scale) <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Please attach your CV	Germany grading system (5-1 point scale) <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Please attach reference letter	Other please upload proof <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

GPA: Please choose proper grading scale

<<Previous Save Next>>

Once done, please click NEXT

Information on former degree

Please fill in the information below.

Educational background

University name	Banking University HCMC
Country	Vietnam
Program	Business English
Degree	Bachelor of Economics (BEC/BSc (Econ))
Awarded	07 / 2009 (mm-yyyy)
Result (Grade point average)	Vietnam grading system 8.56
Please attach your university degree	please upload proof <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Please attach your academic transcript	please upload proof <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Please attach your CV	please upload proof <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Please attach reference letter	please upload proof <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

<<Previous Save **Next>>**

Step 4: English Language Proficiency

- If you have IELTS 5.0 / TOEFL PBT 440 / TOEFL iBT 42 or above

Step 1 > **Step 2** > **Step 3** > **Step 4**

English Language Proficiency

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

I have the English skills as mentioned above

Please choose your English certificate: IELTS

Please enter the score earned: 6.5

Please choose test date: 04-07-2018

Please enter code number: 18KR002116CHOW009A

Please attach your English certificate: Master_EnglishCertificate.pdf

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:

- If you have not achieved IELTS 5.0 / TOEFL PBT 440 / TOEFL iBT 42

→ Please save your documents.

Step 1 > **Step 2** > **Step 3** > **Step 4**

English Language Proficiency

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

I have the English skills as mentioned above

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

<<Previous Save Preview

Your registered information is saved successfully:

Data saved successfully

Step 1 > **Step 2** > **Step 3** > **Step 4**

English Language Proficiency

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

I have the English skills as mentioned above

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

<<Previous Save Preview

Preview Panel

Once you fill in required information in 4 steps, a Preview will be shown for your final check before submitting application:

✔ Data saved successfully

Step 1
Step 2
Step 3
Step 4

English Language Proficiency

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

I have the English skills as mentioned above

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

<<Previous
Save
Preview

Application round: Master Program: MBA in Small and Medium Sized Enterprise Development (MBA-SEPT)

Personal Information

Nationality	Vietnamese
Full name	Trần Đào
Date of birth	17-10-1987
Place of birth	Vietnam
	TP Hồ Chí Minh
ID number	.81624
Gender	female
Country of residence	Vietnam
City/Province	Bình Dương
District	TX Thu Dax Một - BD
Address	Số 35 Đường
Phone number 1	.1088
Phone number 2	

If you would like to change some information, please click “Previous”:

Information on former degree

University name	Banking University HCMC
Country	001
Program	Business English
Degree	
Awarded	07-2009
Grading system	Vietnam grading system (1-10 point scale)
Result (Grade point average)	8.56
University degree	Download attachment
Transcript	Download attachment
CV	Download attachment
Reference Letter	Download attachment

English Language Proficiency

I have the English skills Not achieved

I hereby declare that the information provided is true and correct. I also understand that the willful dishonesty may render for refusal of this application or immediate termination of admission.

<<Previous
Apply

Submit your application

If you are sure with your registered information, please check the box and click “Apply”:

Grading system	Vietnam grading system (1-10 point scale)
Result (Grade point average)	8.56
University degree	Download attachment
Transcript	Download attachment
CV	Download attachment
Reference Letter	Download attachment

English Language Proficiency

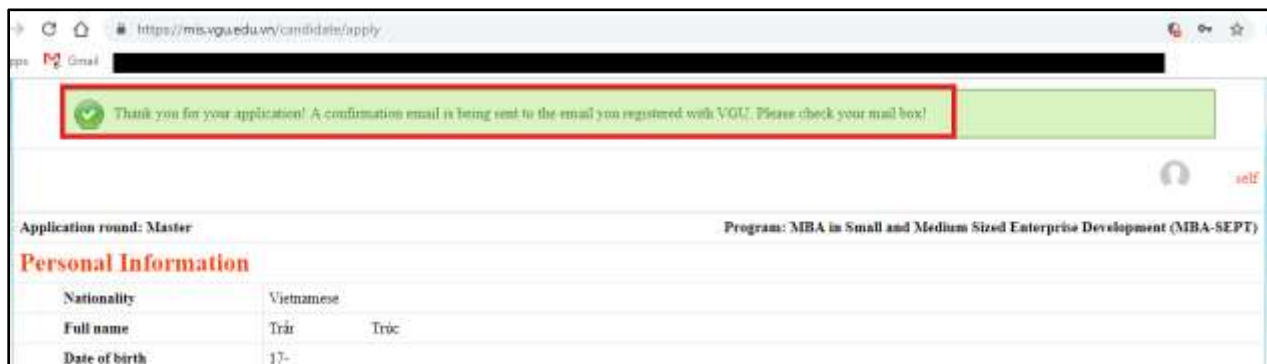
I have the English skills: Not achieved

I hereby declare that the information provided is true and correct. I also understand that the willful dishonesty may render for refusal of this application or immediate termination of admission.

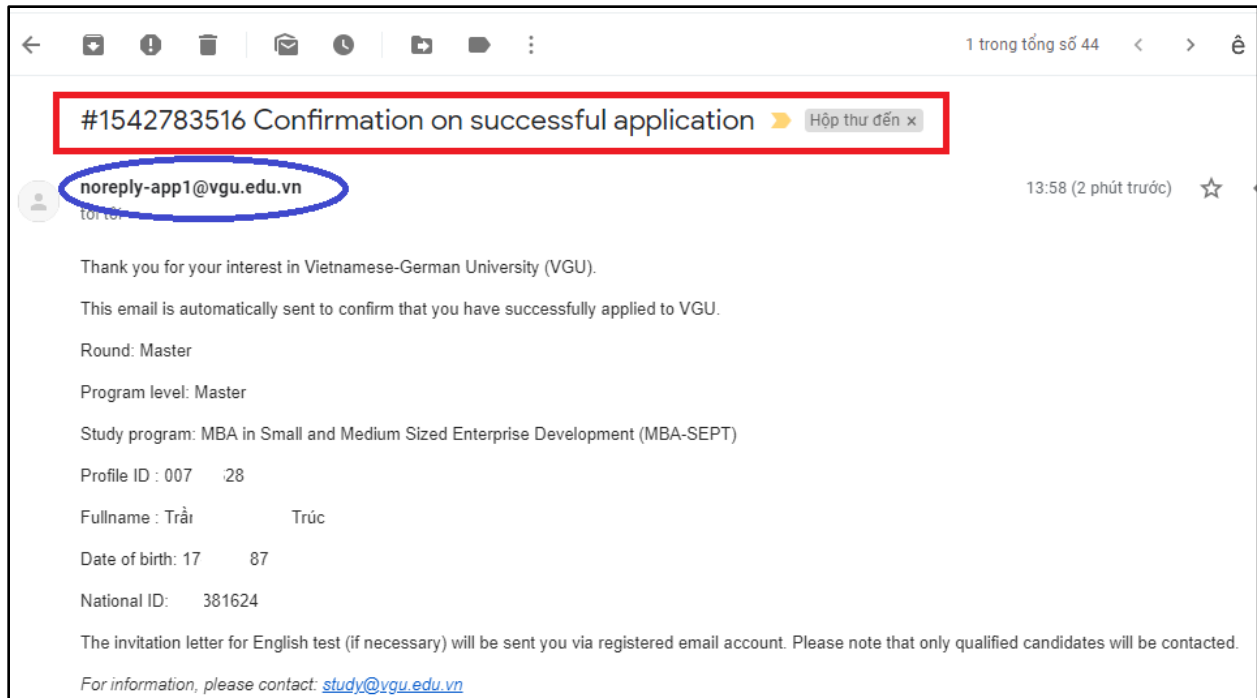
Please wait.... Your application is being processed...



After some seconds, a message shows that your application has been successfully submitted to VGU.



An auto-confirmation will be sent to your registered email:



YOUR ONLINE APPLICATION IS NOW COMPLETELY SUBMITTED TO VGU & WILL BE UNDER REVIEW SOON!!!

7. APPLICATION REVIEW

- Examination Committee will NOT review nor make any decisions on incomplete applications.
- Applications to all master study programs are checked based on Master admission regulations 2019.
- Applicants whom meet requirements will be invited to Master Entrance Examination.

8. ADMISSION RESULT

- Maximum 15 days after Entrance Examination Dates, Result of Admission will be announced to candidates.
- Please kindly check your email frequently.
- For more information about Scholarships, please click [here](#).

9. ENROLLMENT

Enrollment Period	Place	Working Hours
01.07.2019 - 30.09.2019	<p>Enrollment documents can be submitted in-person or send by post to VGU office / campus as followings:</p> <p>(1) HCMC City Office: Floor 5, Halo building, Number 10, Hoang Dieu street, Phu Nhuan District, HCMC</p> <p>(2) VGU Binh Duong campus: Academic and Student Affairs Department Room B.208, Le Lai street, Hoa Phu Ward, Thu Dau Mot City, Binh Duong Province.</p>	Monday to Friday: from 10AM to 3PM

ENROLLMENT CONTACT POINTS		
Staff Name	Mobile phone number	Location
Ms. Phan Thi Hai Hoa Student Affairs Officer	+84 (0) 973643942	HCMC City Office: Floor 5, Halo building, Number 10, Hoang Dieu street, Phu Nhuan District, HCMC
Ms. Tran Dao Thanh Truc Examination Officer	+84 (0) 919561088	VGU Binh Duong campus: Academic and Student Affairs Department Room B.208, Le Lai street, Hoa Phu Ward, Thu Dau Mot City, Binh Duong Province

For more information about Student Services, please click [here](#).