

# APPLICATION CHECKLIST



**STUDENT NAME**

**DATE OF BIRTH**  /  /

All items need to be included with this form:

NO	DETAILS	<input checked="" type="checkbox"/>	SIGNATURE OF ADMISSIONS ADVISOR
1	University Application Form	<input type="checkbox"/>	<input type="text"/>
2	2 passport-sized photographs (3x4 cm)	<input type="checkbox"/>	<input type="text"/>
3	A notarised copy of your ID card or passport	<input type="checkbox"/>	<input type="text"/>
4	A notarised copy of high school graduation certificate or if graduated within the last twelve months a notarised copy of Temporary Certificate of High School Graduation (For students graduating in Vietnam)	<input type="checkbox"/>	<input type="text"/>
5	A notarised copy of your academic transcript for your grades 10,11 and 12 and other transcripts if applicable	<input type="checkbox"/>	<input type="text"/>
6	Notarised copies of transcripts and certificates of overseas study for period studied (If not in English a Notarised English version)	<input type="checkbox"/>	<input type="text"/>
7	Programme / Course syllabus of any qualifications which candidate would like be considered for possible credit exemption. Plus receipt of administration fee payment for credit exemption.	<input type="checkbox"/>	<input type="text"/>
8	A notarised copy of IELTS/ TOEFL / PT certificate	<input type="checkbox"/>	<input type="text"/>
9	Original medical report from government hospital (international students only)	<input type="checkbox"/>	<input type="text"/>
10	Compulsory Health Insurance card issued by Vietnam Social Insurance	<input type="checkbox"/>	<input type="text"/>
11	Completed fee payer authorization form	<input type="checkbox"/>	<input type="text"/>
12	Copy of application fee receipt of payment	<input type="checkbox"/>	<input type="text"/>
13	Promotion programme (if applicable)	<input type="checkbox"/>	<input type="text"/>

**SUBMITTED BY**

**CHECKED BY**

**RECEIVED BY**

\_\_\_\_\_  
**APPLICANT NAME**

\_\_\_\_\_  
**ADMISSIONS ADVISER NAME**

\_\_\_\_\_  
**ADMISSIONS OFFICER NAME**

\_\_\_\_\_  
**DATE** / /

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**DATE** / /

\_\_\_\_\_  
**DATE** / /

# NOTES

- 1 - ALL ITEMS WHICH REQUIRE NOTARISED VERSIONS, THESE MUST BE ORIGINAL STAMPED COPIES OF DOCUMENTS (PHOTO-COPIES OF THESE ARE NOT ACCEPTABLE. IF NOT IN ENGLISH, A NOTARISED ENGLISH VERSION).
- 2 - ONLY SUBMITTED DOCUMENTS/REQUESTS FOR CREDIT EXEMPTION AT THE TIME OF APPLICATION WILL BE CONSIDERED.
- 3 - FOR STUDENTS WHO STUDIED OVERSEAS FOR YEAR 10,11,12 AND BEYOND APPLICATIONS DO NOT NEED ITEMS 4 AND 5
- 4 - FOR STUDENTS WHO STUDIED AND GRADUATED YEAR 12 IN VIETNAM APPLICATIONS DO NOT NEED ITEMS 6 AND 7
- 5 - ITEM 9 IS REQUIRED SOLELY BY INTERNATIONAL STUDENTS (NON-VIETNAMESE PASSPORT HOLDERS)

## ADDITIONAL INFORMATION AND NOTES

(PLEASE ENSURE TO PRINT NAME AND DATE NEXT TO EACH NOTE)