

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	4a. A notarised copy of high school graduation certificate or if graduated within the last twelve months	<input type="checkbox"/>	<input type="text"/>
	4b. A notarised copy of Temporary Certificate of High School Graduation (For students graduating in Vietnam)		
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	Original 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	Notarised copy of IELTS/ TOEFL or BUV's PT sresult	<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 (if any)	<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 / /

DATE / /

DATE / /

NOTES

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).

(*) ONLY SUBMITTED DOCUMENTS/REQUESTS FOR CREDIT EXEMPTION AT THE TIME OF APPLICATION WILL BE CONSIDERED.

**ADDITIONAL INFORMATION AND NOTES
(PLEASE ENSURE TO PRINT NAME AND DATE NEXT TO EACH NOTE)**

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