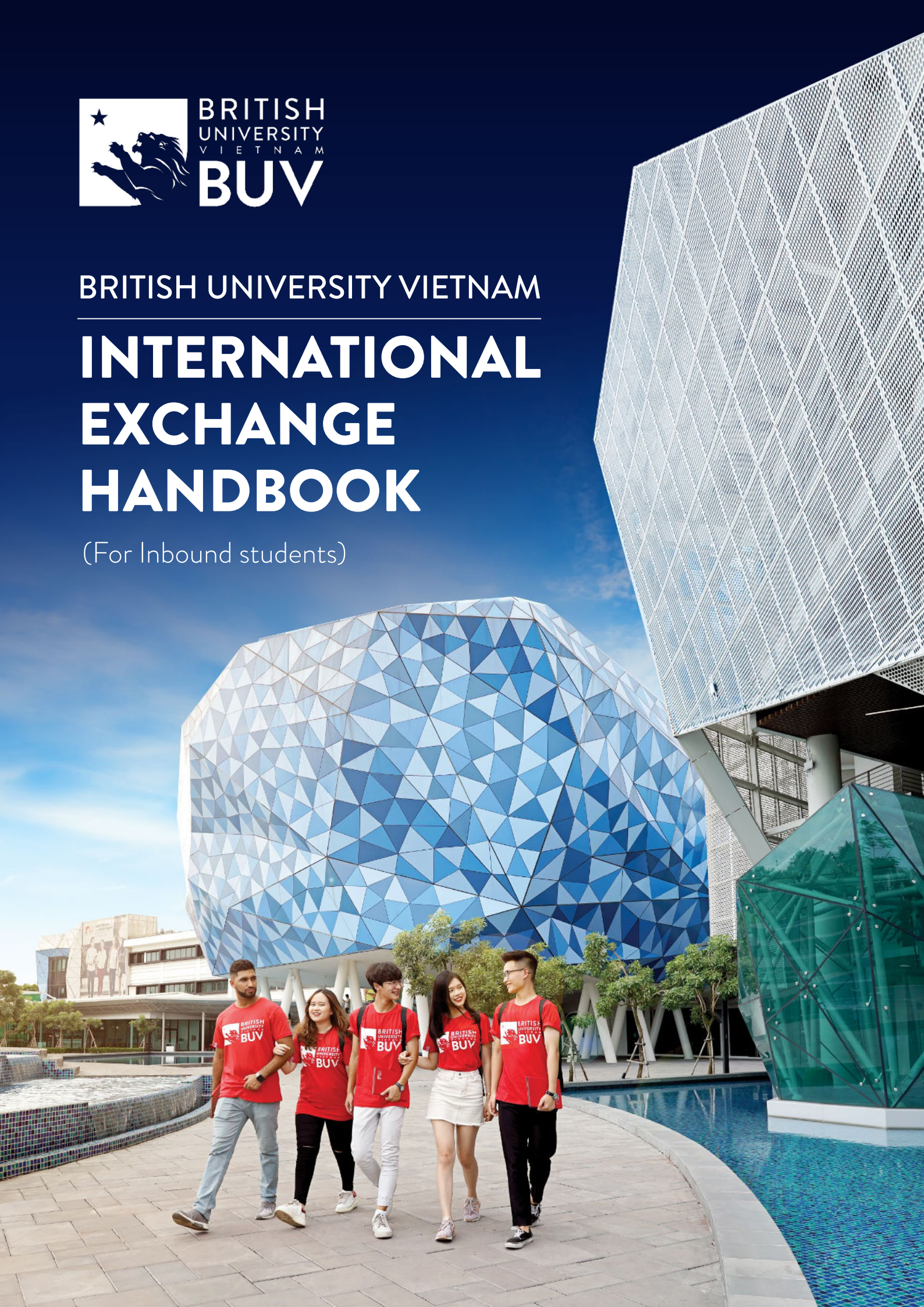




BRITISH UNIVERSITY VIETNAM

# INTERNATIONAL EXCHANGE HANDBOOK

(For Inbound students)







# CONTENTS

<b>01</b>	<b>Explore Vietnam and its geography</b>	4
<b>WELCOME TO VIETNAM</b>	<b>Economy</b>	4
	<b>Money</b>	5
	<b>Living Expenses</b>	5
	<b>Climate</b>	5

<b>02</b>	<b>Popular types of Vietnam visas</b>	6
<b>VISA INFORMATION</b>	<b>Visa application</b>	6
	Vietnam embassy visa (Pre-arranged Vietnam visa)	6
	Visa on arrival	6
	Apply for e-visa	6
	<b>Documents required for getting a Vietnam visa include</b>	7
	<b>Visa exemption</b>	7
	<b>Visa extension</b>	7

<b>03</b>	<b>Highlights of Hanoi</b>	8
<b>CITIES' HIGHLIGHTS</b>	<b>Highlights of Ecopark</b>	8

<b>04</b>	<b>Essential items for travel to Vietnam</b>	9
<b>PREPARE FOR BRITISH UNIVERSITY VIETNAM</b>	<b>Airport Arrival</b>	9
	<b>Airport transportation</b>	9

<b>05</b>	10
<b>ACCOMMODATION &amp; TRANSPORTATION</b>	

<b>06</b>	<b>Student Life at Glance</b>	10
<b>CAMPUS LIFE</b>	Student Association Committee	10
	Clubs and Societies	11
	Sports	11
	Language/ Culture	11
	<b>Global Buddy Programme</b>	12

<b>07</b>	13
<b>COURSE &amp; SEMESTER SELECTION</b>	

<b>08</b>	14
<b>LOCAL INTERNSHIP</b>	

<b>09</b>	15
<b>CONTACT US</b>	

# 01

## WELCOME TO VIETNAM



### EXPLORE VIETNAM AND ITS GEOGRAPHY

Vietnam is a long, narrow nation shaped like the letter 's'. It is in Southeast Asia on the eastern edge of the peninsula known as Indochina and its neighbors include China to the North and Laos and Cambodia to the West. The East Sea lies to the East and South. The mountains of the Annam Cordillera rise over most of the western side of Vietnam, while a thousand-mile (1,600-kilometer) coastline dominates the east.

At its narrowest point, Vietnam is only 30 miles (48 kilometers) wide. Two of Vietnam's largest rivers, the Mekong in the south and the Red in the north, end at the East Sea in huge swampy plains called deltas. These regions are home to most of the country's people and provide fertile ground to grow rice and many other crops.

### ECONOMY

Vietnam's GDP expanded 5.64 percent in the first half of the year, marking a jump from 1.82 percent in the same period a year ago according to Vietnam's General Statistics Office (GSO). The country is currently home to more than 80,000 foreign employees, a number which has been continuously rising over the years. Due to the country's robust economic development, it has become a preferred destination for foreign investors. Expats also named economic stability and work-life balance as the major factors keeping them here.

Expatriate communities have been formed such as South Korean groups in Hanoi's My Dinh area, Japanese groups in Ba Dinh district, and a Westerner community in Tay Ho district. Similarly, there are expat diasporas in some of Ho Chi Minh City's most popular areas, such as Phu My Hung in District 7 and Thao Dien in District 2. Most foreigners moving to Vietnam quickly adjust to the local way of life, feeling at home within the first few months of arriving. They feel welcomed and valued in their local communities due to the Vietnamese culture and social traditions.

\*\*\*Sources: <https://vir.com.vn/vietnam-a-top-destination-for-expats-69391.html>

Despite the effects of COVID-19, Vietnam's GDP grew at 2.91 percent and recorded positive growth in key areas of industrial activity.

In the first 11 months of 2020, foreign investors invested US\$17 billion into Vietnam with a significant portion of these projects targeted at manufacturing, processing, real estate, and electricity production and distribution.

Efficiency gains and consumer demand were key components of Vietnam's investment attractiveness. Going forward, these could be supplemented by an expanding digital economy as well as Vietnam's participation in multiple regional and global trade agreements.

### MONEY

The Vietnamese currency is known as 'Vietnam Dong', written as VND.

Bank notes are available in values of 1,000; 2,000; 5,000; 10,000; 20,000; 50,000; 100,000; 200,000, to 500,000 (equivalent US\$23).



### LIVING EXPENSES

The cost of living in Vietnam is roughly US\$700 to US\$1,400 per month with US\$700 on the low end of the range and up to US\$1,400 for mid-range expats. These average living costs are across many months—you may spend more getting set up, but many expats average US\$1,000 per month.

EXPENSES	COST
Rent (Western-style 1-bedroom)	\$250
Utilities (including fast Wi-Fi)	\$70
Transportation (motorbike + gas, or monthly Grab bike)	\$100
Food (mix of local & international)	\$400
Extras (coffees, going out, daily small expenses)	\$30
Mobile phone	\$10
<b>Total</b>	<b>\$860</b>

### CLIMATE

Hanoi has a humid sub-tropical climate with four distinct seasons. The hottest and wettest months are May - September, with common afternoon/evening downpours and temperatures ranging from 30 - 33 degrees Celsius during the day to 25 degrees Celsius at night. Winters are comparatively cold and dry. The coolest months are December to March, with highs of around 20 degrees Celsius and lows of 13-15 degrees Celsius at night. However, some days may drop to below 10 degrees. Please check the Hanoi temperature before you arrive to avoid temperature shock. Please find the average temperature and rainfall in Hanoi throughout a year below for your information.

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
<b>TEMP</b>	19.3	21.8	24.7	28.8	30.9	32.5	32.2	31.4	30.4	28.4	19.3	19.3
<b>RAINFALL</b>	19.3	19.3	19.3	19.3	19.3	19.3	19.3	19.3	19.3	19.3	19.3	19.3

\*\*\*Source: <https://en.climate-data.org/asia/vietnam/hanoi/hanoi-1193/>





## POPULAR TYPES OF VIETNAM VISAS

- Tourist visa (DL)
- Student/internship visa (DH)
- Visiting Relatives (TT)
- Others (VR)

## VISA APPLICATION

### Vietnam embassy visa (pre-arranged vietnam visa)

This kind of visa arrangement is highly recommended for exchange students

- Visit the website of the Vietnam embassy/consulate to check what they need to apply for the visa\*;

\* At this stage, BUV can support you with all documents that can be provided within our legal responsibilities.

- Complete the form, stick your photo there and sign it;
- Travel to the embassy/consulate of Vietnam to submit the form together with the original passport and other documents (as required) and pay the visa fee (you should call or email them for details before visiting the embassy);
- Travel back home and wait;

- Travel to the embassy/consulate again to receive the passport together with visa stamp.
- This whole process may take 3 to 5 working days. And it is available for both tourists and business travelers to Vietnam with a validity of up to 1 year. Vietnam visa costs of this kind vary by visa type and embassy as well\*\*.

\*\* Please note that the decision to grant a visa for individuals is a government authority's decision, BUV cannot guarantee in any case that you can be granted the visa.

### Visa on arrival

- Complete an application form online and pay for the service fee;
- Receive Visa approval letter (also known pre-approved letter) and the entry-and-exit application form delivered via email (within 02 working days);
- Get visa stamped upon arrival at one of Vietnam's international airports (in Hanoi, Ho Chi Minh City, Nha Trang, Da Nang, and Hai Phong) show your visa approval letter, completed entry and exit form, original passport, photos and pay for stamping fee to get visa stamped on your passport by Immigration Officer.

### Apply for E-visa

Tourism purposes only and can stay in the country for no more than 30 days.

## DOCUMENTS REQUIRED FOR GETTING A VIETNAM VISA INCLUDE:

- **Passport:** valid for at least 6 months following your arrival date to Vietnam, not torn or faded and has at least 2 blank pages for immigration stamps. A temporary passport may not be accepted.
- **Visa Approval Letter:** required if you want to get a Vietnam visa on arrival at Vietnam's international airports.
- **Photo:** two (2) passport-sized photos (4x6 cm) and must be taken recently without tinted / non-prescription glass-wear. Check detailed Vietnam visa photo requirements.
- **Visa application form:** Immigration Entry and Exit Application Form for Vietnam visa on arrival.
- **Vietnam Visa Stamping Fee:** paid in cash upon arrival (for Vietnam visa on arrival).
  - US\$25/person for less than 90 days single entry
  - US\$50/person from 30 days to less than 90 days multiple entries visa
  - US\$95/person from 90 days to less than 180 days multiple entries visa
  - US\$135/person for 1-year multiple entries visa



## VISA EXEMPTION

In accordance with mutual agreements between governments, visitors from some countries in the list below shall be entitled to visa exemption if they meet certain conditions, these are mostly valid for under 90 days stay in Vietnam:

<https://lanhsuvietnam.gov.vn/Lists/BaiViet/B%C3%A0i%20vi%E1%BA%Bft/DispForm.aspx?List=dc7c7d75%2D6a32%2D4215%2Dafeb%2D47d4bee70eee&ID=306>

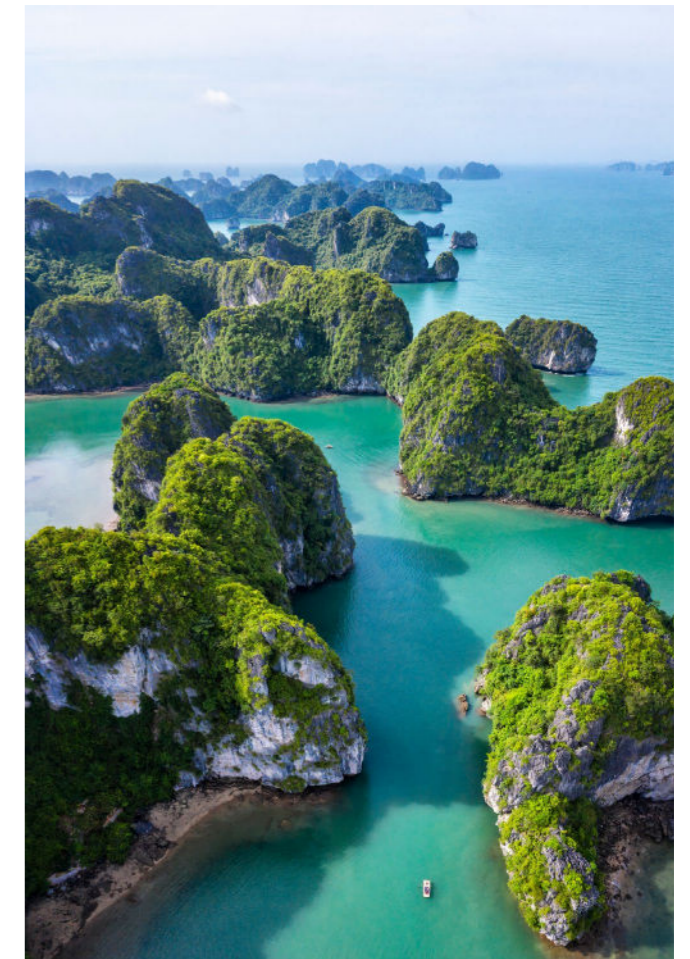
## VISA EXTENSION

A visa extension is an action that is applied for foreigners who wish to prolong their current stay in Vietnam without leaving the country. By this action, you will get an extension stamp on your passport indicating your new stay duration.

To extend/review Vietnam visa, your original passport must:

- be valid for at least 06 months from the time of extension/renewal.
- have at least 02 blank pages.

You can apply for a visa extension on your own directly at the Vietnam Immigration Department or apply through Visa Service company.





# 03

## CITIES' HIGHLIGHTS

### HIGHLIGHTS OF HANOI

Culture and history are the key aspects of this 1000-year-old city. Walk the narrow historic streets of the Old Quarter which contains 36 streets, with shops selling everything from red candlesticks to lacquerware and water puppets, and then go for a stroll to take in the sights and sounds around Hoan Kiem Lake. The lake is the focal point of Hanoi life, especially on weekends. The Turtle Tower ('Tháp Rùa' in Vietnamese) was built in

the 18th Century and is located in the centre of the lake, on a small island. You'll also find plenty of street traders, cafés, restaurants, tourist shops and art galleries in this historical area.



### HIGHLIGHTS OF ECOPARK

Ecopark is an urban township development on the outskirts of Hanoi, in Hung Yen Province, Vietnam. Currently under development, Ecopark will expand to 500ha with an estimated investment capital of over US\$8.2 billion. The entire development, divided into nine construction phases, is expected to be completed in an 18-year period.

The Ecopark urban area is located along sides of the Bac Hung Hai River, a branch of the Red River and the Duong River; according to the designers, the structure represents the "prosperity" and the "security".

With a number of bus slots per day with professional staff, Ecobus (buses provided by Ecopark) can serve all residents and visitors. They cover all

city centre districts such as Ba Dinh, Dong Da, Thanh Xuan, Hoan Kiem, Tay Ho, Ha Dong, etc. with bus stops.

For more information: <https://ecopark.com.vn/en>



### ESSENTIAL ITEMS FOR TRAVEL TO VIETNAM

- Passport
- Visa
- Offer letter from British University Vietnam Team
- Vietnamese dong (or you can exchange money at the air port). It is also easier to bring money to get exchanged since you usually get a better exchange rate for bigger notes.
- Driving license (or another identification document).
- All personal valuables: laptop, phone, camera, etc.
- Have photocopies of all your key travel documents in your main luggage

### AIRPORT ARRIVAL

Before departure, you are required to have your multiple-entry student visa for Vietnam.

At the immigration desk, you will need to show your passport, which includes your visa for Vietnam. Please note that the queues are usually long at the immigration counter and generally slow moving. Just be patient and take the chance to do some people-watching! Normally, the immigration official may ask you some simple questions before stamping your passport. Your passport will be returned to you with a stamp from immigration if you meet the visa conditions.

Once through immigration, collect your bags at the baggage carousel. Trolleys are available for free. As you walk out to the arrivals area, you may need to present your baggage tickets which will be checked against the baggage labels on your suitcases and your bags may be X-rayed.

### AIRPORT TRANSPORTATION

As an exchange student at BUUV, you will be welcome and provided with a free airport pick-up service on your arrival to Hanoi.

If you're a new exchange international student, please send an email to [se-studentlife@buv.edu.vn](mailto:se-studentlife@buv.edu.vn) for free airport pick up and let us know when you will arrive.

BUV Student Life department will then:

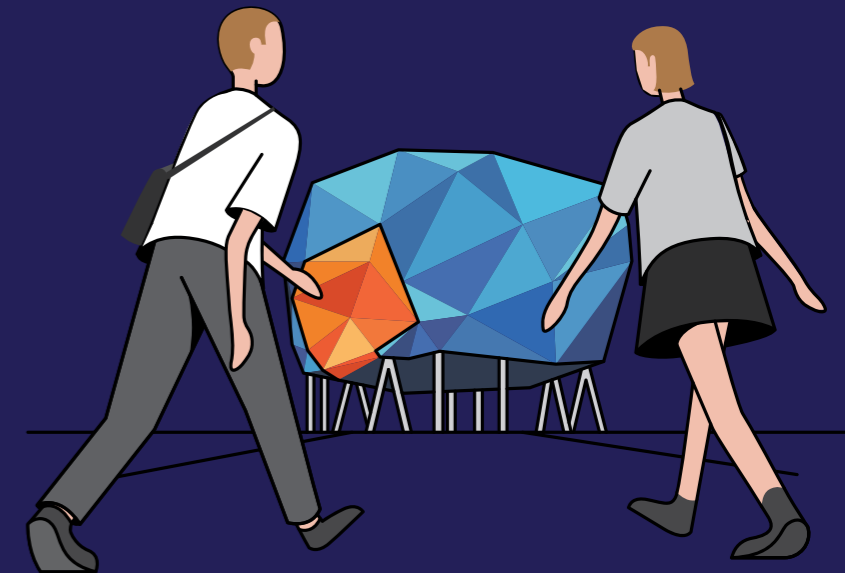
- Confirm your pre-arranged accommodation with the accommodation service;
- Arrange buddies to meet you at the airport when you arrive;
- Provide you with a welcome pack;
- Take you to your accommodation in Ha Noi or Ecopark.

If you're travelling with another student, please also give us clarification in the email.

The email needs to be sent at least five business days before you arrive. If there are changes to your arrival time within this five day period, please inform us via email as soon as you can.

# 04

## PREPARE FOR BRITISH UNIVERSITY VIETNAM



# 05

## ACCOMMODATION & TRANSPORTATION

### ACCOMMODATION

BUV can connect you to a recommended agent who can help you find accommodation in Ecopark. Renting serviced and furnished apartments is very common in Vietnam. Don't worry – BUV Student Life will assign you with a Vietnamese student who will become your 'global buddy' and help you out.

- One-bedroom Apartment:  
About VND5,500,000 - VND6,500,000 (Full Furniture)
- Two-bedroom Apartment:  
About VND7,800,000 - VND8,000,000 (Full Furniture)

#### Agency Contact Point:

Residential Leasing Evergreen Co.

Leasing Manager

Email: [leasing\\_mgr@evergreeninvest.vn](mailto:leasing_mgr@evergreeninvest.vn)

### TRANSPORTATION

The most popular way to get around is by motorbike. However, for foreign students, the easiest way to travel by bike is to book a driver via an app which there are a number of popular brands in Vietnam, for instance, Gojek, Grab, Be, etc. and helmets are compulsory. Buses and taxis are also available, and fares in Vietnam are very affordable. Longer distance travel to other Vietnamese cities or into the countryside can be done by long-distance bus, train, and by air.

- Ecopark Bus Services: <https://ecopark.com.vn/bus-serviceen.html>
- Gojek: <https://www.gojek.com/vn/>
- Grab: <https://www.grab.com/vn/en/>

# 06

## CAMPUS LIFE

### STUDENT LIFE AT GLANCE

The Student Experience Department is designed for enriching and unlocking student potential at the University alongside providing a vast array of opportunities to help students develop a path to explore their future-orientated options. Alongside this, the department aims to highlight the essential skills required to prepare them for life after college, grow as well-rounded individuals, and connect students to future career possibilities.

The department can be found hosting a wide range of extracurricular activities offered throughout the year to support students in growing as individuals, embracing diversity, exploring talents, cultivating leadership skills, and enhancing their emotional intelligence. All these efforts are put in place with the aim of building global citizens who engage in their local communities and contexts.

#### Student Association Committee

The Student Association Committee of the British University Vietnam hereafter referred to as the Student Association Committee ("SAC"). The Student Association Committee is the official representative body of the undergraduate students' interests and concerns. Said interests and concerns are exchanged in dialogues with university administration to enforce transparency, inclusivity, and co-efficiency for the sake of the student community. The Student Association Committee is thus formed by and works for the undergraduate students at British University Vietnam under the oversight



students' interests and concerns. Said interests and concerns are exchanged in dialogues with university administration to enforce transparency, inclusivity, and co-efficiency for the sake of the student community. The Student Association Committee is thus formed by and works for the undergraduate students at British University Vietnam under the oversight of the Student Experience Department. The Student Association Committee is an affiliate of British University Vietnam and may represent itself publicly as such.

#### CLUBS/SOCIETY AVAILABLE

BUSINESS EMPOWERMENT CLUB	EVENT CLUB
DATA SCIENCE CLUB	CLASSICAL MUSIC CLUB
ENGLISH EXPLORE CLUB	COOK & EAT CLUB
INVESTMENT FOR BUYERS	DANCE CLUB
COGENT - DEBATE CLUB	FASHION CLUB
VOLUNTEER CLUB	RHYTHM CLUB
CHESS CLUB	PHOTOGRAPHY CLUB
SILVER SCREEN CLUB	CHEERLEADING CLUB

#### Sports

TENNIS CLUB	BASKETBALL CLUB
FOOTBALL CLUB	RUNNING CLUB
E-SPORT	

#### Language/ Culture

CHINESE CLUB	JAPANESE CLUB
KOREAN CLUB	INTERNATIONAL STUDENT CLUB

of the Student Experience Department. The Student Association Committee is an affiliate of British University Vietnam and may represent itself publicly as such.

#### Clubs and Societies

BUV has various student-run clubs and societies. Participating in clubs or societies is a great way to sharpen your brain, learn new things, practice your leadership skills, and make friends who share your interests.

#### Student Association Committee

The Student Association Committee of the British University Vietnam hereafter referred to as the Student Association Committee ("SAC"). The Student Association Committee is the official representative body of the undergraduate



## GLOBAL BUDDY PROGRAMME

This programme aims to deepen students' understanding of themselves and other identities by fostering an understanding of various dimensions of culture and an appreciation of cultural and human differences. Global Buddy team is a group of BUW volunteers who dedicate their time and commitment to support international students with on and off-campus services. Buddies will be the first contact point prior to departure from your home country and will stay in contact with you for the whole exchange period. As local students, BUW buddies have strong knowledge and understanding about Vietnamese culture and will be a great hand to help you make the most of your time in Vietnam. Buddies will support international students to learn how to cope with cultural and social diversity and the nuances of Vietnamese culture. Together, they will explore how-to live-in harmony and connect within the community.

The Global Buddy team organises activities for International Students together with BUW Student Life Team throughout your semester in Vietnam. The activities include:

AIRPORT PICKUP SERVICES	VIETNAMESE LANGUAGE CLASSES
INTERNATIONAL ORIENTATION	VIETNAMESE CULTURE SHARING
CITY TOURS AND FOOD TOURS	COMMUNITY ENGAGEMENT TRIP
WELCOME ACTIVITIES AND DINNER	EXPLORING VIETNAM

Prior to your arrival, BUW Student Life will introduce your buddy to you via email with full details of contact information. Your buddy will contact and support with information that you would need before arriving in Vietnam.



British University Vietnam operates for 48 weeks across 4 semesters, each of which commence every October, January, April, and July. Each semester consists of 12 teaching weeks and 2 revision and exam weeks. The list of courses is as below.

AWARDING BODY	PROGRAMME	SEMESTER
STAFFORDSHIRE UNIVERSITY	BSC (HONS) INTERNATIONAL BUSINESS MANAGEMENT	JANUARY, APRIL, JULY, OCTOBER
	BA (HONS) MARKETING MANAGEMENT	JANUARY, APRIL, JULY, OCTOBER
	BA (HONS) ACCOUNTING & FINANCE	JANUARY, APRIL, JULY, OCTOBER
	BA (HONS) TOURISM MANAGEMENT	JANUARY, APRIL, JULY, OCTOBER
	BA (HONS) CONTEMPORARY CREATIVE PRACTICE	JANUARY, APRIL, JULY, OCTOBER
	BSC (HONS) COMPUTER GAMES DESIGN AND PROGRAMMING	JANUARY, APRIL, JULY, OCTOBER
	BA (HONS) EVENTS MANAGEMENT	JANUARY, APRIL, JULY, OCTOBER
	BSC (HONS) COMPUTER SCIENCE: CYBER SECURITY/ CLOUD TECHNOLOGIES	JANUARY, APRIL, JULY, OCTOBER
BRITISH UNIVERSITY VIETNAM	BA (HONS) FINANCE AND ECONOMICS	JANUARY, JULY
	BA (HONS) INTERNATIONAL HOSPITALITY MANAGEMENT	JANUARY, JULY
UNIVERSITY OF LONDON	BSC (HONS) BANKING AND FINANCE	OCTOBER

## MODULES SELECTION AND REGISTRATION

Exchange students will need to enroll into a predetermined list of modules, depending on the subjects mapped between their Home Institute and BUV, and the available level the selected programme at the period they want to do the exchange. In order to get the credits from awarding body, there will be no swapping or changing of modules allowed during the exchange semester

Each module requires minimum 15 credits and maximum 30 credits

## TIMETABLE

The timetable of the modules cannot be changed; exchange students should follow the timetable that is given/ arranged for them to ensure that they complete the required modules within the exchange period especially during credit-bearing exchange programme. The timetable issued will include 12 teaching

# 09

## CONTACT US

✉ [buv-internationaloffice@buv.edu.vn](mailto:buv-internationaloffice@buv.edu.vn) | [SE@buv.edu.vn](mailto:SE@buv.edu.vn)

☎ +84 2216 250 250

f **BUV Student Community:**

<https://www.facebook.com/buvstudentcommunity>

**BUV Student Life:**

<https://www.facebook.com/buvstudentlife>

**BUV Career Services:**

<https://www.facebook.com/buvcareer>

# 08

## LOCAL INTERNSHIPS



The programme will create opportunities for students to gain insight and real-work knowledge, as well as practice vocational and employability skills. Internships can be both paid and non-paid positions depending on the organisation's policies, and various functions and sectors (Marketing, Human Resources, Tourism, Hospitalities, etc.).

## HOW DOES THE PROGRAMME WORK?

- The BUV Careers team will advertise available internships to students, collect applications, and map the opportunities with student's trajectory. The application will then be screened and assessed by employers.
- The company will decide whom to hire as per the company's criteria and recruitment process. The BUV Careers team play the role as a connector between students and employers, and are always available throughout the internship period to ensure that the programme runs smoothly and that all parties are satisfied.
- Internships can last from 12-36 weeks. The internship duration can be customised as per students' needs and job requirements.



**We want YOU**

Unilever is recruiting 01 Full-time Supply Chain Intern.

**Requirement**

- Must be enrolled as a (3rd or 4th year) Bachelor or Master student
- Available for 5 or 6 months from September 2021 (at least 32 hours a week)
- English and/or Dutch, both oral & written

**Salary:** USD500/month Gross  
**Location:** Ha Noi

*Deadline: ASAP – First come, first served.*  
FOR MORE INFORMATION AND TO APPLY, PLEASE CONTACT STUDENT EXPERIENCE TEAM AT [SE@BUVEDU.VN](mailto:SE@BUVEDU.VN)







**BRITISH UNIVERSITY VIETNAM**

Ecopark Township, Hung Yen

[info@buv.edu.vn](mailto:info@buv.edu.vn)

+84 966 62 99 09

[facebook.com/Britishuniversityvietnam](https://facebook.com/Britishuniversityvietnam)

**[www.buv.edu.vn](http://www.buv.edu.vn)**