VIETNAM NATIONAL UNIVERSITY	**SOCIALIST REPUBLIC OF VIETNAM**
VIETNAM JAPAN UNIVERSITY	**Independence - Freedom - Happiness**
No: 147 /HD-DHVN	**Hanoi, February 22, 2023**

GUIDELINES
On the process of receiving and managing international learners at Vietnam Japan University, VNU

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Pursuant to the Law on Entry, Exit, Transit and Residence of Foreigners in Vietnam No. 47/2014/QH13 dated June 16, 2014 of the National Assembly, effective from January 1, 2015, as amended and supplemented by Law No. 51/2019/QH14 dated November 25, 2019 amending and supplementing a number of articles of the Law on Entry, Exit, Transit and Residence of Foreigners in Vietnam, effective from July 1, 2020;

Pursuant to Circular No. 30/2018/TT-BGDĐT dated December 24, 2018 of the Ministry of Education and Training promulgating regulations on the management of foreign students studying in Vietnam;

Pursuant to Decision No. 4616/QĐ-ĐHQGHN dated December 8, 2014 on the promulgation of the Regulation on the management of international cooperation activities of VNU;

Pursuant to the Master's Training Regulations of VNU issued together with Decision No. 4668/QĐ-ĐHQGHN dated December 10, 2014 of the President of VNU on the promulgation of the Master's training regulations at VNU;

Pursuant to Decision No. 4848/QĐ-ĐHQGHN dated December 18, 2017 of the President of VNU on the promulgation of regulations on attracting and managing international students at VNU;

Pursuant to Decision No. 3636/QĐ-ĐHQGHN dated October 21, 2022 of the President of VNU on the promulgation of the Master's training regulations at VNU.

The President of the Vietnam Japan University (VJU) hereby issues this guideline on the management of foreign students (hereinafter referred to as international students – IS) to ensure that the reception and management of IS at VJU are conducted strictly and in accordance with regulations.

I. RESPONSIBILITIES OF FUNCTIONAL UNITS

1. Office of Research Promotion and Development Cooperation (R&D department)

- Take the primary responsibility for visa application, extension, and termination procedures for international students.

- Prepare official dispatches and detailed reports related to international students at Vietnam Japan University for competent authorities in accordance with regulations.

2. Responsibilities of other units within the University

2.1. Office of Academic Affairs and Student Affairs (ASAO):

- Provide the list of international students who need visa sponsorship or visa extension/termination.
- Provide relevant information of international students to the Office of Research Promotion and Development Cooperation (R&D department) (passport, temporary residence information, etc.).
- Assist in preparing official dispatches and reports on the reception and management of international students at Vietnam Japan University.

2.2. Office Administration

Inspect and supervise activities related to the reception and management of international students at Vietnam Japan University.

2.3. Office of Planning and Finance (OPF)

Provide information on the fulfillment of financial obligations (tuition payment and other related fees) of international students to relevant units in accordance with the University's regulations.

2.4. Faculties/Training Programs

- Confirm the academic progress of international students.
- Update the study status of international students and support in providing information on international students after they complete their studies at the University to the Office of Academic Affairs and Student Affairs.

II. PROCEDURES FOR MANAGING INTERNATIONAL STUDENTS

1. Visa sponsorship before entering Vietnam

This procedure is implemented after the student receives the admission decision to Vietnam Japan University and completes all required procedures related to documents, tuition fees, and other fees at the University.

Implementation steps:

Step 1:

The Office of Academic Affairs and Student Affairs sends the list and related information (including the student's fulfillment of financial obligations) to the Office of Planning and Finance, along with the list of international students eligible for visa sponsorship to the Office of Research Promotion and Development Cooperation.

Step 2:

The Office of Research Promotion and Development Cooperation submits the visa application dossier and informs the international students of the completion timeline.

Step 3:
International students complete the required documents in accordance with regulations and deadlines and submit them to the Office of Research Promotion and Development Cooperation (R&D department).
Step 4:
The R&D department prepares an official dispatch and the application dossier to be submitted to the Immigration Department requesting approval for the entry of international students for study purposes.
Documents submitted to the Immigration Department include:

No.	Documents	Notes
1	Official dispatch to the Immigration Department	Original
2	Form NA2	Original
3	Confirmation letter of admission from Vietnam Japan University	Original
4	Student's passport	Photocopy
5	Fax transmission fee	According to regulations
6	Other documents (if any)	Photocopy

Step 5:
After receiving the approval letter for entry of international students for study purposes, R&D department sends a scanned copy of the entry approval letter to the international students so that they can proceed with visa procedures at Vietnamese diplomatic missions abroad or obtain a visa upon arrival if permitted.
Step 6:
After obtaining the visa, international students must inform Vietnam Japan University through the Office of Academic Affairs and Student Affairs (ASAO) and R&D department about their entry date and flight information.
In cases where international students cannot enter Vietnam within the permitted timeframe, R&D department will send an official dispatch to the Immigration Department reporting the arising issues and may suspend visa sponsorship if necessary.

Step 7:
After entering Vietnam, international students must present their passport and visa, register their temporary residence address, and report to their training program, the Office of Academic

Affairs and Student Affairs (ASAO), and R&D department to complete the necessary procedures and coordinate with local authorities managing foreign residents.

2. Visa extension/termination

2.1. Visa extension

- **Case 1:**

International students are still studying at the University but their visa is about to expire.
Step 1:
At least one (01) month before the visa expires, international students must notify the Office of Academic Affairs and Student Affairs (ASAO) and R&D department to receive guidance on visa extension procedures.
Step 2:
The Office of Academic Affairs and Student Affairs (ASAO) reviews the student's academic progress, fulfillment of financial obligations, and other relevant conditions. It then compiles the visa extension application dossier for eligible international students.
Step 3:
International students submit the required documents with signatures and confirmation from the training program or faculty, ASAO, and pay the visa extension fee (in accordance with the instructions of the Immigration Department – Ministry of Public Security) to the Office of Research Promotion and Development Cooperation (R&D department).
Step 4:
R&D department submits an official dispatch, the application dossier, and the required fees to the Immigration Department to process the visa extension.

Documents submitted to the Immigration Department include:

No.	Documents	Notes
1	Official dispatch to the Immigration Department, Ministry of Public Security	Original
2	Form NA5 (signed by the international student and confirmed by the University)	Original
3	Decision on student admission	Original
4	Passport	Original
5	Fees	According to regulations
6	Other documents (if any)	Photocopy

Step 5:
R&D department records the updated visa information before returning the passport to the international student.

- **Case 2: International students request a visa extension because they cannot complete the program on time**

Steps 1–5 are implemented in the same way as Case 1, however international students must prepare additional documents including:

- A visa extension request letter clearly stating the reason, requested extension period, and a commitment to complete the program, signed by the international student (original) and approved by ASAO.

- A plan for completing the thesis/final project, signed by the international student and confirmed by the academic supervisor (original) and the training program.

2.2. Visa termination

This procedure applies to international students who have completed their studies at Vietnam Japan University (including cases of withdrawal, suspension of studies, or completion of the study program at the University).

Step 1:
After determining the level of fulfilment of the international student's obligations and informing the student of the termination date of visa sponsorship, the Office of Academic Affairs and Student Affairs (ASAO) sends the list of international students who have completed their studies at the University and their expected departure dates to the Office of Research Promotion and Development Cooperation (R&D department).

Step 2:
Based on the above information, the R&D department prepares an official dispatch to the Immigration Department reporting the termination of visa sponsorship for the international students.

Step 3:
R&D department informs the students to provide information on their exit stamp or any visa status conversion if they remain in Vietnam, thereby completing the management procedures for these students.