

Ho Chi Minh City, December 12th, 2015

VISA FOR INTERNATIONAL STUDENTS

A. VISA for STUDYING in Vietnam

Student visa (Type: DH) is non-immigrant visas that do not require the holder to obtain citizenship. Any prospective student seeking higher education in another country must obtain a student visa for that country.

All of the matters relating to visa application must be submitted **2 weeks in advance** and staff from International Student Service Center (ISSC) is responsible for handing in all documents to Immigration Department on every Tuesday afternoon if any of visa cases arising.

*Note: **Unable to convert Tourist Visa to Student Visa after you entered Vietnam.** According to article 7, point 1 of Vietnam Immigration Law 2015, the purpose of Vietnam visa cannot be converted from one purpose to another. For instance, someone entering Vietnam with a tourist visa (DL) cannot be able to convert it to a studying visa in country (DH).*

B. ENTRY VISA (For international or study abroad students who are currently in their home country, have been enrolled at International University, and will come to Vietnam to study.)

1. REQUIRED DOCUMENTS:

International students are obligated to provide the following information 4 weeks in advance of the Vietnam date of arrival:

- ✓ Particular address of Vietnam Embassy or Vietnam General Consulate in students' home country in which visa shall be received.
- ✓ Students' contact information (Name, e-mail address and telephone number)
- ✓ Scanned passport with validity of above 6 months

Note: International University shall not be responsible for the tardiness of students' arrival in case they fail to submit the mentioned documents on time.

2. PROCEDURE:

Step 1: Once you are accepted to study at IU, you will receive the Letter of Acceptance. At the same time, IU will send an email requesting you to fill in the **Visa information form** concerning the location of receiving visa (Vietnam Embassy or Vietnam Consulate General) near your place.

Step 2: IU then submits these necessary documents to Vietnam Immigration Department in Ho Chi Minh City (VID-HCMC).

Step 3: Once your submitted documents are approved, VID-HCMC will fax a copy of visa pre-approval to Vietnam Embassy or Vietnam Consulate General in your home country. At the same time, you will receive the copy of visa pre-approval from IU via email. This process takes at least 7 working days.

Step 4: Once receiving the pre-approval confirmation from IU, you are responsible for printing the visa pre-approval and submitting it at Vietnam Embassy or Vietnam Consulate General in your home country and pay the fee in order to get the visa. The required documents include:

- ✓ Passport with validity of at least 6 months

- ✓ Pre-approval confirmation (Printed on an A4-size-paper)
- ✓ Letter of Acceptance from IU
- ✓ Visa application forms (in accordance with the officials' guidance at Vietnam Embassy/Vietnam Consulate General)
- ✓ Visa application fees (submit at Vietnam Embassy/ Vietnam Consulate General)

Step 5: You will be notified by the Vietnam Embassy/Vietnam Consulate General about the date and time to receive the visa, type DH – 6 months – multiple entries.

Note: *Obtaining and maintaining appropriate visa status is the responsibility of the student. However, the host university will provide all necessary documentation and forms. International University will be responsible for supporting to submit documents at (VID-HCMC). **Decision of Academic Admission to International students approved by International University's rector shall be utilized to submit for student visa. In addition to the length of the courses, students shall be given extra 2 weeks in advance of the start of the academic semester and extra 2 weeks after terminating the academic semester. International University shall not take full responsibility for ensuring the legality of student visa after terminating the academic semester and International students are highly recommended to apply tourist visa if they wish to extend visa validity for their own purposes.***

❖ SPECIAL CASE: VISA ON ARRIVAL

This is an alternative way to obtain visa for Vietnam and the visa on arrival will be issued and picked up at your airports of arrival. **Visa On Arrival (receive at Vietnam's International Airport – Tan Son Nhat, Noi Bai, Da Nang)**

1. **ELIGIBILITY:** Visa on arrival will be issued in the cases there are **not any representative diplomatic offices** such as Vietnam Embassy or Vietnam Consulate General in your home country.

2. PROCEDURE:

Step 1: Once you are accepted to study at IU, you will receive the Letter of Acceptance. At the same time, IU will send an email requesting you to fill in the **Visa information form** concerning the location of receiving your visa when you arrive in Vietnam, pick one of the following international airport: Tan Son Nhat, Noi Bai or Da Nang Airport.

Step 2: IU then submits these necessary documents to Vietnam Immigration Department in Ho Chi Minh City (VID-HCMC).

Step 3: Once your submitted documents are approved, VID-HCMC will fax a copy of visa pre-approval allowing you to receive their visa at one of the international airports in Vietnam. At the same time, you will receive the copy of visa pre-approval from IU via email. This process may take about 7 working days.

Step 4: Once receiving the pre-approval confirmation from IU, you are responsible for printing the visa pre-approval and carry it with you to Vietnam in order to collect your visa at the airport. The required documents include:

- ✓ Passport with validity of at least 6 months
- ✓ Pre-approval confirmation (Printed on an A4-size-paper)
- ✓ Letter of Acceptance from IU
- ✓ Visa application forms (in accordance with the officials' guidance at the airport)
- ✓ Visa application fees (pay at the airport)

Step 5: You will receive their visa from the Immigrant Department officers at the airport.

C. VISA RENEWAL/ EXTENSION (For international students who are currently studying at IU with Student Visa and want to apply for visa extension/ renewal.)

Note: You should prepare to apply before your current visa expires 3 weeks. In case **your application is after the visa's expiry date**, penalty fee shall be applied regarding to the regulations of the Immigration Department. **Students are obligated to pay this penalty fee at Vietnam State Treasury HCMC by themselves.**

1. ELIGIBILITY: You are eligible to apply for/extend student visa if **you currently enroll** (course registration for that semester will be checked as evidence) in a:

- IU awarded program
- Twining program
- Exchange program

And students are **required to pay the tuition fees** of the forthcoming semester. A proof of payment is requested in order to apply for visa extension/ renewal.

Note: **Student Visa will be terminated by International University within 1 month** if the university records any evidences that student does not continue studying at school or the lack of class participation in that semester.

2. REQUIRED DOCUMENTS

Application checklist:

- ✓ Application form (N5) for issuance, replacement, modification, or stay extension to be completed by temporary resident foreigner in Vietnam. (provided by ISSC)
- ✓ Original passport with the validity above 6 months
- ✓ Original Certificate of temporary residence in Vietnam (resident record)
- ✓ Original of Student ID Card
- ✓ One ID photo (4 x 6 size, white background)

Note: **If you cannot get the Resident Record from your stay**, you have to fill in a form Certification of Resident record (attachment) and have it certified and stamped by Local Authorities (normally People's Committee of the place you live).

3. FEE:

- When you apply to get **new visa**, fee shall be applied as follows:

Type of visa	1 month	3 months	6 months	From 7 to 12 months
Single	USD 35 (USD 25 for new visa and USD 10 for visa extension)	USD 35 (USD 25 for new visa and USD 10 for visa extension)	USD 35 (USD 25 for new visa and USD 10 for visa extension)	USD 35 (USD 25 for new visa and USD 10 for visa extension)
Multiple	USD 60 (USD 50 for new visa and USD 10 for visa extension)	USD 60 (USD 50 for new visa and USD 10 for visa extension)	USD 105 (USD 95 for new visa and USD 10 for visa extension)	USD 145 (USD 135 for new visa and USD 10 for visa extension)

When you apply to extend (Single entry type only) visa, fee shall be applied as 10 USD for every 6 month extension.

D. CONTACT

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