

**2018-2 Application Schedule for UME (Programs A & B)  
(For Spring Semester 2019)**

Application Cycle		Procedure	Details
First	Second*		
1~14 June	16~31 August	Collecting Programs	Application period for member universities/institutions: Universities/institutions are requested to submit their Program Information to UMAP-IS in "Outline of Proposal".
15~20 June	3~5 September	Publication	UMAP-IS collects all information and uploads <b>Programs A&amp;B Information</b> and " <b>Student Application Form</b> " on to UMAP Website ( <a href="http://www.umap.org">www.umap.org</a> ).
25 June ~ 25 July (Deadline)	6 September ~ 26 September (Deadline)	Application	Application period for students: Students submit the application forms to their Home universities/institutions. Home universities/institutions then select the students and nominate the applicants to UMAP IS.
26 July ~ 31 July	27 September ~ 3 October	Placement	Placement period: UMAP-IS checks the application forms and works on placement. Tentative placements are notified to prospective Host universities/institutions for their approval.
1 August ~ 25 August (Deadline)	4~20 October (Deadline)	Notification of Acceptance	Host universities/institutions inform UMAP-IS and Home universities/institutions coordinators of the results and contact students to confirm registration and finalize the application procedure.

\* As for the second Cycle, UMAP-IS will sort out universities that still have spaces to receive students after the first cycle, and will continue to upload the programs of those universities. Therefore they don't have to send "Outline of Proposal" once again. We welcome programs from new participating universities.

Attach your photo size 3x4

**APPLICATION FORM**  
**STUDENT EXCHANGE PROGRAM**  
**(for outbound students)**

1	Name: .....		
	<i>(Write your full name in capital letters)</i> Last                                      First                                      Middle		
2	Date of birth (DD/MM/YY):	.....	
	Place of birth:	.....	
3	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Religion: .....	
4	Civil status:	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Other: .....	
5	Nationality:	.....	
6	Passport:	Number: .....	Place of issue: .....
		Date of issue: .....	Expiry date: .....
7	Contact Address:	.....	
	Email:	.....	
	Phone number/Cell phone:	.....	
8	Contact person at family and Home University (Program coordinator):		
	Name 1: .....	Name 2: .....	
	Contact address: .....	Contact address: .....	
	Cell phone: .....	Cell phone: .....	
	Email: .....	Email: .....	
	Relationship: .....	Relationship: .....	
9	Home University: .....		
	Major: .....	GPA: .....	
	Degree: .....	Year: .....	
10	Host University: .....		
	Address: .....		
	The field of study: .....		
	Program: <input type="checkbox"/> Undergraduate	<input type="checkbox"/> Fall Semester	<input type="checkbox"/> Spring Semester
	Academic year: .....		



	Exchange Scheme	<input type="checkbox"/> AUN <input type="checkbox"/> MOU Another: .....		
	Student leadership record (if applicable)	Time (From/ to)	Organization	City/country
	.....	.....	.....	.....
11	English language proficiency (indicate your certificate and score): .....			
12	Other languages: ..... Level: .....			
13	Are you applying for another student exchange program: <input type="checkbox"/> Yes <input type="checkbox"/> No if yes, please indicate the University and program: .....			
14	I, the undersigned, hereby acknowledge that all the information supplied herein in complete and accurate. Withholding or giving false information will make me ineligible for admission or subject to dismissal. If admitted, I agreed to abide by the policies, rules, and regulations of the Vietnamese Government and Vietnam National University, Hanoi.			
<b>Applicant's signature:</b> (Signed and written in full name)				
Date:				
<b>Home University:</b> We confirm that the proposed program of studying/learning agreement is approved:				
Board of Rectors/Directors (Signed, written in full name and stamped)		Representative of the office responsible for the exchange program (Signed, written in full name)		
Date:		Date:		
Representative of the Board of Directors of Academic Affairs Department, VNU (Signed, written in full name)				
Date:				

## Document Checklist

*Each applicant should submit 01 set of documents (printed on A4-size paper) listed hereunder. Documents in languages other than English or Vietnamese must be attached with duly notarized translation into English or Vietnamese. The submitted documents will not in any case be returned to the applicants.*

1. Application documents required by Host University
2. Completed VNU's application form.
3. Academic transcript of all studied courses at Home University (in English) with GPA 2.8/4.0 at least or meets Host University's requirement.
4. Medical examination certificate issued within 6 months from the date of application by competent health authorities of the sending country to with conclusion of good health for studying abroad.
5. Duly certified copy of international language proficiency (at least IELTS 5.5, TOEFL 500, TOEFL iBT 61, TOEIC 600) and/or meeting Host university's language requirement.
6. Home University's nomination letter.
7. Resume with photo attached and 04 pictures (size 3x4 cm).
8. Copy of passport with a validity at least one year duration from the starting date of semester in Vietnam.

Representative of the Board of Directors of Department Academic Affairs, VNU

(Signed, written in full name)

Date: