



Vietnamese-German University

APPLICATION GUIDELINES FOR MASTER STUDY PROGRAMS

The following are instructions to apply for the Master study programs at the Vietnamese-German University (VGU) through our online platform apply.vgu.edu.vn. Please read the following instructions carefully before and during the application.

In case of questions please contact VGU Marketing and Student Recruitment Department:

(1) Hotline: +84 (0)988 54 52 54

(2) Email: study@vgu.edu.vn

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1. REGISTRATION OF A NEW ACCOUNT FOR APPLICATION

Access to the Applicant portal at apply.vgu.edu.vn or come to the [Online application](#) link on VGU website. If you are a new user, click “**Create a profile**” for registering new account (Figure 1).

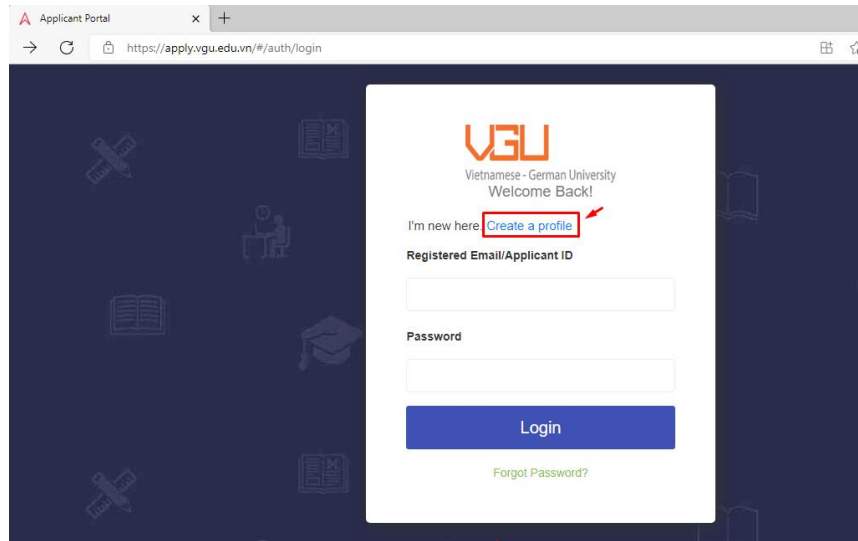


Figure 1: Applicant portal

A Sign-up page (<https://vgu.academiaerp.com/signup/>) will be opened (Figure 2). Fulfill all the required information with correct information:

- Email address: correct email is required for activating your registration
- Mobile Number: Enter your personal phone number which VGU can contact you easily (Note: select mobile country code first and enter the mobile number without 0 at the beginning)
- Confirm “I’m not a robot” and click “**Save**”.

Figure 2: Sign-up page

The system will send an email titled “Active your account” for your Applicant ID and Password through your registered email as follows (Figure 3).

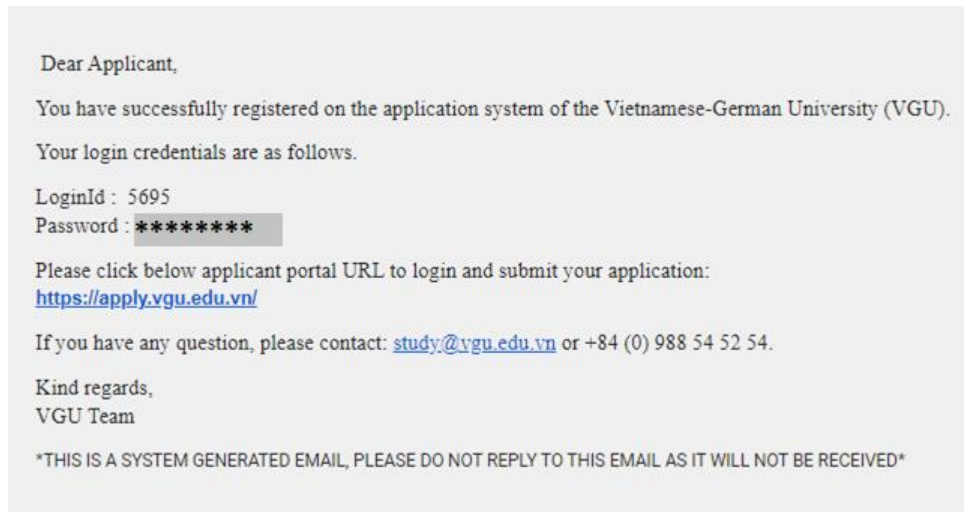


Figure 3: Activate email

- Your account for application is created! Use your registered email (or Applicant ID) and password to login to the Applicant portal (<https://apply.vgu.edu.vn/>)

Figure 4: Login to the Applicant portal with registered account

2. MANAGE YOUR APPLICATION

The detailed steps for filling the application form and submission are shown in Section 3. Please note that, after submitting your application form, you will not be able to change any information

except only in case having request from VGU and only for the inspection of your uploaded documents. Therefore, please keep in mind that:

- **Before submission** of the application form:
 - You may log in to your account at any time to review and edit your application form prior submission.
 - Follow all steps in Section 3 and check carefully all filling information.
 - Scan or take pictures of document clearly.
 - It is allowed for apply at the same time to multiple study programs (if you want this). Please contact our consulting team for detailed advice.
- **After submission** of the application form:
 - VGU will check your application form and get back to you via your registered email in due course for further admission process (for example: providing more documents, invitation to the entrance exam, admission letter...)

3. REGISTRATION FOR ONLINE APPLICATION

Please follow the following steps to fill the application form and upload the required documents

Step 1: PROGRAM DETAILS

- At Home page, click “**Program Details**” and then “**+Add**” to go to the window of “Program Details”

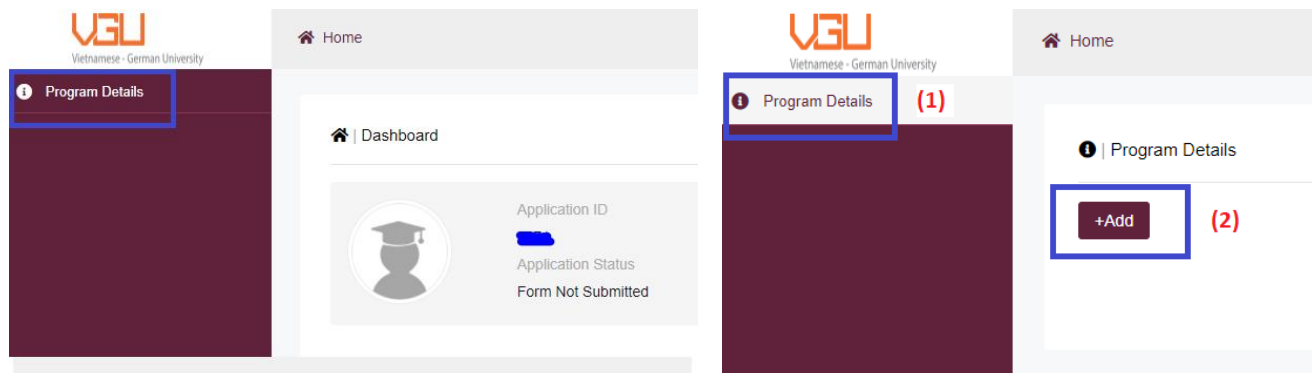


Figure 5: Home page and dashboard

- At the “**Program Details**” window (Figure 6), choose the relevant information in order:
 - (1) Level Program: Choose “Master”
 - (2) Study Program: Choose the program you want to apply
 - (3) Intake: Choose 2022
 - (4) Mode: If you are Vietnamese citizen, choose “Domestic”, if you are not Vietnamese citizen, choose “International”
- Click “**Save**” for the next step.

- In case you want to apply at the same time to another “Study Program” or for another “Admission Mode”, click “+Add” again (Figure 6) to add another Study program/Admission mode.

Figure 6: Program Details

Step 2: PERSONAL DETAILS

- Click “Personal Details” on left sidebar Menu (Figure 7).
- Fill in the empty information: *Country; Nationality; Gender; ID/ Passport No*
 - o Country: choose your country associated with your ID card/passport
 - o Place of Birth: input by format “**City/Province, Country**” example: “Tp. Cần Thơ, Việt Nam”.
 - o Upload Image (optional): your self portrait
 - o Enter your ID/Passport number and choose Gender
- Click “Save” for the next step.

Figure 7: Add personal detail

Step 3: CONTACT DETAILS

- Click “**Contact Details**” on the left sidebar Menu
- Click “**+Add Address**” on Current Address (do the same for the box “Permanent Address”)
- For Vietnamese applicants (Figure 8a):
 - o Country: choose Vietnam
 - o City/Province, District: choose values in the drop lists
 - o Address: enter your current home address
- Click “**Add Address**” to save your information.

The screenshot shows the 'Add Address' form for Vietnamese applicants. The form is titled 'Add Address' and has a close button in the top right corner. It contains the following fields:

- Country ***: A dropdown menu with 'Vietnam' selected.
- City/Province (For Vietnamese applicants)**: A dropdown menu with 'Binh Duong' selected.
- District ***: A dropdown menu with 'Thành phố Thủ Dầu Một' selected.
- Address ***: A text input field containing '14 Lê Hồng Phong'.
- Address Mobile No.**: A dropdown menu with 'Vietnam +84' selected and a text input field for the mobile number.

At the bottom of the form, there are two buttons: 'Add Address' (highlighted with a red box) and 'Cancel'.

Figure 8a. Add address for Vietnamese applicants

- For International applicants (Figure 8b):
 - o Country: choose your country
 - o City/Province: choose “Add details in the address field”
 - o District: choose “Add details in the address field”
 - o Address: enter your detailed current home address.
- Click “Add Address” for saving information.

The screenshot shows the 'Add Address' form for international applicants. The form is titled 'Add Address' and has a close button in the top right corner. It contains the following fields:

- Country ***: A dropdown menu with 'Germany' selected.
- City/Province (For Vietnamese applicants)**: A dropdown menu with 'Add details in the address field' selected.
- District ***: A dropdown menu with 'Add details in the address field' selected.
- Address ***: A text input field containing 'Eysseneckstrsse 56, 60322 Frankfurt Ammair'.
- Address Mobile No.**: A dropdown menu with 'Germany +49' selected and a text input field for the mobile number.

At the bottom of the form, there are two buttons: 'Add Address' (highlighted with a red box) and 'Cancel'.

Figure 8b. Add address for international applicants

Step 4: BACHELORS INFORMATION

- Click “**Bachelors Information**” on the left sidebar Menu
- Click “**+Add**” for fulfilling the information
 - o University name: your graduated University
 - o Degree month/year: your Bachelor’s degree issue date (month and year)
 - o Program: your majority
 - o Percentile: optional, you can leave this cell blank
- Click “**Save**” for the next step.

The screenshot shows a form titled "Bachelors Information" with a close button (X) in the top right corner. The form contains the following fields:

- University Name ***: Text input field containing "University of Industry".
- Degree ***: Dropdown menu showing "Bachelors Of Engineering".
- Degree Month ***: Dropdown menu showing "September".
- Degree Year ***: Dropdown menu showing "2015".
- Program ***: Text input field containing "Mechanical Engineering".
- Percentile**: Text input field containing "Percentile".
- GPA ***: Text input field containing "3.5".
- Country ***: Dropdown menu showing "Vietnam".
- Grading System**: Dropdown menu showing "US grading system (1-4 poi)".

At the bottom of the form, there are two buttons: "Save" (dark red) and "Cancel" (light grey).

Figure 9: Add Bachelor information

Step 5: UPLOAD DOCUMENTS

- Click “**Upload Documents**” on the left sidebar Menu.
- All the documents which are marked as "Compulsory for All" are mandatory to be uploaded: ID card or Passport; Bachelor Transcript; Bachelor degree.
- **English Certificate**: upload your University’s confirmation of teaching medium; or **valid** English certificate of IELTS at least academic 5.0/ TOEFL iBT 42 at application time.
- **CV**: CV is required when you apply for MBA and GPE programs
- **Other Documents**: upload working experience (MBA, GPE and BIS) or any other documents
- **Reference letter/Motivation letter**: required for GFE program
- Click “**Upload**”, select relevant file to upload and “**Save**”

Figure 10: Upload your documents

Step 6: LANGUAGE PROFICIENCY (OPTIONAL)

- Click “Language Proficiency” on the left sidebar Menu
- Click “+Add” for fulfilling the information. Fields with asterisk (*) are mandatory
- Click **Save** for further step
- **If you do not have any valid English certificate, you can skip this step!**

Figure 11: Language proficiency

Step 7: DECLARATIONS

- Click “Declarations” on the left sidebar Menu
- This is the final step to finish your application form and send it to VGU. After clicking “Submit”, you will not be able to change any information except only in case having request from VGU and only for the inspection of your uploaded documents. Therefore, please check carefully your application form (review the filling information at each step) before clicking “**Submit**”.
- Read the declaration, then select “**I Agree**” and click “**Submit**” to finish the Applicant Form.

Instructions/Guidelines

- I hereby declare, that all of the information I have provided is complete and correct. I am aware that missing or incomplete information, whether deliberate or the result of negligence, may exclude me from the admissions procedure or – if it is not noticed until after I am accepted for the program – may lead to revocation of my admission.

I Agree Submit

Figure 12: Declaration and submission

After submitting your application form, you will receive a confirmation email titled “Confirmation of submission of your online application” as following

Dear Applicant
 Congratulations!
 Thank you for your interest and application to the Vietnamese-German University (VGU).
 You have successfully completed your online application. You can now track the progress of your application using below Applicant portal. Please click the link below to access the portal
<http://apply.vgu.edu.vn/>
 Your application ID is : [REDACTED]
 Your application will be checked and a response letter will be sent you via your registered email account within 07 working days.
 If you have any question, please contact:
 + Bachelor program: admissions@vgu.edu.vn or +84 (0) 274 2220990, ext 132
 + Master program: masters@vgu.edu.vn or +84 (0) 274 2220990, ext 132
 Kind regards,
 VGU Team
 * THIS IS A SYSTEM GENERATED EMAIL, PLEASE DO NOT REPLY TO THIS EMAIL AS IT WILL NOT BE RECEIVED*

Figure 13. Email “Confirmation of submission of your online application”

VGU will check your application form and get back to you via your registered email in due course. For any further information regarding your admission, please contact:

Department of Academic and Student Affairs

- Phone: (0274) 222 0990, extension 132

- Email: masters@vgu.edu.vn