



**APPLICATION GUIDELINES  
FOR BACHELOR PROGRAMS**

**2024**

---

---

*This application guideline for Bachelor Programs is compiled and published by the Examination Office – Academic and Student Affairs of the Vietnamese-German University (VGU). The document provides instructions for applying to undergraduate programs at VGU through the online registration system [www.apply.vgu.edu.vn](http://www.apply.vgu.edu.vn)*

*Please read this document carefully before and while completing the application.*

**Contact information:**

Examination Office – Academic and Student Affairs Department:

Email: [admissions@vgu.edu.vn](mailto:admissions@vgu.edu.vn)

## CONTENTS

<b>REGISTER A NEW ACCOUNT TO APPLY</b> .....	4
<b>MANAGE YOUR APPLICATION</b> .....	8
<b>FILL IN THE APPLICATION FORM</b> .....	10
<b>1. PROGRAM DETAILS</b> .....	11
<b>2. PERSONAL DETAILS</b> .....	13
<b>3. CONTACT DETAILS</b> .....	14
<b>4. EDUCATIONAL BACKGROUND</b> .....	15
<b>5. UPLOAD DOCUMENTS</b> .....	16
<b>6. FAMILY DETAILS</b> .....	18
<b>7. LANGUAGE PROFICIENCY</b> .....	19
<b>8. DECLARATIONS</b> .....	20
<b>Q&amp;A</b> .....	21

**REGISTER A NEW ACCOUNT  
TO APPLY**

## ❖ REGISTER A NEW ACCOUNT TO APPLY

- Access to the Applicant portal at the link: <https://apply.vgu.edu.vn>

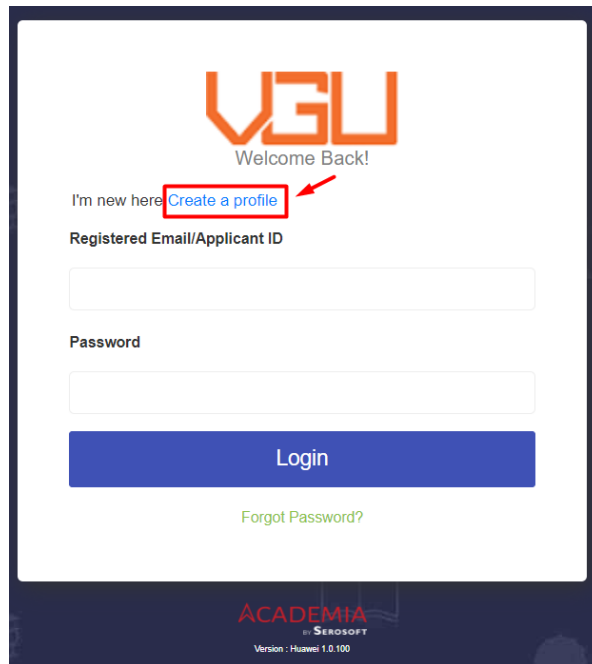


Figure 1. Applicant portal

- To create a new account, click “**Create a profile**” (Figure 1)
- To fulfill all the required fields with correct information (Figure 2)

CREATE AN ACCOUNT

**INSTRUCTIONS**

- State your name(s) as they appear in your Personal ID card/Passport
- Make sure you enter a valid Email Address and Mobile No.
- Minimum and Maximum character limit for the password is 6 and 10 respectively.
- After Saving the form a link will be sent to your registered email that will allow you to log into the portal and continue your application process.
- For the Application Process Stage, Your Email Address will be your login ID.

Last Name *	Middle Name	First Name *
<input type="text" value="Nguyễn"/>	<input type="text" value="Văn"/>	<input type="text" value="An"/>
Date of Birth *	Email Address *	Mobile Number *
<input type="text" value="2006"/> <input type="text" value="Feb"/> <input type="text" value="14"/>	<input type="text" value="nguyenvanan@gmail.com"/>	<input type="text" value="Vietnam"/> <input type="text" value="901234567"/>
Password *	Confirm Password *	
<input type="password" value="....."/>	<input type="password" value="....."/>	


I'm not a robot 

Figure 2. Sign-up page

- To fulfill all the required fields:

<ul style="list-style-type: none"> <li>• Full name (<i>Last Name/ Middle Name/ First name</i>)</li> <li>• Date of birth</li> <li>• Password</li> </ul>	<ul style="list-style-type: none"> <li>• Email address</li> <li>• Mobile number: <b><i>not including the number “0” at the beginning</i></b></li> <li>• Confirm Password</li> </ul>
--	---

- Click “**I’m not a robot**”.
- Click “**Save**”.
- The system will send an email titled “**Active your account**” for your Applicant ID and Password through your registered email as follows (Figure 3)

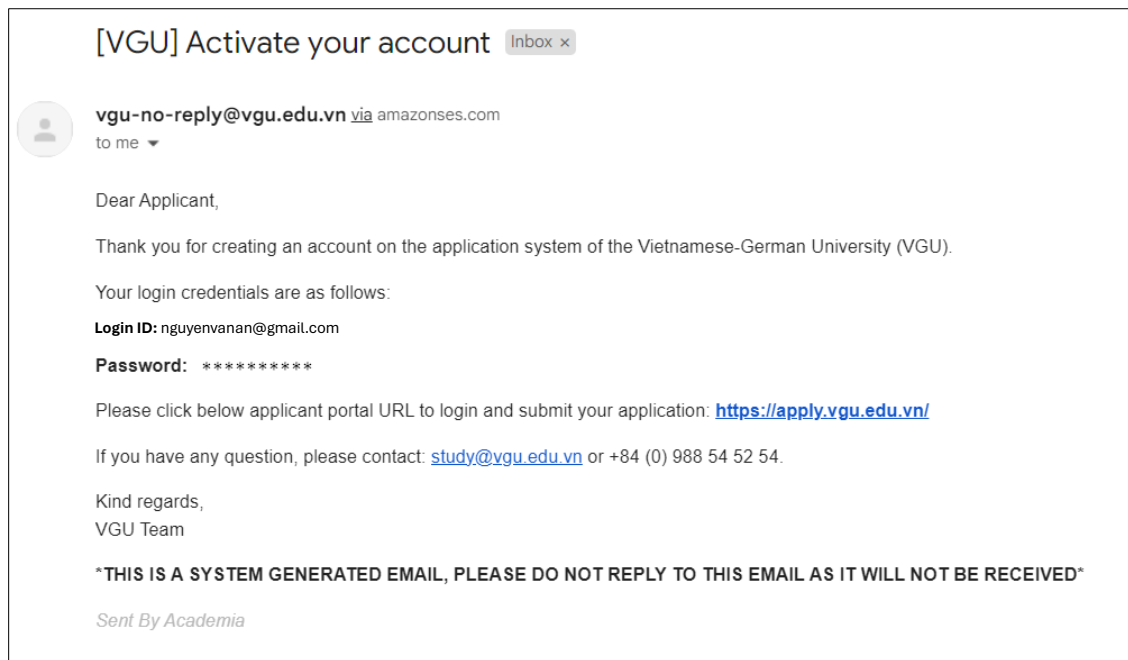
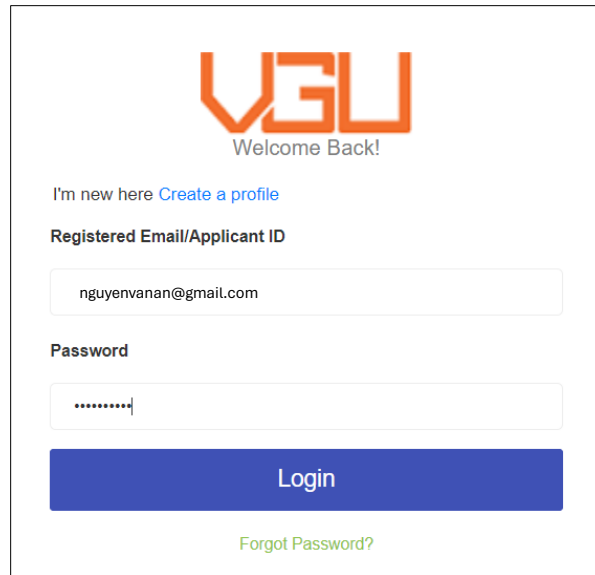


Figure 3. Email “Activate your account.”

- **Login to the Applicant portal:** Use your registered email (or Applicant ID) and password to login to the Applicant portal (Figure 4).



The image shows a login page for the VGU Applicant portal. At the top center is the VGU logo in orange, with the text "Welcome Back!" below it. Underneath, there is a link "I'm new here [Create a profile](#)". The main form has two sections: "Registered Email/Applicant ID" with a text input field containing "nguyenvanan@gmail.com", and "Password" with a text input field containing ".....". Below these fields is a large blue "Login" button. At the bottom center, there is a green link "Forgot Password?".

Figure 4. Login to the Applicant portal with registered account

- **To change the display language** at Home page of Applicant portal

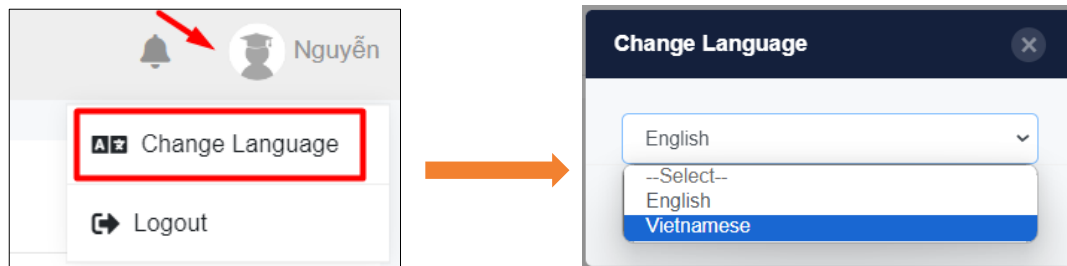


Figure 5. Home page with "Change Language" window

# MANAGE YOUR APPLICATION



## ❖ **MANAGE YOUR APPLICATION**

- **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 **FILLING THE APPLICATION FORM** section and carefully check all filling information.
  - Scan or take pictures of document clearly; valid files are formatted accordingly \*.JPEG; \*.PDF; \*.PNG.
- **After submission** of the application form:
  - VGU will review the candidate's registration documents and contact the candidate via email at the appropriate time to proceed with the next admission steps (such as providing additional documents, exam invitation letter, admission letter, etc.)
  - Please note that once you submit the application, you will not be able to change any information entered in the system.

# FILL IN THE APPLICATION FORM

## 1. PROGRAM DETAILS

- Click (1) “**Program Details**” and then (2) “**+Add**”: to go to the window of “Program Details” (Figure 6).

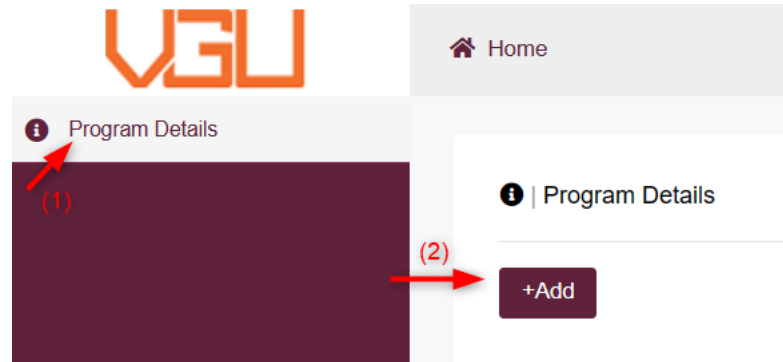


Figure 6. Home page and dashboard

- To click and choose the relevant information in order: (1) Level Program; (2) Study Program; (3) Intake; (4) Admission Mode (Figure 7)
  - o (1) **Level Program:** choose “Undergraduate”
  - o (2) **Study Program:** Choose the program name you want to apply (Example: High school Result)
  - o (3) **Intake:** choose 2024
  - o (4) **Admission Mode:** Choose one of the admission modes you want to apply:

<ul style="list-style-type: none"><li>• <b>TestAS</b></li><li>• <b>Direct Admission</b></li><li>• <b>International Degree</b></li></ul>	<ul style="list-style-type: none"><li>• <b>Transcripts</b></li><li>• <b>National High School Exam</b> (<i>will be opened later</i>)</li></ul>
---	---

- Click “**Save**” for the next step.

Figure 7. Program Details



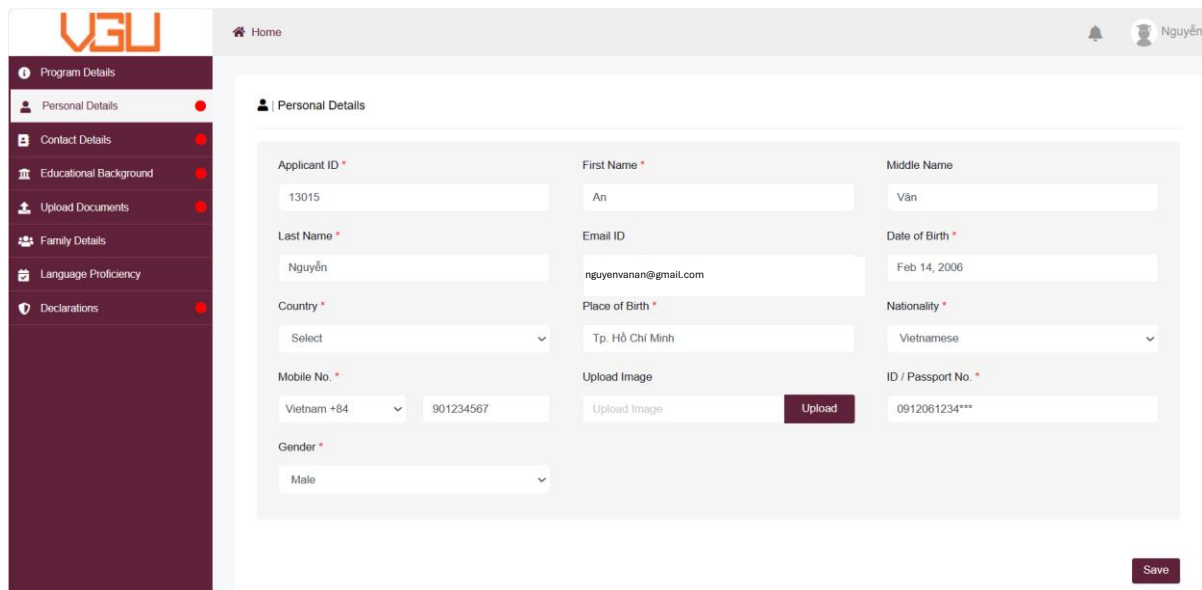
In case you want to apply at the same time to another “Study Program” or for another “Admission Mode”, click “+Add” again (Figure 6) to add another Study program/Admission mode (Figure 6)



<b>VGU BACHELOR PROGRAMS</b>	
<b>ENGINEERING GROUP</b>	<b>ECONOMIC GROUP</b>
Architecture (ARC)	Business Administration (BBA)
Civil Engineering and Construction Management (BCE)	
Computer Science (CSE)	
Electrical and Computer Engineering (ECE)	Finance and Accounting (BFA)
Mechanical Engineering (MEN)	
Smart Mobility Engineering (SME)	
Environmental Process Engineering (EPE)	

## 2. PERSONAL DETAILS

- Check and fill in the empty information (Figure 8)
  - (1) **Country**, (3) **Nationality**: choose your country associated with your ID card/passport
  - (2) **Place of Birth**: input by format “City/Province” example: “Tp. Hồ Chí Minh”
  - (4) **Upload Image (optional)**: The candidate’s avatar (Valid files are formatted accordingly \*.JPEG; \*.PDF; \*.PNG.)
  - (5) **ID/Passport No.:** ID/passport number
  - (6) **Gender**



The screenshot shows a web application interface for VGU. On the left is a dark red sidebar with a menu containing: Program Details, Personal Details (highlighted with a red dot), Contact Details, Educational Background, Upload Documents, Family Details, Language Proficiency, and Declarations. The main content area is titled 'Personal Details' and contains a form with the following fields:

Applicant ID *	First Name *	Middle Name
13015	An	Vân
Last Name *	Email ID	Date of Birth *
Nguyễn	nguyenvanan@gmail.com	Feb 14, 2006
Country *	Place of Birth *	Nationality *
Select	Tp. Hồ Chí Minh	Vietnamese
Mobile No. *	Upload Image	ID / Passport No. *
Vietnam +84 901234567	Upload Image [Upload]	0912061234***
Gender *		
Male		

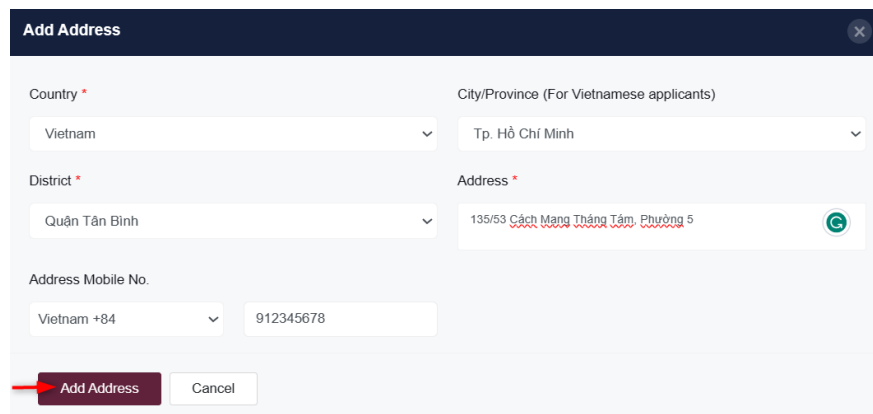
A 'Save' button is located at the bottom right of the form area.

Figure 8. Personal details

- Click **“Save”** for the next step.

### 3. CONTACT DETAILS

- Click “+Add Address” on the box “Current Address” (do the same for the box “Permanent Address”)
- **For Vietnamese applicants** (Figure 9a)
  - o Country: choose Vietnam
  - o City/ Province & District: choose values in the drop list.
  - o Address: input your current home address
- Click “Add Address” for saving information.



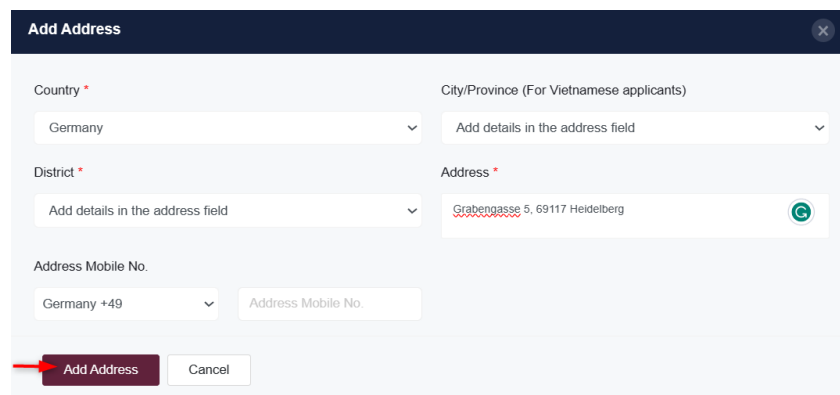
The screenshot shows a modal window titled "Add Address" with a close button (X) in the top right corner. The form contains the following fields:

- Country \***: A dropdown menu with "Vietnam" selected.
- City/Province (For Vietnamese applicants)**: A dropdown menu with "Tp. Hồ Chí Minh" selected.
- District \***: A dropdown menu with "Quận Tân Bình" selected.
- Address \***: A text input field containing "135/53 Cách Mạng Tháng Tám, Phường 5" with a green location pin icon on the right.
- Address Mobile No.**: A dropdown menu with "Vietnam +84" selected and a text input field containing "912345678".

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

Figure 9a. Add address for Vietnamese applicants.

- **For International applicants** (Figure 9b)
  - o Country: choose your country
  - o City/Province & District: choose “Add details in the address field.”
  - o Address: input your detailed current home address.
- Click “Add Address” for saving information.



The screenshot shows a modal window titled "Add Address" with a close button (X) in the top right corner. The form 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 "Grabengasse 5, 69117 Heidelberg" with a green location pin icon on the right.
- Address Mobile No.**: A dropdown menu with "Germany +49" selected and a text input field labeled "Address Mobile No.".

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

Figure 9b. Add address for International applicants.

## 4. EDUCATIONAL BACKGROUND

- Click “+Add” for filling your academic records in each grade of high school level:

- **Academic Profile:** choose “Grade 10”
- **Country, Province/City, District, School Name:** choose the relevant information associated with your High school of Grade 10.
- **Overall GPA:** enter your overall GPA.
- **Admission Block:** choose Admission Modes (1-TestAS, 2-High School Result, 3-Direct Admission, 4-International Degree) (Figure 11)

*(In case candidates are using the National High School Exam result for admission, click on the admission block corresponding to the admission combination on the admission page of the Ministry of Education and Training)*

The screenshot shows a form titled "Educational Background" with the following fields and values:

Field	Value		
Academic Profile	Grade 10		
Admission Block	Admission modes (1-TestAS, 2-High School Ri		
Country	Vietnam		
City / Province	Tp. Hồ Chí Minh		
District	Quận 1		
School Name	THPT Bùi Thị Xuân		
Overall GPA	9.0		
Subject	Biology	Score	8.5
Subject	Chemistry	Score	8.7
Subject	Economic and Legal Education	Score	9.2

Figure 10 – Educational Background

- **Subject:** input all the scores of subject display on the screen.
- Click “Save” for the next step.
- Do the same for “Grade 11”, “Grade 12 - Semester 1.”



If a subject on the system is not on your transcript, please enter “0” as your score to continue.



For international applicants, please enter “0” as your score to continue.

## 5. UPLOAD DOCUMENTS

- All the documents which are marked as "**Compulsory for All**" are mandatory to be uploaded.
- Click "**Upload**", select relevant file to upload and "**Save**".

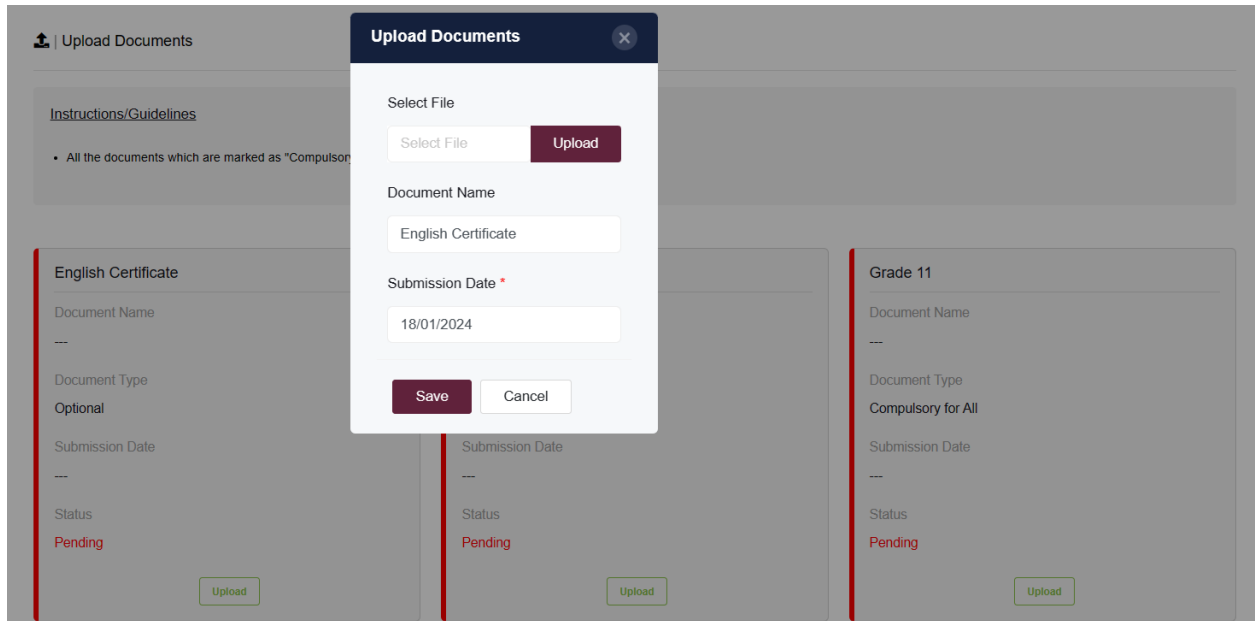


Figure 11 – Upload documents



Mandatory and optional uploaded documents for each admission modes are shown in the next page.

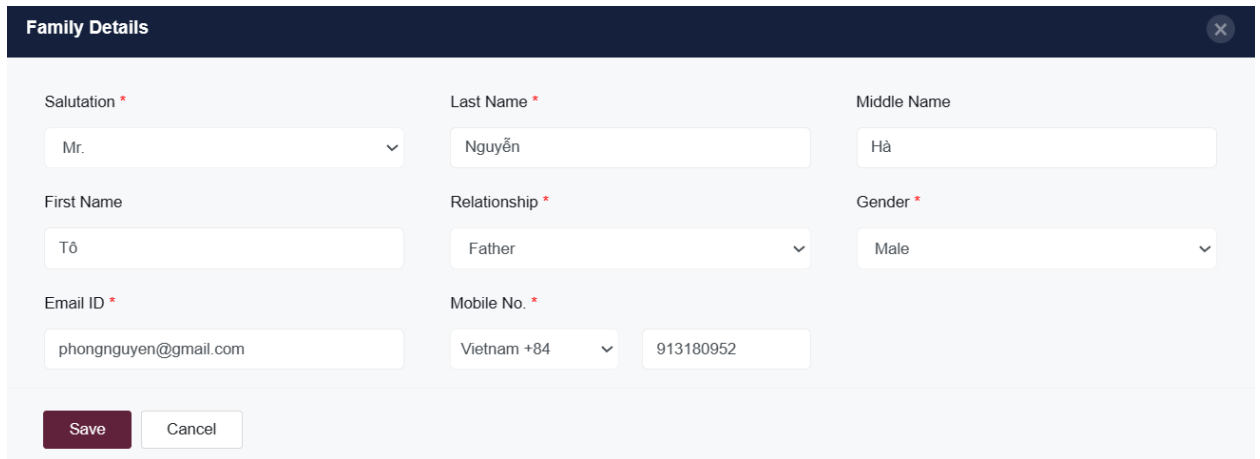


## Mandatory and optional uploaded documents for each admission modes:

No.	Admission mode	Mandatory documents	Optional documents	Notes
1	Mode 1 - TestAs	- ID card or Passport	- High school transcripts - High school Diploma - English Certificate*	English Certificate*: accept valid certificate of at least IELTS academic 5.0/ TOEFL iBT 42 or equivalent
2	Mode 2 – High school Result	- ID card or Passport; - Transcripts grade 10, 11 and 1 <sup>st</sup> semester of grade 12.	- English Certificate *	
3	Mode 3 – Direct Admission	- ID card or Passport; - Excellent Academic Achievement; - Transcripts grade 10, 11 and 1 <sup>st</sup> semester of grade 12.	- English Certificate *	
4	Mode 4 – International Degree	- ID card or Passport; - International High school Diploma. - Transcripts grade 10, 11 and 1 <sup>st</sup> semester of grade 12.	- English Certificate *	
5	Mode 5 – National High school Exam	- ID card or Passport; - High school Exam results; - Transcripts grade 10, 11 and 1 <sup>st</sup> semester of grade 12.	- English Certificate *; - High school Diploma	

## 6. FAMILY DETAILS

- Click “**Add**” to fill the information.



The screenshot shows a 'Family Details' form with the following fields and values:

Field	Value
Salutation *	Mr.
Last Name *	Nguyễn
Middle Name	Hà
First Name	Tô
Relationship *	Father
Gender *	Male
Email ID *	phongnguyen@gmail.com
Mobile No. *	Vietnam +84, 913180952

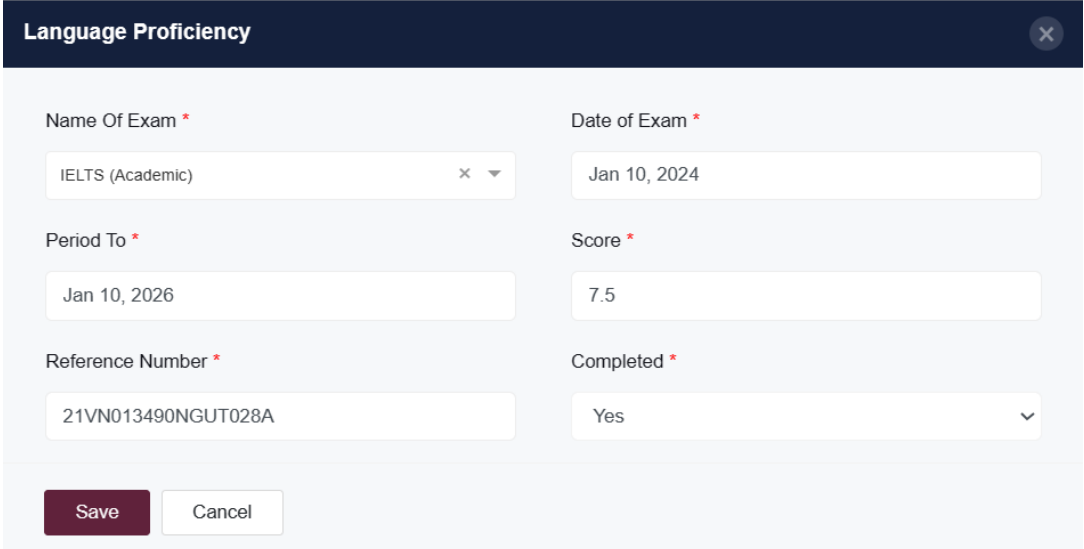
Buttons: Save, Cancel

Figure 12. Family details

- Click “**Save**” for further step.

## 7. LANGUAGE PROFICIENCY

- Click **“Add”** to fill the information. Fields with asterisk (\*) are mandatory (Figure 13)
  - o **Name of Exam:** choose an appropriate certificate that you have (Example: IELTS/ TOEFL iBT/ Cambridge English FCE; CAE; CPE ...)
  - o **Date of Exam:** choose the date of the exam on the certificate.
  - o **Period to:** choose an any day after the exam date.
  - o **Score:** Input the score on the certificate.
  - o **Reference Number:** input the reference number on the certificate (Example IELTS certificate - TRFN: 21VN013490NGUT028A)
  - o **Completed:** choose **“Yes”**



The screenshot shows a form titled "Language Proficiency" with a close button in the top right corner. The form contains six fields arranged in two columns. The left column has "Name Of Exam \*" (a dropdown menu with "IELTS (Academic)" selected), "Period To \*" (a date field with "Jan 10, 2026"), and "Reference Number \*" (a text field with "21VN013490NGUT028A"). The right column has "Date of Exam \*" (a date field with "Jan 10, 2024"), "Score \*" (a text field with "7.5"), and "Completed \*" (a dropdown menu with "Yes" selected). At the bottom left, there are two buttons: "Save" (in a dark red box) and "Cancel" (in a white box with a grey border).

Figure 13 – Language proficiency

- Click **“Save”** for further step.

## 8. DECLARATIONS

- 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, select “**I Agree**” and click “**Submit**” to finish and send your Application Form to VGU. (Figure 14)

🛡️ | Declarations

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.
- If I would like to add new study program/ admission mode, I will create a new account for submission.

I Agree

Figure 14 – Declaration and submission

# Q&A

---

*The content in this section will show frequently asked questions related to creating online admission applications on the website [www.apply.vgu.edu.vn](http://www.apply.vgu.edu.vn)*

### I am having technical problems while completing my online application. How can I contact VGU for support?

You need to inform VGU of your problem via email at [admissions@vgu.edu.vn](mailto:admissions@vgu.edu.vn) or call the hotline 0967 34 27 34 (office hours) for support.

### After completing the admission application, can I change the admission program or admission mode?

Once you confirm and submit your application, you will not be able to edit your profile on the system. To apply for additional programs or admission modes, please use a different email account and register for a new application.

### For non-mandatory documents (e.g., IELTS certificate), can I submit them later and how?

You can complete the admission application even if you are missing some optional documents. However, you will need to send the missing documents via email to [admissions@vgu.edu.vn](mailto:admissions@vgu.edu.vn). Please make sure to include your application ID in the email. You can find your application ID in the activation email sent by the system (Figure 4).

### How will VGU notify me of the admission results?

The admission system will not send you any notification of the admission results. You will receive an email with the admission results and the enrollment guidelines (if any). Please check your email account regularly to avoid missing any important information from VGU.