



VIETNAMESE-GERMAN UNIVERSITY

FACT SHEET FOR INCOMING STUDENTS



1. GENERAL INFORMATION

Areas of study

Faculty of
Economics
and
Management

Faculty of
Engineering

Facts and Figures

3219 students & **1823** graduates
38 professors
158 academic and administrative staff
57+ international partner universities

10 Bachelor's programs
11 Master's programs
200+ outgoing students/ year

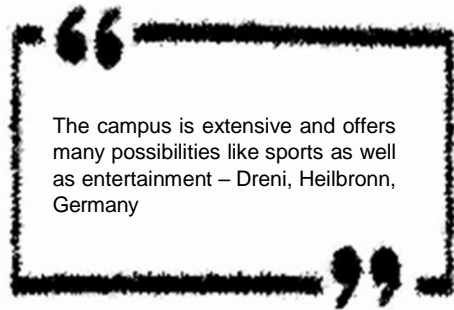
All courses taught in English
100+ incoming students/ year

Facilities- some highlights

- State-of-the-art laboratories: Electronics and RF Engineering Lab, Physics and Electrical Measurement Technology Lab, Robotics Lab, Communication Engineering and Digital Systems Lab, Power Engineering and Control Engineering Lab, Telecom. & Digital Routing Lab, EEIT Computer Lab, Automation Lab, Environmental Engineering and Chemical Analytics Lab, MSST Computer Lab, Machining Lab, Metallurgy and Materials Lab, Lean and Green Manufacturing and Automation Technology Lab, Siemens Software, Computer Lab, Research CompLab (Workstation), Vietnamese German Transport Research Center (VGTRC). This center so far has a Traffic Simulation Lab, General Lab (CS ComLab), Computer Network Lab, Real-time Lab, Server, Measurement and Metrology Lab

- Extensive library
- State-of-the-art sports complex: tennis, badminton, volleyball, basketball courts; swimming pool; athletics track; football field; and an indoor multipurpose hall
- Vibrant canteen offering breakfast, lunch & dinner

What former exchange students think about their stay



2.ACADEMIC INFORMATION

Academic calendar

Winter semester

Official duration of semester:

September – February

Summer semester

Official duration of semester:

March - August

Short break during the semester are the public holidays in Vietnam includes New Year, Lunar New Year, Hung King Anniversary, Reunion day and Labor day and National day.

Study programs & courses for exchange students

Find out about the study programs for our exchange students on our website. There you will also find useful and detailed information on the possible selection of courses:

<https://vgu.edu.vn/study-program.jsessionid=8BC41A267AB295472E49AF91DF864937>

Further advice and information these courses shall be provided by VGU International Office and Faculty of programs

Recommended workload per semester: ca. 30 ECTS

Learning Vietnamese

We offer two ways of learning the Vietnamese language (free of charge):

- Vietnamese language courses
- Buddy program between Vietnamese and international students

3.SERVICES AND PRACTICALITIES

For further Information and Nomination, please do not hesitate to contact our International Office team at international@vgu.edu.vn

Orientation week

We recommend taking part in the orientation week at VGU to ease the transition. They are held usually at the end of September/ in the beginning of

Health insurance

We would like to remind you that health insurance should be a priority when staying abroad for a long period of time. We also recommend informing yourself about different types of vaccinations prior to your visit.

Visa

Please send a scan of your passport to us. VGU then contacts you with your reference number and further information to apply for a visa.

Housing

Our campus has two dormitories on site (male/female). Room prices vary from approximately 600,000 VND to 2,400,000 VND per month, depending on single or double, non A/C or AC occupancy. More detailed information and contacts can be found on <https://vgu.edu.vn/dormitory>.

Exchange students' families

Guests can live in the fully furnished guest houses for the duration of their stay with 600,000 VND per night. We do not offer child day care. More detailed information can be found on <https://vgu.edu.vn/guest-house>.

4. NOMINATION & APPLICATION

Nomination and application deadlines for incoming students

Application documents	Language requirements	Nominated students will receive an e-mail describing the application procedure after they have been nominated by the home university.
<ol style="list-style-type: none">1. Application form (signed)2. Learning agreement (signed)3. Passport (scanned copy)	Level B1 in accordance with the Common European Framework of Reference (CEFR) for Languages	

For studies in winter semester

Deadline nomination: 15.05

Deadline application: 15.06

For studies in the summer semester

Deadline nomination: 15.10

Deadline application: 15.11

5. CONTACT & LOCATION

The International Office team:

international@vgu.edu.vn

Nguyen Bui To (she/her)
My Pham Thi Cam (she/her)

International Manager cum Deputy Head of
Academic and Student Affairs
Scholarship Officer and International Officer
Incoming Coordinator

nguyen.bt@vgu.edu.vn
my.ptc@vgu.edu.vn

President

René Thiele (he/him)

Vice President for Academic and Student Affairs

Vien Ha Thuc (he/him)

Study program: <https://vgu.edu.vn/study-program>

No.	Study program	Academic coordinator	Program email/ Program assistant
1	BA Electrical and Computer Engineering (ECE)	Assoc. Prof. Dr. Bui Minh Duong duong.bm@vgu.edu.vn 0274 222 0990, extension: 70153	Ms. Nguyen Thi My Tien tien.ntm@vgu.edu.vn
2	BA Computer Science (CSE)	Dr. Le Lam Son son.ll@vgu.edu.vn 0274 222 0990, extension: 70196	Ms. Le Thuy Doan Trang trang.ltd@vgu.edu.vn cse@vgu.edu.vn
3	BA Mechanical Engineering (MEN)	Dr. Nguyen Hong Vi vi.nh@vgu.edu.vn 0274 222 0990, extension: 70155	Ms. Nguyen Thanh Ngan ngan.nt@vgu.edu.vn
4	BA Civil Engineering (BCE)	Dr. Nguyen Tan Tien tien.nt@vgu.edu.vn 0274 222 0990, extension: 70196	Ms. Vo Thi Bich Ngoc ngoc.vtb@vgu.edu.vn
5	BA Architecture (ARC)	Dr. Le Thi Thu Huong huong.ltt@vgu.edu.vn 0274 222 0990, extension: 70119	Ms. Vo Thi Bich Ngoc ngoc.vtb@vgu.edu.vn
6	BA Business Administration (BBA)	Dr Le Minh Hanh hanh.lm@vgu.edu.vn 0274 222 0990, extension: 70194	Ms. Nguyen Tran Phuong Anh anh.ntp@vgu.edu.vn
7	BA Finance and Accounting (BFA)	Dr Le Minh Hanh hanh.lm@vgu.edu.vn 0274 222 0990, extension: 70194	Ms. Nguyen Tran Phuong Anh anh.ntp@vgu.edu.vn
8	BA Smart Mobility Engineering (SME)	Assoc. Prof. Dr. Vu Anh Tuan, drtuan.va@vgtrc.vgu.edu.vn 0274 222 0990, extension: 70122	Ms. Tran Tuyet An an.tt@vgu.edu.vn
9	BA Sustainable Process Engineering (SPE)	Dr. Trinh Thi Thanh Huyen, huyen.ttt@vgu.edu.vn	Ms. Nguyen Thanh Ngan ngan.nt@vgu.edu.vn
10	BA Mechatronics (MEC)	Assoc. Prof. Do Xuan Phu phu.dx@vgu.edu.vn	Ms. Tran Thi Yen yen.tt@vgu.edu.vn
11	MA Computational Engineering (COM)	Dr. Nguyen Thien Binh binh.nt@vgu.edu.vn 0274 222 0990, extension: 70137	Ms. Tran Tuyet Nhung nhung.tt2@vgu.edu.vn
12	MA Mechatronics and Sensor Systems Technology (MST)	Mr. Le Duy Can can.ld@vgu.edu.vn 0274 222 0990, extension: 70151	Ms. Nguyen Thi Tuu tuu.nt@vgu.edu.vn
13	MA Sustainable Urban Development (SUD)	Dr. Nguyen Ngoc Hieu hieu.nn@vgu.edu.vn 0274 222 0990, extension: 70198	Ms. Tran Tuyet Nhung nhung.tt2@vgu.edu.vn
14	MA Global Production Engineering and Management (GPE)	Dr. Said Zahedani, said.zahedani@vgu.edu.vn 0274 222 0990, extension: 70155	Ms. Nguyen Thi Tuu tuu.nt@vgu.edu.vn
15	MA Business Information Systems (BIS)	Dr. Dinh Hai Dung dung.dh@vgu.edu.vn 0274 222 0990, extension: 70195	Ms. Phung Ngoc Huyen huyen.pn@vgu.edu.vn
16	MA Business Administration (MBA)	Dr. Tran Binh Dai dai.tb@vgu.edu.vn 0274 222 0990, extension: 70193	Ms. Phung Ngoc Huyen huyen.pn@vgu.edu.vn

No.	Study program	Academic coordinator	Program email/ Program assistant
17	MA Water Technology, Reuse and Management (WTE)	Assoc. Prof. Dr. Tran Le Luu luu.tl@vgu.edu.vn 0274 222 0990, extension: 70115	Ms. Tran Tuyet Nhung nhung.tt2@vgu.edu.vn
18	MA Computer Science (MCS)	Dr. Tran Duc Khanh khanh.td@vgu.edu.vn 0274 222 0990, extension: 70143	Ms. Tran Thi Yen yen.tt@vgu.edu.vn
19	MA Material Science (MSI)	Dr. Nguyen Xuan Thanh thanh.nx@vgu.edu.vn	Ms. Nguyen Thi Tuu tuu.nt@vgu.edu.vn
20	MA Global Finance and Economics (GFE)	Dr. Le Van Ha ha.lv@vgu.edu.vn 0274 222 0990, extension: 70193	Ms. Nguyen Tran Phuong Anh anh.ntp@vgu.edu.vn
21	MA Electrical Engineering (MEE)	Dr. Udo Klein udo.klein@vgu.edu.vn	Ms. Tran Thi Yen yen.tt@vgu.edu.vn

Address:

VGU Campus: Ring road 4, Quarter 4, Thoi Hoa Ward, Ho Chi Minh, Vietnam (formerly known as Binh Duong province)

VGU Office: 5th Floor, L'Mark Orchard Park View Building, 130-132 Hong Ha Street, Duc Nhuan Ward, Ho Chi Minh City, Vietnam (formerly known as Saigon - the center of Ho Chi Minh City)

Distance: The VGU campus is about 40 kilometers from the VGU Office which takes about 1.5 hours one way by taxi/bus.

Reach VGU from Tan-Son-Nhat Airport (SGN) by Grab/Taxi:

- takes about 1.5-2 hours to VGU Campus
- takes about 30 minutes to VGU Office

International Office

Email: international@vgu.edu.vn

Location: Room 218 – Admin Building, VGU Campus.

Phone: (0274) 222 0990

Fax: (0274) 222 0980

Homepage: <https://vgu.edu.vn>

Instagram: Vietnamesegerman.uni

Instagram for exchange students: [buddyprogram_vgu](#)

Facebook: Vietnamese-German University VGU and VGU Buddy program

Youtube: [VGUVietnameseGermanUniversity](#)

Further information

1. [Pre-departure management and visa](#)
2. [Student services at VGU](#)

6. PRACTICAL INFORMATION

Contact for support

Should any questions and supports be needed before and upon your arrival in Vietnam, please feel free to contact us or our VGU Buddy Program for immediate assistance.

1. VGU Buddy Program:

- Email: vgubuddy@vgu.edu.vn
- Instagram: https://www.instagram.com/buddyprogram_vgu
- Facebook: <https://www.facebook.com/VGUBuddyProgram>
- WhatsApp of representatives of VGU Buddy Program: Dat Nguyen Thanh (Mr) at +84 83 311 4758

2. VGU International Office:

- Email: international@vgu.edu.vn
- WhatsApp of representatives: Nguyen Bui To (Ms) at +84 919 876 895 and My Pham Thi Cam (Ms) at +84 363 636 770

Pre – arrival

1. Visa:

- The visa reference number (student visa type) will be applied by VGU and expected to be sent to students at least 1 month before the study semester starts.
- We recommend students **NOT** enter Vietnam with a tourist visa (symbol is **DL**) nor **visa exemption** since you are not able to convert it to a student visa (symbol is **DH**) while you are in the country. Visa conversion requires students to leave the country and wait to re-enter when the student visa is successfully converted and granted, which may take up to weeks. In case you want to enter Vietnam before the start of the semester, please state this in registration form which is sent to you by International Office right after you are nominated by your Home Institute to VGU. Otherwise, VGU cannot support you with this.

2. Accommodation:

- If you prefer to live at the VGU dorm located in VGU campus, please proceed with the [dormitory registration in advance](#). Please be sure to notify the Dormitory Management Board at dormitory@vgu.edu.vn your arrival at least 03 working days before your wished check-in date and bear in mind that the dorm check-in is proceeded during working hours (8:30AM - 4:30PM, Mon - Fri).
- If you would like to live outside the campus which shall be reviewed onsite by yourself before signing the renting contract as the period is usually for at least 6 months, you are recommended to arrive at VGU first and then VGU Buddy Program will support you on the process. Finding an accommodation in Vietnam is not hard,

it just much depends on your room type demand. You can spend just a few days at the VGU guest house or Airbnb while looking for a suitable accommodation.

3. You will be added to the WhatsApp group chat by VGU Buddy Program based on your phone number and they are happy to support you with your student life at VGU and in Vietnam.
4. Find the CV template at this [link](#), fill the draft CV and stick your 3x4 photo on it which shall be prepared in advance in order to submit the version of latest updates to us on your arrival date at VGU.
5. Inform IO of your expected arrival time in Vietnam (This can be done by email or WhatsApp).

Upon your arrival

1. **Transportation:** From TSN airport, you can reach VGU by taxi/grab and keep us updated on your trip.
 - If you study at VGU Campus, meet us at the International Office at Room 218, Floor 2, Admin Building, VGU campus to get your student ID card which is a must during your time at the campus.
 - If you study at VGU Office, visiting VGU Campus is optional, your student ID card will be sent to the program assistants by us, please contact them to take it.
2. **Required enrollment document:** Submit soft copies of CV with latest updates (VGU template), visa stamp and Vietnam entry stamp on your arrival date at VGU by filling this [form](#), which is a must for enrollment procedure.
3. **Accommodation:**
 - If you registered to stay at the dorm, please check-in the dorm at VGU as your notification with the Dorm Officer.
 - If you would live outside the campus, you will be supported by VGU Buddy Program for recommendation and contact in order to find a suitable accommodation.
 - **Important:** According to the current Vietnam immigration Law, a foreigner has to register at the local police station after arrival in Vietnam. If you live at VGU dorm, this process will be taken care by VGU Dormitory Management Board, you are required to present your original passport to the Dorm Officer upon your arrival at the check-in step for this process. In case you live in a rented accommodation, please ask your landlord to take care of this issue. Please be noted there are many troubles related to visa, entry and exit if the process is not complied with the regulation.

Pre – departure

1. Contact IO for [confirmation on documents](#) required by your home University (if any).
2. Inform IO of your departure date from VGU campus (This can be done by email or WhatsApp).