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**PRE-DEPARTURE INFORMATION**

**Congratulations and welcome to Foreign Trade University exchange program**

Foreign Trade University (FTU) is one of the top universities in Vietnam. Established in 1960, FTU has gained enormous achievement in providing talented and high quality human resources to the economy and thus made great contribution to the industrialization, modernization and global economic integration of Vietnam.

FTU is committed to research, discovery, creativity, and vigorous intellectual exchange. The diversification of excellence across all of our disciplinary areas is considered a priority. FTU is aiming to achieve international recognition in a wide range of areas and to be a center for excellence in education with strong linkages with the government and business sectors.

This handbook is designed for international students joining Foreign Trade University various programs to help them prepare for their departure. If you have any questions that are not covered here, please contact Department of International Affairs.

**Department of International Affairs**

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Table of Contents

[Country information 4](#_Toc392056009)

[Passport and Visa 4](#_Toc392056010)

[Currency 4](#_Toc392056011)

[Climate 5](#_Toc392056012)

[Clothings and Accessories 6](#_Toc392056013)

[Accomomdation 6](#_Toc392056014)

[Vehicles 7](#_Toc392056015)

[Mobile phone 8](#_Toc392056016)

[Living cost 9](#_Toc392056017)

[Insurance 9](#_Toc392056018)

[Possible sickness and injury 10](#_Toc392056019)

[Immigration and check-out at the airport 11](#_Toc392056020)

[Useful addresses 11](#_Toc392056021)

[Emergency numbers 13](#_Toc392056022)

[Compulsory Orientation commencing August 3rd, 2015 13](#_Toc392056023)

[Organizing your timetable 14](#_Toc392056024)

[FTU Abroad Facebook Group 14](#_Toc392056025)

# Country information

Country name: The Socialist Republic of Vietnam

Population: about 91 millions (2015)

Capital: Hanoi

Major cities: Hanoi (in the North), Da Nang (in the Central), Ho Chi Minh (in the South).

# Passport and Visa

For student visa, Department of International Affairs, FTU will apply for a visa reference number through Ministry of Education and Training and Department of Immigration in Vietnam. Once the number is ready, it will be faxed to Vietnam Embassy in your country and sent to you in order to apply for your visa. The process of applying for the visa reference number will take about 1 month.

Getting a passport\* and apply for a visa as soon as you receive your admission letter and visa reference number from Foreign Trade University.

For some countries, you are exempt from visa. [List of countries exempt from entry Visa to Vietnam](http://lanhsuvietnam.gov.vn/Lists/BaiViet/B%C3%A0i%20vi%E1%BA%BFt/DispForm.aspx?List=dc7c7d75-6a32-4215-afeb-47d4bee70eee&ID=306)

 \* *It is important to note that your passport should always be taken with you or kept in a safe place during your stay in Vietnam*. *Please inform us and the Embassy of your country immediately if you lose your passport.*

# Currency

**Money exchange**

VND (which is pronounced in Vietnamese as “dong”) is the currency of Vietnam. Paper notes comes in denominations of VND 200; 500; 1,000; 2,000; 5,000; 10,000; 20,000; 50,000; 100,000; 200,000; and 500,000.

You can change Japanese Yen/USD/EURO for VND at any banks in the Noi Bai international airport or banks all over the countries. At the Noi Bai international airport, banks such as Vietcombank, INCOMBANK, BIDV, Techcombank… are available for 24/7. We recommend you change at banks in the city because the rate is often a bit higher.

**Exchange rates:** (Vietcombank – 1/6/2015)

1 JPY = 173.07VND

1 EUR = 23,963.41VND

1 USD = 21,780.00VND

**List of banks near FTU campus:**

* Vietcombank (VCB): No 33 Chua Lang Street, Hanoi (Highly recommended)
* Techcombank: No 126 Chua Lang Street, Hanoi
* Vietcombank and Techcombank: No 52 Nguyen Chi Thanh, Hanoi (two banks share the same building)
* VIB Bank and VP Bank: No 71 Nguyen Chi Thanh Street, Hanoi (two banks share the same building)
* MBBank: No 6 Chua Lang Street, Hanoi

**Payment**

* Major credit cards such as VISA card, MASTER card… are accepted in some large stores, café, restaurants, and major taxi brands.
* Small shops and public transports (bus, train, and some taxi brands) accept cash only.
* In some shops, stores or supermarkets, if payment is made in cash, changes of less than VND 1,000 is not given back due to lack of small changes. Instead, you will be given a few candies.
* For your security: you should not bring too much cash with you when you go to public places to avoid being stolen.
* When you go to the outdoor markets and shops that do not have price tags, you often have to bargain. Meanwhile, shopping in the supermarkets and large stores with clear price tags, you just have to pay the listed prices.

# Climate

Hanoi has a humid, tropical climate, characterized by monsoons, like most of other cities in northern Vietnam, with four seasons. Autumn (September to November) is pretty cool. Winter (December to January) is cold and relatively dry. Occasionally, the temperature goes down to 10oC in winter. Spring comes in February. It is humid and wet with drizzles. Spring is also the time for Tet holiday (Lunar New Year holiday), the most essential Vietnamese festival. Summer (May to September) is hot with plenty of rain. Rains often come suddenly. The temperature in summer is often more than 32oC.

# Clothing and Accessories

**Clothing**

* T-shirt/long sleeve sun protection shirt, coat (if you stay here in winter)
* Raincoat /umbrella
* Flat /sneakers/sandals, slippers
* Dress/suit

**Accessories**

* Sunscreen
* Sunglasses
* Camera, Laptop
* Chargers
* Insect Repellent
* Toiletries
* Medicine

 *(\*) Always keep an eye on your valuable properties or keep them in safe places during your stay here.*

# Accommodation

There are a range of accommodation options available to you during your stay at FTU. It is your responsibility to organize your accommodation and we are happy to assist by giving you some options:

**FTU Dormitory** (Old Building) offers a safe and supportive environment particularly suited to students who have not lived away from home previously. Each room has 4 bunk beds with bedding, with inside bathroom. There is neither living room nor kitchen.

Price: ~ USD 50 per month per student (including bills).

**Apartment for rent**: There are several options on renting a nearby apartment or you can join with some international students who have been at FTU since previous semester. We are also happy to assist you in finding a suitable apartment.

Price: ~ USD 200- USD 300 per month per student (excluding bills).

# Vehicles

Vehicles in Vietnam drive on the right side of the road, which is different from some countries (Japan, England…). When you walk, you should always keep to the right.

NOTE: The University does not arrange or provide airport transportation.

**HANOI AIRPORT TRANSPORTATION**

Including public taxis, minibus and public buses, are available to Hanoi Noi Bai Airport arrivals level.



**BUS**

Bus No.9 and Bus No.35 stop at FTU campus.

Bus time: from 5 A.M to 9 P.M, every 15 mins

Bus fare: VND 5,000 One Way Ticket

 USD 55,000 – 100,000 Monthly Ticket

Route of **Bus No 9:**

*Hoan Kiem Lake terminal – Ba Trieu street- Kham Thien street - Huynh Thuc Khang street – Chua Lang street - Cau Giay terminal - Hoang Hoa Tham street - Hai Ba Trung street - Hoan Kiem Lake terminal*

Route of **Bus No 35:**

*Tran Khanh Du terminal – Ba Trieu street - Pham Ngoc Thach street - Huynh Thuc Khang street – Chua Lang street– Cau Giay street – Hoang Quoc Viet street – Thang Long Bridge – Me Linh District Hospital*

**TAXI**

Highly recommended taxi brands

* Taxi Mai Linh: 04-3-8616161
* Taxi Group: 04–3-8262626
* Taxi Thanh Nga: 04-3-8215-215
* Taxi Thanh Cong: 04-3-2575-757
* Taxi My Dinh:   04-3-8333-888

Taxi price (price can change depending on each taxi brand)

* 4 seat cab: VND 9,000 for the first 0,7km, then VND 12,000/km.
* 7 seat cab: VND 12,000for the first 0,7km, then VND 14,500/km.
* Waiting time in traffic is added.

# Mobile phone

It is very easy to find a mobile phone shop near your hotel. Then you need a SIM (sold by the service providers such as Viettel, Vinaphone, Mobiphone) inserted into your phone set. It is necessary and convenient to have a mobile phone while you are attending this program.

 A cheapest but reliable mobile phone (just for sending SMS and making calls) costs about VND 600,000 ($30) (SIM is not included).

If you get a mobile phone number in Vietnam, feel free to contact us for further information.

**Charges**

|  |  |
| --- | --- |
| Call charge | SMS charge  |
| Domestic: 2,000 VND/minute | Domestic: 350 VND/sms |
| International: 4,000 VND/minute | International: 2,500 VND/sms |

**How to make a call with your mobile**

|  |  |  |
| --- | --- | --- |
| Calling to phones in Hanoi  | Landline | 04 + number |
|  | Mobile | Number only  |
| Calling to phones in Japan  | Landline | 00 + 81 + zip code + number |
|  | Mobile | 00 + 81 + number |

# Living cost

**Average prices (as of June 2015)**

**Beverage**

Mineral water 500ml: VND ~ 5,000 – 7,000/bottle; 350ml: VND ~ 3,000-5,000/bottle

Ice-cream: ~ VND 5,000 – 10,000/cone

Juice: ~ VND 25,000 – 40,000/cup

**Food**

FTU Canteen: ~ VND 25,000 – 40,000/meal

Small restaurant: ~ VND 30,000 – 50,000/meal

Restaurant: ~VND 60,000-150,000/meal

Bread: ~ VND 15,000-20,000/loaf

Bun cha (Vietnamese food): ~ VND 25,000/portion

Phở (Vietnamese food): on street: ~ VND 25,000/bowl; in restaurant: ~ VND 50,000/bowl

**Living expense**

Food: ~ VND 3,000,000 (USD 150)/month

Personal Expense: ~ VND 3,000,000 (USD 150)/month

*These are roughly estimated prices and they can be different with different shops and quality.*

# Insurance

It is **compulsory** for all exchange/study abroad/international students to purchase the medical insurance in Vietnam. The medical insurance fee (which ranges from will cover your hospital fee at Vietnamese hospitals and we will get you updated on that when we have the insurance policies translated in English for you all.

# Possible sickness and injury

* You will be busy with the program. Therefore, you should eat well and take good rest every day to stay healthy. It is best to drink lots of water since it is very hot in Vietnam.
* We strongly suggest you see and consult your doctor before departure if needed. Do not forget to bring with you the medicine you often use, prescribed medicine because you may not find it in Vietnam.
* No vaccination is required to enter Vietnam, however, you are highly recommended to get certain vaccinations to keep you away from getting sick.
* Please notify us in advance if you are allergic to any food or beverages.
* If you have any health problem, feel free to come to Health Services at Room 110, Building B, Foreign Trade University.

**Good general hospitals that accept foreigners are**:

French Hospital of Hanoi

No 1 Phuong Mai Street, Dong Da District, Hanoi

 Emergency Phone: (04) 35771100

International SOS Health Care

No 31 Hai Ba Trung Street, Hanoi

Emergency Phone: 4 39340666

Hong Ngoc General Hospital

Keangnam Hanoi Landmark Tower, Pham Hung Street, Hanoi

Emergency Phone: (04) 73 05 8880

Thu Cuc International General Hospital

 No 286 Thuy Khue Street, Tay Ho District, Hanoi

 Emergency Phone: (04) 38355555

# Immigration and check-out at the airport

 Here are the steps you need to follow at the Noi Bai international airport: Immigration procedure– Checking carry-on luggage (randomly) – Baggage claim – Custom declaration (if you have anything to declare) – Checkout (Carry-on luggage and baggage might be checked again) – Exit (There is only one exit at the airport.)

 *\*It often takes about one hour to check out. Be patient!*

# Useful addresses

**(1)Restaurant, café**

**Vietnamese restaurants**

* Loving hut vegan restaurant: No3 Alley 10 Lane 121 Chua Lang Street, Dong Da District, Ha Noi. Open: Mon – Sat: 7:00 am - 9:00 pm
* Gia An fresh roll cake: No 61 Huynh Thuc Khang Street
* Ngon restaurant: 18 Phan Boi Chau Street
* 123 restaurant: 365 Kim Ma Street
* Max Space café: No 64 Chua Lang Street (café and lunch)

**Asian restaurants**

* Gimbab: No 83 Dao Tan Street or No 50A Ngoc Khanh Street
* Sumo BBQ: No 15 Huynh Thuc Khang Street
* Edo restaurant: No 360 Kim Ma Street

**Fast food restaurants**

* Lotteria: No 1 Nui Truc Street
* KFC: 27 Huynh Thuc Khang Street
* Alfresco: No 114 B2 Nguyen Chi Thanh Street
* Pepperonis: No 24 Nguyen Chi Thanh Street, No 13 Huynh Thuc Khang Street

**Café**

* Max Space café: No 64 Chua Lang Street
* Feeling Tea: No 163 Chua Lang Street
* Totoro café: No 28 Lane 80 Chua Lang Street
* Tao Xanh: No 19 Chua Lang Street
* Theo coffee: No 22 Lane 80 Chua Lang Street

**(2) Bars**

* Rooftop Bar: No 83B Ly Thuong Kiet Street, Hanoi.
* Arena Club: No 40 Tran Nhat Duat Street, Hanoi.
* Dragonfly bar: No 15 Hang Buom Street, Hanoi
* Fuse Bar: Floor 11, No 18 Ly Thuong Kiet Street, Hanoi.
* Swing Lounge Bar: No 21 Trang Tien Street, Hanoi.
* Summit Lounge Bar: No 1 Thanh Nien Street, Hanoi.

**(3) Shopping centers (with food courts)**

* Indochina Plaza Hanoi: 241 Xuan Thuy, Cau Giay, Hanoi
* Keangnam Hanoi Landmark Tower (Floor 72nd) Skycraper: Pham Hung Street
* The Garden Center: Me Tri, Tu Liem, Hanoi
* Vincom Center: No 191 Ba Trieu, Hai Ba Trung, Hanoi
* Trang Tien Plaza: No 24 Hai Ba Trung, Hoan Kiem, Hanoi
* Parkson Plaza: No 198B Tay Son, Dong Da, Hanoi

**(4) Supermarkets**

* Intimex: No 27 Huynh Thuc Khang Street, Hanoi
* Minh Hoa: No 174 Thai Ha Street, Hanoi
* Fivimart: No 71 Nguyen Chi Thanh Street, Hanoi

**(5) Cinemas**

* National cinema: No 87 Lang Ha, Ba Dinh, Hanoi
* Ngọc Khánh cinema : 523 Kim Ma, Ba Dinh, Hanoi
* Platinum cinema: in The Garden Center
* Lotte Cinema:beside Keangnam Hanoi Landmark Tower
* Megastar: in Vincom Center or MIPEC Tower No 229 Tay Son Street

**(6) Karaokes**

* Thu Huyen: No 52 chua Lang Street
* Duong Cam: No 8 Chua Lang Street
* So hot: No 31 Chua Lang Street

# Emergency numbers

113 – Police

114 – Fire

115 – Ambulance/First Aid

# Compulsory Orientation commencing August 3rd, 2015

There is compulsory orientation for all exchange and study abroad students commencing on Thursday, January 7th, 2016. Information is as below:

Date: Thursday, January 7th, 2016

Time: from 9:00am - 11:00am

Venue: Lien Viet Conference Room, 10th Floor, A Building, FTU - 91 Chua Lang, Hanoi

Note: Remember to bring your PASSPORT to the orientation, and for those who haven't sent us the original copies of your application, please bring the application along with **2 ID photos (2x3cm)**

The Orientation will provide you with all information regarding your studies at FTU (timetable, office hour, dress code, etc) as well as your life in Hanoi. If for some very good reason you cannot attend orientation, please let me know as soon as possible.

# Organizing your timetable

You will be able to organize your timetable on the Orientation Day by registering with us for available courses. We then will help you register to the Department of Undergraduate Studies and confirm with you your timetable **before 22nd January 2016.**

# FTU Abroad Facebook Group

For those of you who use Facebook, I have created a FTU AbroadFacebook Group called, “FTU Study Abroad” at <https://www.facebook.com/groups/446318972066171/>. I encourage you all to join up to say “Hello” to each other and share with us your concerns, questions before coming to Vietnam and and our FTU Study Abroad alumni there can help you better than me with some of your concerns.

***See you at FTU!***