FOREIGN TRADE UNIVERSITY

**DEPARTMENT OF INTERNATIONAL AFFAIRS (DIA)**

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**INTERNAL REGULATIONS FOR INTERNATIONAL STUDENTS**

International students at all campuses of Foreign Trade University (FTU) are requested to carefully read and follow the regulations stated below.

**1. Student visa and visa extension**

*1.1. Student visa*

All international students at FTU must have student visa.

*1.2. Conditions for visa extension*

Visa for international students can ONLY be extended for the purpose of continuing your study at FTU or in special circumstances such as serious illness or being hospitalized.

FTU is not responsible for extending students’ visa for any other purposes including but not limited to work in Vietnam, travelling, family visit, etc.

*1.3. Procedure for visa extension*

Department of International Affairs (DIA) is happy to help international students to extend visa. If visa is extended through DIA, students are required to submit required documents including a passport and an application form provided by DIA ***at least 2 weeks*** before the visa expiry date.

If submission of the required documents is late, DIA will refuse to extend the visa and students have to do it by themselves. Delay in extending visa will be subject to extremely high fine from the Immigration Office of Vietnam or a possibility that visa extension will be rejected and students will have to return their home country.

Any fees related to changing visa type and extending visa shall be paid by international students.

**2. Insurance certificate**

All international students are requested to show an original copy and submit one copy of international travel and health insurance to the DIA ***no later than one week*** upon arrival.

**3. Accommodation**

 DIA will support international students to find accommodation. International students are free to choose to stay in dormitory or outside of FTU campus.

 If living outside FTU campus, international students are requested to inform the DIA ***no later than one week*** upon renting apartments/houses the followings: accommodation address, telephone numbers of the landlord, and telephone numbers of the students.

Any changes in accommodation address, phone numbers, and email address should be promptly informed to the DIA.

**4. Academic-related issues**

Students are requested to register for and attend ***at least one course*** in a semester at FTU.

Students are recommended to register more courses than needed to be not affected by any changes or cancellation of registered courses *(Please contact DIA staff to have more information).*

Students are strongly recommended to keep close contact with monitor(s) of the class and buddy friend(s) to be updated with any changes in course registration, mid-term exams, and final exams.

On the day of exams, students are required to be at exam location at least 15 minutes in advance. Any matters relating to examination should be promptly informed to the DIA.

Students who wish to cancel any course, which had been registered at the beginning of a semester, must contact DIA for canceling procedure. Failure to do this should lead to an F grade of that course in the transcript.

Any difficulties that arise to students should be informed to the DIA as soon as possible.

**5. Travelling**

Students are strongly recommended to take public transport such as buses or taxi for commuting to school.

As commuting by motorbikes is convenient but dangerous, international students ***are not recommended*** to travel by motorbikes. Travelling by motorbikes is only allowed when you have an international or Vietnamese driving license. Students are fully responsible for any problems arisen from violating this regulation.

 Students are requested to submit to DIA a plan(s) to travel abroad in the beginning of a semester. Before departure of any trip abroad, students are requested to ***come to and inform*** DIA ***at least 03 days in advance***. Students are fully responsible for any problems arisen during the trip abroad.

**6. Reports**

*6.1. Regular report*

International students are requested to show up at the DIA ***during the first week of every month*** to sign in the International Student Attendance Book.

*6.2. Departure report*

 Upon completing the courses and preparing for departure, international students are requested to come to the DIA ***no later than one week*** before departure for further administrative procedure.

**STUDENT COMMITMENT**

My name is: …………………………………………………………………………….

Passport ID: ……………………………Home university: …………………………….

Hereby have read these regulations carefully, fully understood, and commit to strictly follow them. Any problems and/or costs arisen out of failing to follow these regulations will be my own responsibility.

Student signature: ……………………………. Date: ……………..