



# NEU EXCHANGE PARTNER FACT SHEET

## 2021 - 2022 - Fall Semester

Website	<a href="https://en.neu.edu.vn/vi/exchange-programs/application-process">https://en.neu.edu.vn/vi/exchange-programs/application-process</a>
Office Address	International Cooperation Department Room 610, A1 Building, National Economics University 207 Giai Phong Rd, Hai Ba Trung District, Hanoi, Vietnam
Office Hours	Visiting hours: Monday - Friday: 8:30 AM - 11:00 AM/ 2:00 PM - 4:00 PM
Director, International Cooperation Department	Dr. Dao Thanh Tung Email: <a href="mailto:tungdt@neu.edu.vn">tungdt@neu.edu.vn</a>
Coordinator	MA. Dao Thu Giang Email: <a href="mailto:thugiang@neu.edu.vn">thugiang@neu.edu.vn</a> Tel: +84 243 6280 280 ext. 5623

### Exchange Student Eligibility Criteria

- Good academic standing (GPA at least 7.0/10 or 3.2/4.0);
- Completed at least 2 semesters of full-time study at the partner institution before enrolling at NEU
- Meets minimum admission criteria at home institution, including English language proficiency (IELTS Academic: minimum 6.0 overall (minimum 6.0 in all skills) or TOEFL IBT: minimum 78 overall)

### Exchange Program Dates 2021-2022

- Fall 2021: August 15 to December 31 (Estimated orientation date of August 12, 2021)
- Spring 2022: January 1 to May 31 (Estimated orientation date of December 27, 2022)

### Nomination Process

- Exchange coordinator at the partner institution must send an email to MA. Dao Thu Giang, <mailto:thugiang@neu.edu.vn>, listing the student names and attaching a copy of the biographic page of the students' passports
- **Nomination deadlines:**
  - **Fall:** April 15
  - **Spring:** October 1

## Application Process

Coordinator of a partner institution e-mails Ms. Dao Thu Giang with a nomination that includes the following information about the students:

- Name
- Email
- Gender
- Field of study
- Study level (Bachelor's, Master's, PhD)
- Semester
- ID page of international passport

Student receives an email from National Economics University with an invitation to attach scans of the following documents:

- Detailed Resume
- Motivation Letter
- Signed print out of completed application form (with full color photo);  
<https://docs.google.com/viewer?url=http://neu.edu.vn/Resources/Docs/SubDomain/en/NEU%20-%20application%20form.docx&embedded=true>
- Copy of academic transcripts;
- Medical examination certificate issued within 06 months from the date of application by competent health authorities of the sending country or by Vietnamese central, municipal or provincial medical bodies, clearly stating that the applicant is healthy and fit for overseas study.
- Copy of English certificate (TOEFL iBT or IELTS, etc)
- Research proposal (for PhD applicants) or Plan of practical training (for Internship applicants).
- Copy of passport (a clearly copy of the biographical page) with a validity of the expected duration of study in Vietnam or at least 1 year from the expected arrival in Vietnam.

### Application deadlines:

- 1st May (for Fall semester of full academic year)
- 15th October (for Spring semester)

***After all documents are submitted, students will receive a letter of acceptance from NEU.***

## Visa procedure

The National Economics University will apply visa for accepted students at Vietnam Immigration Department. Normally the procedure takes two weeks to complete. After receiving the result, our office will send the scanned copy to the coordinator of the student's home institution via email. Students should either bring this document to the nearest Vietnamese Embassy/Consulate to obtain the visa or receive the visa upon arrival at the airport.

**Note:** *Students need to pay 1 US dollar for the fee of fax to NEU International Cooperation Department when they arrive Vietnam if they want to receive the visa result at Vietnamese Embassy in their home*

country. If students receive the visa at the Noi Bai International Airport, Vietnam, NEU will send them the visa result by email before their arrival and they will show that result when checking-in at the Immigration Department at the airport.

### Before arrival

Students need to make sure that they have all the following documents:

- Valid passport
- Acceptant letter from NEU
- Valid health and accident insurance

Along with the notification of admission, students will receive information regarding arrival, enrolment and commencement of studies.

### Accommodation and Costs

NEU can help to seek suitable off-campus accommodation for international students. Living cost is from 200 USD - 400 USD/one person/per month depending on facilities, room size and number of students/room. Meals cost from 1 USD - 5 USD/meal depends on what students eat.

**Note:** if students register to University of the West of England (UWE) system (UWE is a NEU partner who has joint training program with NEU), they have to pay administrative fee for UWE. The fee depends on how many credits can be registered.

### Insurance

All international students are required to acquire an health insurance from their insurance provider in their home country before their departure. The insurance should cover for medical and evacuation expenses abroad due to accident or sickness for the entire duration of exchange at the host country.

### Grade System

NEU applied grade 0 to 4.0 scale and letter grade.

### Credit system

It depends on each program. Some specific programs will have different credit system based on the UK system or ECTS system

### University Faculties/Schools Accepting Exchange Students

- International School of Management and Economics
- School of Advanced Education Programs
- Faculty of Management Science
- NEU Business School
- School of Banking and Finance

- School of Trade and International Economics

### List of Estimated Courses For Exchange Students

**NOTE:** These courses are estimated courses for the academic 2021-2022. Course availability will be confirmed with the student once the official nomination by the home institution has been received. NEU academic advisors will help student select suitable courses.

Faculties/Schools	Course	Credit
<b>NEU Business School</b>	<i>All selected courses focus on Business Administration. The list of courses will be provided when students are accepted to NEU Business School</i>	
<b>School of Banking and Finance</b>	<i>All selected courses focus on Banking and Finance. The list of courses will be provided when students are accepted to School of Banking and Finance</i>	
<b>School of Trade and International Economics</b>	<i>All selected courses focus on International Economics, Trade, Commerce, Logistics, Supply Chain Management. The list of courses will be provided when students are accepted to School of Trade and International Economics</i>	
<b>Faculty of Management Science</b>	<ul style="list-style-type: none"> <li>- Administrative Law</li> <li>- International Economics</li> <li>- Accounting for governmental and non-profit entities</li> <li>- Introduction to Public Administration</li> <li>- Public Economics</li> <li>- Basic Informatics</li> <li>- Mathematics for Economics</li> <li>- Probability &amp; Statistics</li> <li>- Technical Writing</li> <li>- Fundamentals of communication</li> <li>- Microeconomics</li> <li>- Accounting Principles</li> <li>- Marketing in Public Sector</li> <li>- Environmental Policy</li> <li>- Public Policy Analysis</li> <li>- Change Management</li> <li>- Negotiation</li> </ul>	<ul style="list-style-type: none"> <li>• 3</li> </ul>



	<ul style="list-style-type: none"><li>• Elementary Financial Accounting</li><li>• Legal and Business transactions</li><li>• Legal and Regulatory Environment of Business</li><li>• Business Statistics</li><li>• Econometrics with Application to Economics and Business</li><li>• Cost Accounting for Manager</li><li>• Managerial Economics</li><li>• Marketing</li><li>• International Business</li><li>• Organizational Behavior</li><li>• Management Information Systems</li><li>• Principles of Management</li><li>• Capital Markets</li><li>• Business Finance</li><li>• Commercial Bank Management</li><li>• Investment Principles</li><li>• Intermediate Financial Management</li><li>• International Accounting</li><li>• International and Comparative Management</li><li>• International Business Policy</li><li>• International Marketing</li><li>• International Legal Environment of Business</li></ul>	<ul style="list-style-type: none"><li>• 3</li><li>• 4</li><li>• 4</li><li>• 4</li><li>• 4</li><li>• 4</li><li>• 3</li><li>• 3</li><li>• 3</li><li>• 3</li><li>• 3</li><li>• 3</li></ul>
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