**Appendix 1:**

**Statement of Student Visa Responsibilities**

**For International Students Enrolled at VinUniversity**

**Effective Date**:

***1. Engagement***

I understand that VinUniversity will engage with me through the following communication channels:

* My VinUniversity student email account;
* Mail sent to my current residential address;
* SMS messages to my registered mobile number;
* My personal email account for graduation-related and other essential information.

I commit to regularly checking and reading all University communications and responding promptly when necessary. I will also keep my personal details, including my personal email, mobile phone number, emergency contact information, and my residential address in Vietnam, up to date throughout my enrolment and any approved leave of absence.

***2. Visa Fees and Payments***

I understand that I am responsible for all visa-related fees, including:

* **Entry Visa Fee**: Paid to the Vietnamese Embassy or Consulate where my visa is processed.
* **Visa Renewal Fee**: Paid to Student Affairs Management when submitting my passport for visa renewal. Fees are payable in Vietnamese Dong, in accordance with VinUniversity's visa fee guidelines.

I acknowledge that visa fees are non-refundable and that I am responsible for:

* Regularly checking my passport to stay informed of visa expiry dates;
* Paying all visa fees on time (especially for visa extensions);
* Authorizing VinUniversity to pay visa extension fees on my behalf, if required;
* Being aware of penalties for late visa applications, which include:
* Reporting to Student Affairs Management;
* Potential cancellation of my enrolment for non-compliance with visa regulations;
* Being held responsible for any additional fees incurred by VinUniversity due to my late submission.

***3. Visa Compliance and Student Records***

Where appropriate, I authorize VinUniversity to:

* Collect my personal information for student visa compliance purposes;
* Release my academic enrolment and attendance records to relevant authorities, including employers or apprenticeship bodies, if applicable.

***4. Declaration and Acknowledgement***

I acknowledge that:

* I am expected to hold a valid student visa (DH code) sponsored by VinUniversity and must comply with all Vietnamese immigration laws and regulations. The university’s role is strictly limited to issuing and maintaining the student visa solely for study-related and educational support activities within VinUniversity.
* VinUniversity will cancel sponsorship of my student visa if I take a Leave of Absence (LOA) or if my enrolment is cancelled for any reason.
* The final decision regarding my visa application (entry visa or extension) is determined by the Vietnamese Immigration Department. VinUniversity has no control over the outcome of any visa application.
* All visa procedures and related activities will strictly adhere to Vietnamese legislation, and VinUniversity will follow these regulations accordingly.

I take full responsibility for my behavior and will act in accordance with the University’s guidelines for international students. I understand and agree to abide by the rules set forth by Vietnamese immigration authorities as they apply to foreign nationals living in Vietnam.

**Student’s Full Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student APID/ID**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Passport Number**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Issue Authority:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Issue Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Expiry Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Residential Address in Vietnam**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    **Date of Signing**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_