



## Study Visa Guidelines for International Students

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### Records of changes

Version	Published Date	Effective Date	Approved by	Description of changes
1.0	22/11/2024	22/11/2024	<i>Developed by:</i> Head of Student Affairs Department, Head of Admissions <i>Reviewed by:</i> Legal and Compliance Department <i>Approved by:</i> Vice Provost of Academic Administration	First release

## 1. PURPOSE

The purpose of this guideline is to provide international students with comprehensive information on visa requirements, application processes, renewals, and compliance with Vietnamese immigration laws. This guideline aims to help students understand their responsibilities regarding visa maintenance, ensure a smooth experience during their studies in Vietnam, and prevent issues related to overstaying or non-compliance.

## 2. SCOPE

This guideline applies to all international students enrolled in full-time programs, who require a study visa (DH code) sponsored by VinUniversity. Any exceptional cases will be managed on a case-by-case basis by the Student Affairs Management Office (SAM).

## 3. PRINCIPLES

**3.1** International students are required to hold a valid student visa (DH code) to study and serve internship at VinUniversity and adhere to Vietnam's immigration laws and regulations.

**3.2 For New Students:** Incoming international students must obtain a valid student visa (DH code), sponsored by VinUniversity before arriving in Vietnam. VinUniversity will provide guidance on the visa application process to ensure compliance with Vietnam's immigration laws and regulations. Students must not book a flight or travel that would have them arrive in Vietnam prior to the start date of their student visa.

**3.3 For Current Students:** International students already enrolled at VinUniversity are responsible for maintaining a valid student visa (DH code), throughout their studies. They must also adhere to any updates or changes in Vietnam's immigration laws and ensure timely renewals or extensions as required.

**3.4** The approval of students' entry visa or visa extension is solely determined by the Vietnamese Immigration Department. VinUniversity is not responsible for and cannot guarantee the outcome of any visa application.

## 4. ENTRY VISA PROCESS

Processing times may vary, and students are encouraged to submit their requests as early as possible to avoid delays.

No.	Steps	Description	Responsible Party	Timeline
1	Submit Entry Visa Request	Student collaborates with the Admissions Counsellor to initiate the entry visa process after confirming acceptance to VinUniversity.	Admissions Counsellor and student	At least 1 month prior to commencement date

		<b>Office location:</b> Admission Office, VinUniversity, Vinhomes Ocean Park, Hanoi, Vietnam. <b>Email:</b> <a href="mailto:admissionoffice@vinuni.edu.vn">admissionoffice@vinuni.edu.vn</a> <b>Phone number:</b> +84 2471089779 or 18008189		
2	Document Preparation	Gather and complete necessary documents, including acceptance letter, official decision for enrollment, a scanned valid passport, ID photo, tentative arrival date and any additional forms required	Student and Admissions Counsellor	At least 1 month prior to commencement date
3	Verification and Online visa application	<ul style="list-style-type: none"> <li>- Review documents for accuracy and</li> <li>- Submit the online visa application through the public service portal.</li> </ul>	Admissions Counsellor	Within 3 days after collecting all required documents from students
4	Offline visa application	<ul style="list-style-type: none"> <li>- Submit hardcopy documents at the Police Department of Hanoi (Immigration Office).</li> </ul>	Admissions Counsellor	Within 3 days after online submission
5	Processing by Immigration	Vietnamese Immigration Department reviews and processes the visa application.	Vietnamese Immigration Department	Processing time varies (typically 2-4 weeks)
6	Notification of Approval	Admissions Counsellor informs the student of the visa approval and provides further instructions for visa collection and required fees.	Admissions Counsellor	Within 3 business working days (from Monday to Friday) of approval
7	Visa Collection	<ul style="list-style-type: none"> <li>- Student collects the entry visa from the Vietnamese consulate/embassy in their home country or at the designated location.</li> <li>- Student is responsible for paying all visa-related fees</li> </ul>	Student	As directed by the Admissions Counsellor

## 5. VISA RENEWAL PROCESS

No.	Steps	Description	Responsible Party	Timeline
1	Submit Renewal Request	<p>Submit a visa renewal request form via email with required documents to VinUniversity' Student Affairs Management Office.</p> <p><b>Office location:</b> I117, I Building, VinUniversity, Vinhomes Ocean Park, Hanoi.</p> <p><b>Email:</b> connect-sam@vinuni.edu.vn.</p> <p><b>Phone number:</b> (+84) 02471 089 779 (Ext: 9088).</p>	Student	35-45 days before expiry
2	Document Verification	<p>The Student Affairs Management reviews submitted documents to ensure they meet the requirements.</p> <p><b>Required Documents</b></p> <p>Student must prepare the following documents for visa renewal:</p> <ul style="list-style-type: none"> <li>Completed and signed <b>NA5 form</b> (this form relates to immigration procedures for foreigners and Vietnamese nationals holding foreign passports), with your wet signature (please find in the attached file, fully fill in Part I – The Applicant, sign on part of the applicant's signature and full name).</li> <li>Student Status Verification Letter issued by the Office of Registrar. This confirms the student is currently enrolled at VinUniversity.</li> <li>A valid passport (with at least 6 months' remaining validity).</li> <li>The current visa (either still valid or expiring soon).</li> <li>Proof of residence: If staying off-campus, provide proof of accommodation (e.g., rental contract or landlord's certificate). On-campus students can request a residence certificate</li> </ul>	Student Affairs Management	Within 5 business days

		<p>from the university. The information must be up to date.</p> <ul style="list-style-type: none"> <li>Statement of Student Visa Responsibilities (Appendix 1)</li> </ul>		
3	Application Submission	Upon verification, Student Affairs Management submits the renewal application to the Immigration Department.	Student Affairs Management	30 days before expiry
4	Visa Fee Payment	Pay the visa renewal fee as instructed by Student Affairs Management (Students are responsible for paying visa renewal fees. <i>The exact fee depends on the type of visa being renewed (single-entry vs. multiple entry) and its duration.</i> )	Student	
5	Processing and Decision	<p>The Immigration Department processes the application and makes a decision on visa renewal.</p> <p><b>Processing times</b> may vary, and approval is solely at the discretion of the Vietnamese Immigration Department.</p>	Vietnamese Immigration Department	Processing time varies
6	Notification of Outcome	SAM notifies the student of the visa renewal outcome, and any further steps required.	Student Affairs Management	Within 3 business days of decision
7	Collect Visa	<p>Student collects renewed visas from the Student Affairs Management office or as directed.</p> <p>A valid student visa includes a 'DH' notation in the upper right corner of the visa page. This indicates that the visa is specifically for educational purposes.</p>	Student	Upon notification

## 6. OVERDUE VISAS

- 6.1 All international students are responsible for maintaining a valid visa status during their stay in Vietnam. It is the student's obligation to monitor visa expiration dates and ensure timely renewals or extensions.
- 6.2 In the event of an expired visa, students are expected to follow university guidance, comply with Vietnamese immigration regulations, and bear any associated penalty fees. Failure to maintain a valid visa may lead to penalties, which could impact the student's ability to remain enrolled and

legally reside in Vietnam. VinUniversity disclaims any and all responsibility for incidents, legal matters, or other consequences arising from a student's overdue visa.

6.3 Penalty Fee (for Overstaying): The penalty fee for overstaying depends on individual cases, as determined by the Vietnamese Immigration Department.

## **7. EXCEPTIONAL CASES AND TRAVEL RESTRICTIONS**

### **7.1 Travel During the Renewal Process**

Students may not travel away from Hanoi during the visa renewal process, as their passport will be held by the Immigration Office. If urgent travel is required, students should contact Student Affairs Management immediately to discuss options.

### **7.2. Student Visa for Graduated International Students**

7.2.1 Once international students complete their studies, their student visa (DH code) is no longer valid for residence in Vietnam. Graduated students are responsible for arranging their departure from the country or applying for a new visa type if they wish to stay in Vietnam for other purposes, such as employment or further studies. VinUniversity cannot sponsor or extend student visas for individuals who are no longer actively enrolled in a program.

7.2.2 Graduated students should consult the Vietnamese Immigration Department or a legal advisor to explore visa options suitable for their post-graduation plans.

### **7.3 Handling Leave of Absence (LOA) Cases with Active Student Visas**

7.3.1 **Notification of Leave:** Once a student is approved for a Leave of Absence (LOA), Student Affairs Management will inform the student about the necessary steps for respective scenarios.

#### **7.3.1.1. Student Continues to Reside in Vietnam**

Students may retain their current student visa only if they sign the *Statement of Student Visa Responsibilities*

#### **7.3.1.2. Student Exits Vietnam After Leave of Absence (LOA)**

VinUniversity will inform students about the cancellation of their student visa.

VinUniversity will report student's status to the Vietnam Immigration Department for record-keeping purposes. Note: VinUniversity will have to report all cases of visa cancellation and LOA to Vietnam Immigration Department as per Law no.47/2014/QH13 about Entry, exit, transit, and residence of foreigners in Vietnam as amended and supplemented from time to time.

If students fail to comply with the instruction above, which means they violate the law of Vietnam Immigration, they will legally take full responsibility from the immigration authorities, including strict penalties or the possibility of further entry.

## 8. RELATED FORMS

- Below is a sample student visa. A valid student visa has a 'DH' notation on the top right of the page.

**CỘNG HÒA XÃ HỘI CHỦ NGHĨA VIỆT NAM**  
**SOCIALIST REPUBLIC OF VIET NAM**

**THỊ THỰC VISA**

Số [redacted] Ký hiệu **DH**  
Nº [redacted] Category

CÓ GIÁ TRỊ TỪ NGÀY [redacted] ĐẾN NGÀY [redacted]

CẤP TẠI TP. HỒ CHÍ MINH Valid from [redacted] until [redacted]  
Issued at [redacted] Multiple entries

NGÀY 09/02/2015 SỬ DỤNG MỘT/ NHIỀU LẦN  
On [redacted] Good for single / multiple entries

CỤC QUẢN LÝ X.N.C. Multiple entries  
Phó Trưởng phòng

CẤP CHO NGƯỜI MANG HỘ CHIẾU SỐ  
Issued to the holder of passport Nº [redacted]

THỜI HẠN TẠM TRÚ THEO PHÉP CỦA CƠ QUAN QUẢN LÝ XUẤT NHẬP CẢNH.  
Length of stay is subject to permission by Immigration Authority.

GHI CHÚ LỆ PHÍ 95 (CHÍN LĂM) USD  
Annotation FEE PAID

Đặng Văn Phương

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- A link to download the NA5 form for easy access can be found [HERE](#)

## **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:** \_\_\_\_\_