



UIT VISA APPLICATION GUIDELINES FOR INTERNATIONAL STUDENTS

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1.0/.../2025/.../2025	<i>Developed by:</i> External Relations Office <i>Reviewed by:</i> <i>Approved by:</i> President	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). Any exceptional cases will be managed on a case-by-case basis by the Faculty in which the student is enrolled.

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

2.1 For New Students: Incoming international students must obtain a valid student visa (DH code) before arriving in Vietnam. UIT 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.

2.2 For Current Students: International students already enrolled at UIT 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.

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

3. ABBREVIATIONS AND DEFINITIONS

3.1 Abbreviations:

- **UIT:** VNUHCM – University of Information Technology
- **OER:** Office of External Relations

3.2 Definitions:

- **Exchange Student:** at home university means a Visiting student who is registered for academic courses at the Host Institution and who is approved to pay specific fees to the Home Institution and have these fees waived at the Host Institution. At UIT a Visiting Student who is registered for academic courses at the Host Institution and who is approved to pay specific fees to the Home Institution and have these fees waived at the Host Institution and have these fees waived at the Host Institution.
- **Visiting Student:** means a student who is registered in good standing in an academic program at another recognized institution who is seeking admission to the Host Institution for an agreed upon number of Semesters, or parts thereof, for the purposes of completing courses for transfer back to their Home Institution or to conduct research under the supervision of a faculty member.
- **Academic year:** means one year of academic study, consisting of and described as terms, quarters, or semesters.
- **Home Institution:** means the sending institution from which Visiting Students are coming as well as the institution from which those students intend to graduate.
- **Host Institution:** means the receiving institution to which Visiting Students are applying for admission.
- **Semester:** At UIT, a semester is a period during which students complete a number of course units within their curriculum. A regular semester consists of 15 weeks of actual study and 2 to 3 weeks dedicated to assessing academic performance (final exams, midterm, quizzes, etc.) A summer semester has a minimum of 5 weeks of actual study and 1 week of exams. Depending on the actual situation each year, the semester teaching plan can be adjusted by the decision of the President. An academic year has 2 regular semesters. Depending on conditions, UIT may offer additional summer semesters. Normally the Fall Semester commences in September, the Spring Semester in either January or February, and the Summer Semester in July.
- **Institution:** means each of the home university of exchange students and UIT

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	Person/ Department in charge	Timeline
1	Submit Entry Visa Request	<p>Students collaborate with the OER to initiate the entry visa process after confirming acceptance to UIT.</p> <p>Office location: Office of External Relations, Room A125, VNUHCM – University of Information Technology, Quarter 6, Linh Trung Ward, Thu Duc City, Ho Chi Minh City, Vietnam</p> <p>Email: qhdn@uit.edu.vn</p> <p>Phone number: + 84 28 3725 2148 (Ext: 115, 152)</p>	OER and student	At least 3 months prior to commencement date
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 OER	At least 2 month prior to commencement date
3	Verification and visa application	Review documents for accuracy and submit the online visa application through the public service portal or OER submits hardcopy documents at the Immigration Department HCMC (337 Nguyen Trai Street, Nguyen Cu Trinh Ward,	OER	Within 5 working days after collecting all required documents from

		District 1, Ho Chi Minh City)		students
4	Processing by Immigration Department HCMC	Immigration Department HCMC reviews and processes the visa application.	Immigration Department HCMC	Processing time varies (typically 2-4 weeks)
5	Notification of Approval	<p>The Ho Chi Minh City Immigration Department notifies the OER of the visa outcome, and the OER in turn notifies the student of the visa result.</p> <p>If the student's visa application is approved, UIT will send an official letter requesting visa issuance to the Immigration Department HCMC. Following this approval, Immigration Department HCMC will fax the official letter to the Vietnamese diplomatic mission (Consulate or Embassy) in the country where the student wishes to collect their visa.</p> <p>The student will then proceed to the designated diplomatic mission to obtain their visa.</p>	Immigration Department HCMC, OER, student	Pursuant to The Immigration Department HCMC's regulations
6	Visa Collection	<p>Student collects the entry visa from the Vietnamese consulate/embassy in their home country or at the designated location.</p> <p>Students are responsible for paying all visa-related fees.</p>	Student	As directed by Vietnamese consulate/embassy in students' home country

5. OVERDUE VISAS

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.

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. UIT disclaims any and all responsibility for incidents, legal matters, or other consequences arising from a student's overdue visa.

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

6. 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**
 N° [redacted] Category

CÓ GIÁ TRỊ TỪ NGÀY [redacted] ĐẾN NGÀY [redacted]
 Valid from [redacted] until [redacted]

SỬ DỤNG MỘT/NHIỀU LẦN
 Good for single / multiple entries
Nhiều lần
Multiple entries

CẤP TẠI TP. HỒ CHÍ MINH
 Issued at
 NGÀY 09/02/2015
 On
 CỤC QUẢN LÝ X.N.C
 Phó Trưởng phòng

CẤP CHO NGƯỜI MANG HỘ CHIẾU SỐ [redacted]
 Issued to the holder of passport N° [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
 Annotation

LỆ PHÍ 95 (CHÍN LĂM) USD
FEE PAID

9ESP8104292M1505100Z0428034<<<<<<<08

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 UIT

Effective Date:

1. Engagement

I understand that UIT will engage with me through my student email account.

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 which is paid to the Vietnamese Embassy or Consulate where my visa is processed.

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 UIT to pay visa extension fees on my behalf, if required;
- Being aware of penalties for late visa applications, which include:
 - Reporting to the Office of External Relations;
 - Potential cancellation of my enrolment for non-compliance with visa regulations;
 - Being held responsible for any additional fees incurred by UIT due to my late submission.

3. Visa Compliance and Student Records

Where appropriate, I authorize UIT 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) 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 UIT.
- UIT will cancel sponsorship of my student visa if I take a Leave of Absence or if my enrolment is cancelled for any reason.
- The final decision regarding my visa application (entry visa or extension) is determined by the Immigration Department HCMC. UIT has no control over the outcome of any visa application.
- All visa procedures and related activities will strictly adhere to Vietnamese legislation, and UIT 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 foERign nationals living in Vietnam.

Student's Full Name: _____ **Student ID:** _____ **Passport Number:** _____

Issue Authority: _____

Issue Date: _____ **Expiry Date:** _____

Residential Address in Vietnam: _____

Signature: _____ **Date of Signing:** _____