

# Study Abroad and Exchange Application Form

To be used for all incoming international student applications for short term study programs with RMIT International University Vietnam.

**ieconline GmbH**  
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[www.ieconline.de](http://www.ieconline.de)

## How to apply

1. Complete this form in BLOCK letters using black ink. Please print neatly and answer all questions. Your name and citizenship should be the same as in your passport
2. Attach one certified copy (if you include originals they will not be returned) of your:
  - » Academic transcript, translated into English and certified
  - » IELTS or TOEFL results (if required). It is important to note that results must be current within 24 months of proposed date of commencement of your study
3. Attach a one page statement of purpose, typed, (approximately 500 words) explaining why you want to study at RMIT International University Vietnam (RMIT Vietnam)
4. Attach a photocopy of your current passport. Please note that your passport must be current for at least six months after the end of your Study Abroad/ Exchange program at RMIT Vietnam
5. Attach two identical passport photos
6. Complete your study plan (Section 4 of this document). You can apply for one or two semesters by submitting a proposed study plan for time at RMIT Vietnam
7. Your Study Abroad/ Exchange office or agent must endorse this application in Section 8
8. Return completed application with attachments to:  
**RMIT International University Vietnam**  
Student Recruitment Office  
702 Nguyen Van Linh Blvd  
Tan Phong Ward, District 7  
Ho Chi Minh City  
Vietnam  
Email: [international@rmit.edu.vn](mailto:international@rmit.edu.vn)  
Or to the registered agents

Please be aware that processing will be delayed if your application is incomplete. Applications that are not completed in English, including current program course details and academic transcripts, will not be processed.

## Important dates

RMIT Vietnam delivers its courses in trimesters. Dates are published annually on the university's website. Application deadlines are also provided at [www.rmit.edu.vn](http://www.rmit.edu.vn)

## Eligibility

To be eligible for a Study Abroad/ Exchange program with RMIT Vietnam, you must have:

- » Completed at least one full year of studies with you 'home' institution.
- » Achieved a minimum GPA of 2.5 or 60% or equivalent in your studies to date
- » Met RMIT's English language requirements (For details please check our website: [www.rmit.edu.vn](http://www.rmit.edu.vn))
- » Be 18 years of age or over, at the time of your application.

## Important notes

- » Once your application has been received, if all is correct and you are eligible, your study plan will be forwarded to the relevant academics at RMIT for planning purposes.  
Should you need to select a unique program of study; a list of preapproved courses will be sent to you with your Letter of Offer. While you will have been preapproved for these courses your formal enrolment will take place after you arrive at RMIT.
- Please note that in the unforeseen situation that a selected course is not running, the university will notify you of the change to your program so an alternative choice can be made. After arrival, if you wish to select new courses, this will have to be assessed by the RMIT Vietnam Registrar. You will need to produce your academic transcripts or other documentation to support your change. You will be required to negotiate any credits associated with the changes with your home institution, if required.
- » The Study Abroad Orientation is compulsory. You must schedule your flights to be on time to attend this important program so that you are provided with the information, cultural insights and basics needed to enjoy your time in Vietnam and with RMIT University.

Orientation is run before the commencement of your first semester at RMIT Vietnam. Exact program dates will be sent with your Letter of Offer to RMIT University Vietnam.

## Health insurance

You will be required to have full health insurance cover for the duration of your stay in Vietnam. This is included in the program costs. Additional cover may also be required from your home institution.

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## Section 1: Name and contact information

Please note: All correspondence regarding your application will be via email. We ask that you ensure you have sufficient storage size in your mailbox. Please ensure your email address is printed clearly.

### YOUR CONTACT DETAILS

Family name			Date of birth		
Given names			Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Country			Citizenship		
Address	Number:	Street:			City:
	State:		Postcode/Zip:	Country:	
Contact details	Area code:		Tel:	Fax:	
	Email:				

### EMERGENCY CONTACT DETAILS

Family name					
Given names			Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Country			Citizenship		
Address	Number:	Street:			City:
	State:		Postcode/Zip:	Country:	
Contact details	Area code:		Tel:	Fax:	
	Email:				

## Section 2: Current program and courses at home institution

Home institution			Country		
Current study <small>Full name, e.g. Bachelor of Business (Marketing)</small>					
Current course	Course code	Course title			

## Section 3: Application type

I am applying as:

- Exchange student (Your institution is a partner with RMIT)
- Study Abroad Student (Fee paying)

## Section 4: Proposed Exchange or Study Abroad plan and courses

Please tick the duration and commencement date you are applying for:

Study duration:  One semester (3 months) OR  2 semesters (6 months) OR  3 Semesters (1 year)  
 Commencement date:  February  June  October

### CHOOSING YOUR COURSE

1. Choose at least eight courses from the RMIT University Vietnam website: <http://www.rmit.edu.vn>  
 Prerequisites must be met before you can be accepted into some courses. Please note you can also choose courses without prerequisite requirements from the RMIT University Vietnam website. Check with your institution's Study Abroad advisor that you will receive credit towards your present qualification.
2. You will need to study a full time on-campus load of 36-48 RMIT University Vietnam credit points to meet our study requirements (3 – 4 courses per semester). Check with your Study Abroad advisor to determine the expected level of study during your time in Vietnam.

### PROPOSED STUDY PLAN:

- ✓ List your courses of study per semester (3 - 4 courses required per semester)
- ✓ List any optional courses (or second preferences)
- ✓ Check that the course is available in your preferred semester and campus
- ✓ All courses must be selected from one campus, e.g. Saigon South campus or Hanoi campus.

Please note that due to the timing of your Study Abroad program and the courses you select, the option of undertaking your study in Hanoi may be restricted. Course codes and the correct course name can be located on the RMIT Vietnam website. Please note: this form does not enroll or register you in any of the courses.

STUDENT NAME:

RMIT Course code	RMIT Course name	Campus	Admit semester	Academic level	Credit points

### TECHNOLOGY SKILLS AND EXPERIENCE

Additional information required for information technology based courses. Please list your experience based on past studies, work, other projects, etc. including past programming languages and operating system (OS) experience. If more space is required, please attach additional document

Name	Semester of past study	Level of proficiency	Comment
Language 1: Java			
Language 2: C			
Language 3: C++			
Language 4:			
Language 5:			
Language 6:			

OS1: Unix			
OS2:			
OS3:			
OS4:			

I understand that I will not be able to change these courses until after arrival at RMIT University Vietnam unless otherwise requested by staff in the RMIT Vietnam International or Admissions office. If doing more than one semester, I understand that I will enroll in my second semester whilst at RMIT University Vietnam.

Student signature  Date

**Section 5 English language details**

Details of English language requirements for Study Abroad/ Exchange programs can be found on the RMIT Vietnam website. Please tick the box that applies to you.

- English is the language of instruction at my institution
- English is my first language
- The results of my IELTS/TOEFL test are attached (must be current within 24months of proposed date of commencement of study)

To be completed by exchange/study abroad (SA) advisor—Denmark, Netherlands, Norway, Sweden only.	
I, _____ (name)of _____ (university)	
position _____	
advise that the applicant has undertaken sufficient English to study a full time course load taught in English at RMIT University.	
Name _____	
Exchange/SA advisor signature _____	Date _____

**Section 6: Special circumstances**

Do you have a disability, impairment or long-term medical condition which may affect your studies?

- Yes
- No

If you do, you need to provide extra information so that RMIT University Vietnam can assist you during your study program, Please attach to this application further details and any specialist reports that can assist us in determining the level of support needed.

**Section 7: Declaration**

I hereby declare that the information provided on this application is correct and complete. I understand that any discrepancies in these details may result in my enrolment at RMIT University Vietnam begin canceled. I authorise RMIT Vietnam to obtain official student records from any education institution necessary to make an informed decision about my application or matters relating to enrolment.

In an emergency I hereby grant RMIT Vietnam staff the authority to contact the nominated emergency contact on my behalf.

I understand that RMIT Vietnam may pass my name and email address to RMIT Vietnam students for purposes of promoting the exchange/study abroad program.

I understand that I am responsible for booking my own temporary and/or permanent accommodation.

I understand that if looking for off campus accommodation that it is recommended I arrive in Vietnam at least 3 weeks prior to commencement of the semester.

I hereby submit this application for the RMIT Exchange/Study Abroad program and have attached the following compulsory materials:

- Photocopy of my current passport
- Current certified copies of transcript(s) of results/grades to date with an English translation
- Certified copies of previous results from transfer institutions or courses/subjects in English
- Statement showing TOEFL or IELTS score (if English is not your first language)
- One 500 word Statement of Purpose explaining why I want to study at RMIT International University Vietnam
- Two passport photos
- Disability support details

Student signature

Date

### Section 8 Home institution or agent endorsement

#### HOST UNIVERSITY EXCHANGE PARTNER

Name	<input type="text"/>	<b>ieconline GmbH</b> Marienstrasse 19/20, D-10117 Berlin Tel. +49 (0)30-20458687 www.ieconline.de	<input type="text"/>
Institution	<input type="text"/>		<input type="text"/>
Email	<input type="text"/>		<input type="text"/>
<b>RMIT REPRESENTATIVE/AGENT</b>			
Name	<input type="text"/>		<input type="text"/>
Institution/agent	<input type="text"/>		<input type="text"/>
Email	<input type="text"/>		<input type="text"/>

I hereby nominate..... (student name) to undertake (select one)

- One semester (3 months) OR
- 2 semesters (6 months) OR
- 3 Semesters (1 year) at RMIT

Minimum number of RMIT credit points required by your institution.

I approve the applicant study plan and advise that they will receive credit transfer upon receipt of an official RMIT Academic transcript showing successful completion of RMIT courses.

Host institution/  
agent signature

Date