



FOREIGN TRADE UNIVERSITY

EXCHANGE STUDENTS HANDBOOK



ACADEMIC YEAR 2020 - 2021



I. INTRODUCTION

Welcome to Foreign Trade University!

Foreign Trade University (FTU) is one of the top universities in Vietnam. Established in 1960, FTU has gained enormous achievement in providing talented and high quality human resources to the economy and thus made great contribution to the industrialization, modernization and global economic integration of Vietnam.

FTU offers a wide range of majors in economics, business, business administration, finance and banking, law, accounting - auditing and business foreign languages. The University currently hosts 19,000 students, of which hundreds of international students come from USA, Europe, Australia, and Asia, who learn to lead and serve not only through a strong academic curriculum but also by participating in various extracurricular activities, from athletics to community service.

FTU scatters along the S shape of Vietnam with 3 campuses including Hanoi - main campus, Ho Chi Minh City campus and Quang Ninh campus. Located at the heart of Hanoi, the political and historical capital city of Vietnam, the main campus offers the conveniences of any urban center with shops, restaurants and leisure activities to cater to any taste. Hanoi is also close to many internationally recognized sight-seeing including Ha Long Bay where the third campus is nearby located. Ho Chi Minh City campus carries in itself different taste of Vietnam as it is the center of commerce, finance, culture and tourism in the South and Mekong Delta, the combination of neo-classical and international lifestyle. The Oriental culture diversity and lifestyle of people would be a valuable opportunities for international students to discover.

FTU is committed to research, discovery, creativity, and vigorous intellectual exchange. The diversification of excellence across all of our disciplinary areas is considered a priority. FTU is aiming to achieve international recognition in a wide range of areas and to be a center for excellence in education with strong linkages with the government and business sectors.



II. PROGRAMS

1. Undergraduate programs taught in English

High-quality Program	Major
	International Business Economics
	International Business
	Japanese style International Business
	Logistics & Supply Chain Management
	International Business Management
	ACCA – Oriented Accounting and Auditing
	International Banking & Finance
	International Economics

Advanced programs	Major
	Economics – International Business Economics with Colorado State University
	Business Management – International Business Management with California State University (Fullerton)
	Banking & Finance with FHNW School of Business

2. Other programs

FTU is also providing international students with other programs including:

1. Internship program;
2. Language programs:
Vietnamese, English, French, Chinese, Japanese, Russian, Korean;
3. Other tailor-made programs:
Summer program and summer academy with study tours; Seminars; Sight-seeing visits;
Academic and job fairs, etc.



III. COURSES & COURSE REGISTRATION

A list of tentative undergraduate and postgraduate courses offered for the Fall semester and Spring Semester can be downloaded at

<http://htqt.ftu.edu.vn/category/international-students/exchange-program/>

Please kindly be aware that course list is subject to change between semesters.

Notes:

- Incoming Exchange Students will be allowed to attend the courses in English offered in the above programs, according to their academic background.
- Some tentative courses can be cancelled due to insufficient number of students registering for the course. A list with exact courses offered for each semester will be released about 4 weeks before the starting date of the semester
- Exchange students must follow course schedule of Foreign Trade University. In case of request to open new courses that are not previously scheduled, students should work with International Office via email before their departure and extra tuition fee should be paid.
- A timetable of courses for each semester will be released about 2 weeks before the starting date of the semester. Students are to register for courses via Provisional Course Registration Form sent online by inbound@ftu.edu.vn
- Exchange students will be given access to all the courses, as long as they DO NOT HAVE TIME-TABLE CLASHES. On that occasion, students must choose either of the courses. Therefore, on receiving the timetable, students are to arrange themselves an appropriate course time table without courses overlapped.



IV. CAMPUS FACILITY

Exchange students have access to all facilities available at FTU campuses.

Lecture Halls	Equipped with modern facilities such as air-conditioners, multimedia projectors...
Library	Provided with modern equipment such as computers, network printers, color printers, bar code printers, scanners, bar code readers and photocopiers. The library has a great number of textbooks, reference books, dictionaries, theses, research archives, and digital database in many languages. Students are given library cards and are able to borrow books from the libraries.
Information and Testing Center	Equipped with 200 computers connected to the Internet. Its main activities are maintaining information resource for lecturers and students, organizing computer-based exams for student, and etc.
Language Laboratories	Equipped with high-tech audio and video equipment and interpretation training equipment.
Health care	The Medical Department offers medical assistance to all students 24/7.
Sports Facilities	Adjacent to the dormitories, it functions as a place for students' physical training and sports activities and a place for hosting cultural exchange events.
Cafeteria	A wide variety of Vietnamese food and fast food is available at reasonable prices.





V. ADMISSION REQUIREMENTS

International students applying for the exchange program at FTU are requested to send a soft copy of the following documents to the International Office by the corresponding deadlines:

1. FTU application form (see Appendix 1 for more details)
2. 01 copy of passport
3. 01 enrollment certificate issued by home university
4. 01 general medical check-up (issued by any hospital or clinic in your home country)
5. 01 nomination letter by home university
6. 01 English Language Certificate (IELTS 5.5, TOEFL iBT 65 or equivalent)

(Students from English native speaking countries or studying in English taught programs in home university do not have to submit English certificate.)

No later than one (01) week upon arrival at FTU, students are required to submit the following original documents to the International Office of FTU:

1. FTU application form
2. Passport valid for at least 6 months (for verification)
3. 01 passport-sized photo
4. 01 medical check-up document
5. Health insurance certificate

VI. APPLICATION DEADLINES

Home university is requested to send the list and information of nominated students to FTU by the deadlines below:

- ✓ Fall Semester: **30 April (annually)**
- ✓ Spring Semester: **15 October (annually)**

VII. APPLICATION PROCEDURE

1. Fill in the application form and prepare necessary application documents
2. Submit completed application form and additional documents to your study abroad office (deadlines set by home university)
3. Home university sends selected applicants' documents by deadlines above to FTU
4. FTU sends letter of invitation to qualified candidates via email to home university (within 2 weeks after deadlines)
5. FTU submits to the Immigration Department of Vietnam for a visa reference number, which will be sent to the Embassy of Vietnam in the home university's country.
6. Students apply for student visa at Vietnamese Embassy or Consulate in their home country once they receive invitation letter and the **visa reference number** which is expected to be available within 1.5 months from the deadline of application. Students should know the visa application procedures by themselves at the Vietnamese Embassy in their home country for other additional documents if needed.



VIII. IMPORTANT DATES (tentative)

FALL SEMESTER (Mid-August to early January)	
30 th April	Application Deadline
Early August	Orientation week
Mid-August to mid-October	First period (including lectures and examination)
Mid October to early January	Second period (including lectures and examination)

SPRING SEMESTER (Mid-January to late June)	
15 th October	Application Deadline
Early January	Orientation week
Mid-January to early April	First period (including lectures and examination)
Early April to late June	Second period (including lectures and examination)

* **Note: this schedule is subject to change.**

IX. FINANCIAL INFORMATION

1. Tuition fee

Tuition fee is waived for nominated students from universities which have already signed the exchange agreements with FTU.

Students from non-agreement universities or students that have exceeded the quota of students from universities with agreements shall pay tuition fee per credit to FTU according to the regulations of FTU. The number of credits per semester students can take depends largely on their ability to study, but the average should be 12 (equivalent to 4 modules). Tuition fee will be paid upon arrival.

- **High-quality program:** 90 USD/credit, equivalent to 270 USD/course
- **Advanced program:** 105 USD/credit, equivalent to 315 USD/course

2. Other fees

Both agreement and non-agreement students admitted to FTU will be charged an admission fee (except stated otherwise in the agreements) according to the regulations of FTU. Admission fee (around USD 150) is paid upon arrival.

Textbook, traveling cost, accommodation fee, daily living expenses and expenses for extra-curricular activities outside the program are covered by students. International students are required to have an international health insurance or buy a local health insurance (students will be advised on local health insurance upon arrival)



X. ACCOMODATION

Dormitories

The current FTU dormitories are surrounded by a peaceful green belt of trees and plants. The dormitory rooms are share rooms of 4-6 students per room, equipped with bung beds, bathrooms and kitchens.

HACINCO student village

This is an accommodation complex for students from different universities in Hanoi. It is about 20 minutes bicycle or 10 minutes bus from the University. There is a wide variety of room style for students to choose. The average price per month is USD 100 for a share room and USD 250 for a private room. For more information, please check the website below:

<http://hacinco.com.vn/LangsinhvienTA/introductionsv.aspx>

Hostel

The University is surrounded by many hotels offering private or double rooms with reasonable price. The average price of a private room is USD 300 per month.

Private accommodation

There are many styles of house for rent and the range of price is large. The average level of a private room is USD 250 - 400 per month.

Annually the Department of International Affairs updates the data base of all available houses and send it to exchange students before departure for reference and selection. For further information and support, students can contact International Affairs Department of FTU at qhqt@ftu.edu.vn

Homestay

The opportunity of homestay varies each year depending on the supply. Students can work themselves to sort out any possible places or the International Office will coordinate case by case depending on requirement and demand of students.

XI. STUDENT LIFE

1. Living expenses (*roughly estimated*)

Food: VND 3,000,000 (USD 150) per month

Personal expenses: VND 3,000,000 (USD 150) per month

2. Transportation

The university can be reached by popular means of transport such as bus, taxi, motorbike and bicycle. The monthly bus fare for student is about USD 10. Walking is one of the options, but please be advised that you should walk only in autumn and winter. In summer, it is very hot and thus consumes much of your energy.



3. Extracurricular Activities

FTU has about 70 professional clubs in all three campuses covering diversified areas of student life and studying profession such as English club, human resources club, music club, securities club, MC and fashion club, guitar club, young researcher club, dancing club, accounting and auditing club, communication club, etc. These clubs gather the total membership of thousands students and provide international and Vietnamese students with an excellent opportunity to mix and thus participate in a cross-cultural learning experience.



In addition, during spring and summer vacations, students can go and visit famous places in Hanoi, Vietnam and host family.

4. Religious life

There are many pagodas, churches and cathedrals around campuses of university and in the centers of cities.

5. Climate and Clothes

Four-season climate is the character of Hanoi weather. In general, autumn (July to September) is dry, cool and enjoyable. The lowest temperature ever in winter (October to December) is about 6°C. Sometimes the cold is strengthened by occasional monsoon. Spring (January to March) is the time of national Tet holiday with wet, humid and rainy weather. Summer (April to June) is hot and muggy with temperatures peaking at around 35°C in June.

Students should bear in mind these traits of weather to choose suitable clothes to bring with you to Hanoi, Vietnam.

CONTACTS:

FTU International Office

Foreign Trade University

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Vietnam

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REFERENCES:



Axel von Schwanebach
Germany

Ever since I started studying, I have firmly been convinced of the precious advantages of extending my subject-based knowledge and developing on a personal level by studying a semester abroad. Reading about Foreign Trade University and finding out about the possibility of attending to interesting courses not available at Goethe University in Frankfurt am Main definitely sparked my interest, especially because the field of Banking and Finance suited perfectly to my field of specialization. Moreover, it epitomized a challenging experience for me, which supported important communicative, cross-cultural and work-related skills. It was additionally my desire to avail myself of the opportunity of widening my horizon by experiencing a different way of life and cultural dissimilarities in a first-hand perception. My placement at Foreign Trade University of Hanoi was simply a fantastic experience and I made lots of friends from countries all over the world during my semester abroad. The FTU offers an environment that supports your well-being as well as your academic studies. The University was very cooperative and supportive before and during my exchange semester in Hanoi. I received help whenever I needed it, whether I was dealing with

bureaucratic issues, looking for courses or a place to live (even if we decided to move in somewhere else). It was reassuring to know that there was someone at the end of a phone call or email whenever I needed advice. I particularly liked the wide and varied selection of units on offer during my exchange programme as well as the style of teaching in which we learned. I especially enjoyed my lectures as academics were engaging and passionate about their subject. I also liked taking part in the lively debates and group works as well as supporting my fellow students in their projects in the wide range of extracurricular activities, including sport and numerous social events, that are on offer all year round to help students maintain a good work-life balance. The city of Hanoi itself is the perfect size – small enough to feel welcoming yet big enough for there to be always plenty to do. Spending a semester in Hanoi was simply an amazing and mind-opening experience and I would not hesitate a fraction of a second if asked if I would do it again. There is not much left to say, just take a leap of faith, pack your things together and experience by yourself what Vietnam, its dazzling and vibrant capital Hanoi and the Foreign Trade University have to offer, you will not regret it a single moment! If you have any questions concerning my exchange programme, do not hesitate to contact me via axel.vonschwanebach@gmail.com or feel free to invite me to some beers or a Vietnamese restaurant if you live near Frankfurt!

Anna Ries
Germany



Looking back, this study abroad experience was everything I expected, yet everything I didn't. Living in a city like Hanoi is exciting, interesting, challenging in some ways but most importantly it is different from every other city I have lived in before. One day you have a fabulous time while relaxing with some friends at one of the dozens of lakes and sipping on your Vietnamese coffee and the other day you find yourself on your motorbike on a huge street around 5.30pm surrounded by hundreds of other motorbikes, stressed, frightened and sweating because everything seems so overwhelming. But exactly this is Hanoi.

Studying at the Foreign Trade University was a great experience, not least because of my Vietnamese fellow students. All of them were unbelievably friendly and helpful. I am glad I had the opportunity to study in a country like Vietnam and in a city like Hanoi.

This would probably be the best way I know how to sum up my time in Vietnam: It was all the big things such as being able to experience the Vietnamese lifestyle and the beauty of the natural Vietnamese landscape that left me in awe, yet it was all the little things such as the delicious street food around every corner and all the people I met along the way that left me in love with Vietnam!



Appendix 1

**MINISTRY OF EDUCATION AND TRAINING
FOREIGN TRADE UNIVERSITY**

THE SOCIALIST REPUBLIC OF VIETNAM
Independence – Freedom - Happiness

**APPLICATION FORM
FOR EXCHANGE PROGRAM**
(For International Students)

Applicant's
picture (4x6)

Part I: Personal Information

Full name: _____ (Family/ Middle/ Given)

Gender: ☐ Male ☐ Female

Date of Birth: _____ (DD/MM/YY)

Marital status: ☐ Single ☐ Married

Nationality: _____

Email: _____

Resident address: _____

Number/ Street: _____

City/ State: _____

Nation and national code: _____

Tel: _____ Fax: _____

Passport type: _____ Passport number: _____

Issuance date: _____ Expiry date: _____

Name of person for contact in case of urgency: _____

Relationship: _____

Address: _____

Tel: _____

Part II: Education Records

Name of Home University/ College: _____

Major: _____

Language of the courses: _____

GPA: _____ Graduation year: _____



Language skill:

	Excellent	Good	Beginner
Vietnamese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Special awards/ certificate (If any): _____

Working experience (If any): _____

Part III: Program that you would like to study at Foreign Trade University:

Program: ☐ Undergraduate/ Bachelor

☐ Postgraduate/ Master

Exchange type: ☐ Nominated by home university

☐ Free-mover

Exchange duration: Spring semester (Year: 20____)

Fall semester (Year: 20____)

☐ First period

☐ First period

☐ Second period

☐ Second period

Other information:

Apply for dormitory: ☐ Yes ☐ No

Have you ever study in any university/ college in Vietnam? ☐ Yes

☐ No

(If yes, please inform detailed information as follows):

- Name of University/ College: _____
- Major: _____
- Date of starting the program: _____
- Graduation year: _____

Part IV: Commitment

I would like to apply for the program as an individual applicant. I guarantee that the information given in the application is correct. I understand that any incorrect information in this application form will lead to my disqualification; and I am responsible for any incurred consequences.

Date: _____

Signature of applicant: _____



TRƯỜNG ĐẠI HỌC NGOẠI THƯƠNG
Foreign Trade University