

ONLINE SUBMISSION GUIDELINES

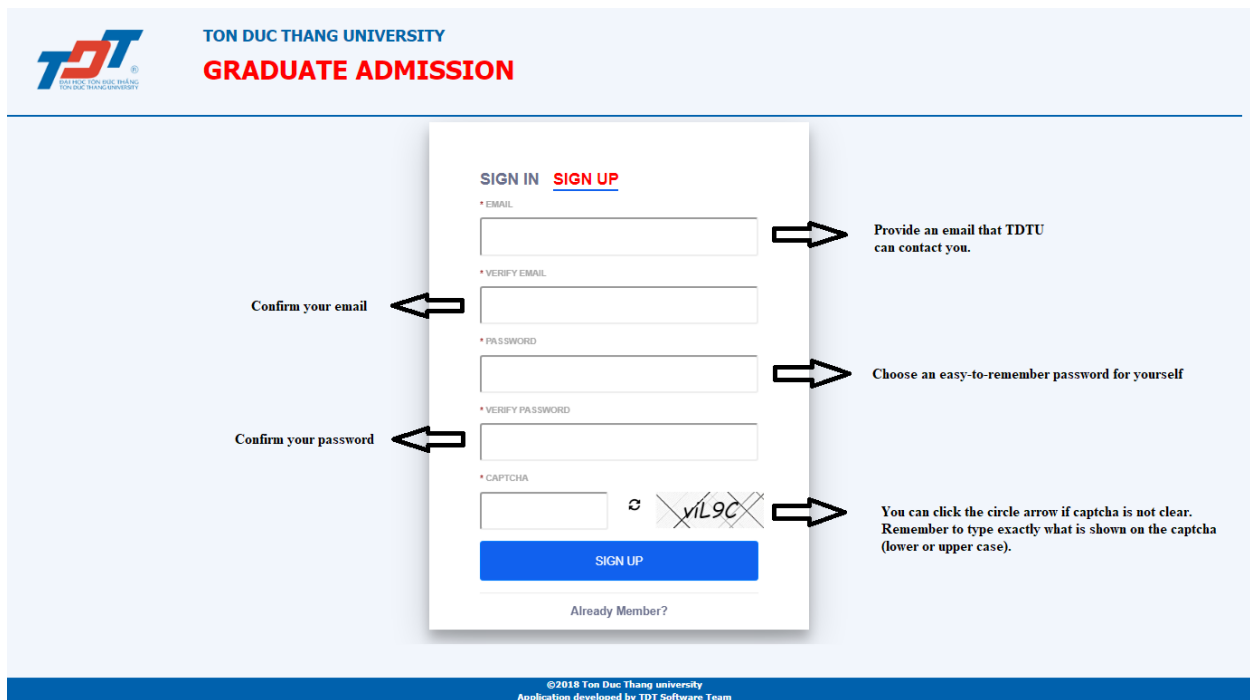
The following are instructions to apply for Master and PhD programs through our online platform www.gradadmissions.tdtu.edu.vn

Please read the following instructions carefully before and during the application.

In case of questions please contact School of Graduate Studies via email address gradstudies@tdtu.edu.vn

STEP 1: REGISTRATION AND LOG IN

- Fill in all information then click on **Sign up** button to register account



The screenshot shows the 'SIGN IN / SIGN UP' form for TON DUC THANG UNIVERSITY GRADUATE ADMISSION. The form includes fields for EMAIL, VERIFY EMAIL, PASSWORD, VERIFY PASSWORD, and CAPTCHA. A blue 'SIGN UP' button is at the bottom, with a link for 'Already Member?'. Annotations with arrows point to specific fields: 'Confirm your email' points to the email field; 'Confirm your password' points to the password field; 'Provide an email that TDTU can contact you.' points to the email field; 'Choose an easy-to-remember password for yourself' points to the password field; and 'You can click the circle arrow if captcha is not clear. Remember to type exactly what is shown on the captcha (lower or upper case).' points to the captcha field.



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Application developed by TDT Software Team

- If you already have an account, use it to log into the system at the **Sign in** tab
- You may log in at any time to review your application form prior submission. After submission, you will only be able to send an email to gradstudies@tdtu.edu.vn to submit your missing document(s).

STEP 2: SUBMIT THE REQUIRED DOCUMENTS

- At the top-right side of the application screen, you may **log out, change your account password**
- For uploading documents, click on (+) **Add new form**. We recommend you scan documents clearly and check them before uploading. If the content is not completed, your application may become ineligible.



Click here to submit your documents

Hello leminhquynh@tdtu.edu.vn   [Log out](#)

[Change password](#)

Profile ID	Application major	Major ID	Status	Final decision	Scholarship offer	Action
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- *Applying Program:* Choose the program which suits your demands
- *Personal Details:* Applicant fill in all information as follow.

Hello leminhquynh@tdtu.edu.vn  

01. APPLYING PROGRAM

* Degree * Major

02. PERSONAL DETAILS

* Photo (3x4 cm)
(Must upload formal photo, taken within 6 months)



Untitled.png

* Title * Given name (Forename) Middle name 1 * Family name (Surname)

* Sex * Date of birth * Country of birth * Nationality

* Passport number * Expiration date of passport

* Email address * Verify email address Skype account * Telephone number

* Home address (House number, ward, district, city/province, country, postcode)

* Is the above address also to be used for mailing address? * What is your religion or belief?

- Photo: Upload 3x4 passport photo
- Enter your name as it is shown on your passport.
- Provide a Skype account which TDTU can do an interview (if needed)
- Provide email and address which TDTU can contact and send document to you (if needed)
- Enter your personal phone number which TDTU can contact you directly.
- *Referees' Detail:* provide the thesis's advisor contact information and upload your reference letter
- *Obtained Qualification:* enter your university background and qualification

03. REFEREES' DETAILS

Referee 1 (thesis's advisor)

Title Dr	Institution Ton Duc Thang University	Given name (Forename) Giang	Family name (Surname) Ho Thi
Email address hothigiang@tdtu.edu.vn		Address (House number, ward, district, city/province, country, postcode) 19 Nguyen Huu Tho st, Tan Phong ward, district 7	


Reference letter
52827_FileID-14561_Reference L...

04. OBTAINED QUALIFICATION

Qualification 1

<p>* Institution/ University Ton Duc Thang University</p> <p>* Main major (Write the correct major in certificate) English</p> <p>* Transcript issue date 09/24/2012</p> <p>* GPA (in your transcript) 3.6 / 4</p> <p>* University registrar email contact (For attestation purpose) iso@tdtu.edu.vn</p>	<p>* Qualification (obtained) Bachelor</p> <p>* Graduation result Very Good</p> <p>* Certificate issue date 09/24/2012</p> <p>* Certification 52827_VanBangfileID-18546_C...</p> <p>* Transcript 52827_BangDiemfileID-18546_...</p> <p>University ranking (this information is helpful for review scholarship)</p> <p>THE (https://www.timeshighereducation.com/) 301-400</p> <p>QS (https://www.topuniversities.com/) 207</p> <p>URAP (http://www.urapcenter.org) 960</p>
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+ Add qualification


 Click here if you have more than 1 qualification

- Upload certification and transcript (attached English translation if they are in a foreign language)
- University registrar email contact: this information will help us authenticate your certification and transcript
- University ranking is one of the criteria for us to consider granting scholarship
- Click + **Add qualification** if you have more than 1 qualification.
- *Language Skills:* The English certification must be reached the standard of Entry Requirement.
- *Funding:* Choose “**Apply for TDTU scholarship**” if your GPA is from 3.4 to 3.6 in a scale of 4.0
- *Supporting documents:* Submit all document even it doesn't have (*), this information is an advantage for scholarship applicants
- *Declaration:* After check your application carefully then tick on “**I agree to the above terms and conditions**” after that click on **Submit** button for submission.

05. LANGUAGE SKILLS


* Is the medium of your learning program in English? * Proof of English

Yes  52827_EngProof_IELTS Certifica...

The second languages(In case you apply master program of TESOL.Your second learning language (exception English) is helpful to review your scholarship.)

French at least level B1

* Date of test * Score * Certification

04/24/2019 70  52827_OtherLanguageCertificati...





06. FUNDING

* Proposed funding (In case you apply for TDTU scholarship. You must prove your outstanding academic (GPA) and research record (publication).)



Apply TDTU scholarship


07. SUPPORTING DOCUMENTS

* CV / Résumé * Copy of passport * Statement of purpose / Research proposal * Health check (within 6 months)

 52827_CV_CV.pdf...  52827_Passport_Passport.pdf...  52827_Purpose_Statement of Purpo...  52827_HealthCheck_Health check re...

Criminal record (The criminal record is required for Vietnamese Visa application with some countries.) Publication (must submit all files)

 52827_Criminal_Criminal record.pdf...  52827_Publication_Publication.pdf...

 52827_Publication_Publication.pdf

08. DECLARATION

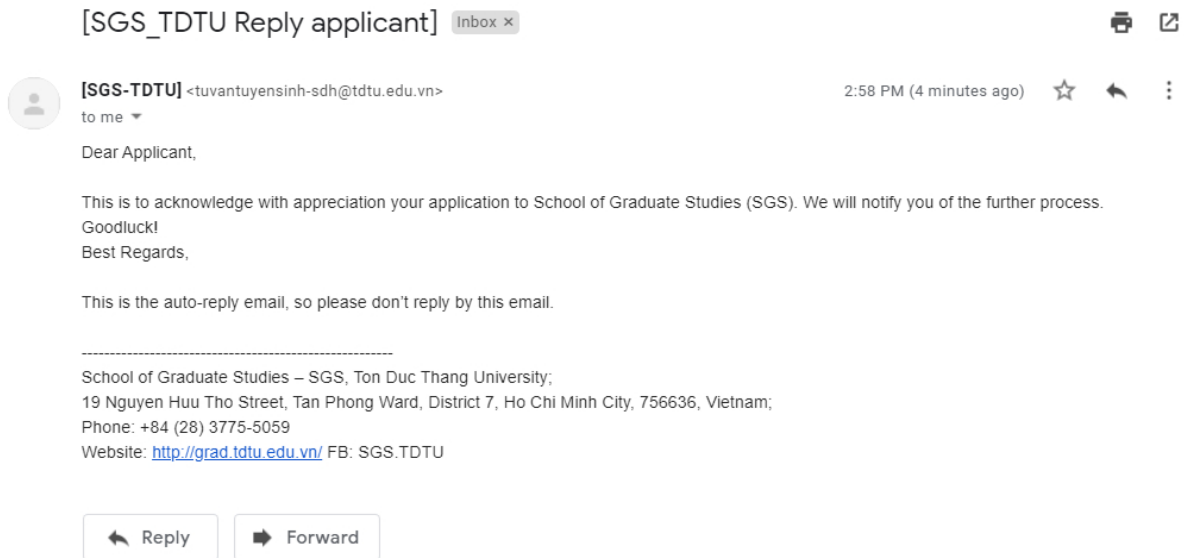
I confirm that the information I have provided on this application form is (to the best of my knowledge) true, accurate, current and complete; and I agree to notify the University promptly if any information contained on this application form should change, in order to keep it true, accurate, current and complete.
I confirm that all supporting work submitted as part of this application is entirely my own original work, except where clearly stated otherwise, and does not include any plagiarized elements.

I agree to the above terms and conditions

Please check "I agree to the above terms and conditions" to see Submit button

STEP 3: CONFIRMATION EMAIL

- After successfully submit your documents into the system, you will receive an email from TDTU as follow



- Check your email regularly in case TDTU needs to contact you to provide missing or invalid documents
- The final result will be notified via email or you can check on the system