

**APPLICATION PROCESS FOR THE STUDENT EXCHANGE PROGRAM  
AT HANOI UNIVERSITY OF CIVIL ENGINEERING - HANOI, VIETNAM**

1. Firstly, foreign students should complete our online application form and then submit it with required documents in the annexes of this form in accordance with our required deadline.
2. The second is to ask for an entrance visa to Vietnam.  
HUCE will support the students getting the visa based on their information in the application form.
3. Thirdly, HUCE will send the students the exact list of courses including number of credits in each semester to choose. Based on their chosen courses, we will make a timetable for them.
4. The students will arrive in Hanoi and start their exchange semester at HUCE according to the beginning time of each semester (noted in the application form). During the time at HUCE, with the cooperation from our professional faculties and the International Cooperation Department, the Faculty of International Education (FIE) is in charge of direct management of international exchange students.
  - Regarding the accommodation in Hanoi: FIE will support them by introducing some websites or fanpages of houses/rooms/apartments ... for foreigners to rent in Hanoi for their reference.
  - Regarding the health insurance: Students should buy health insurance before coming to Hanoi for their study.
5. Finally, after finishing the exchange semester, the students will achieve Academic Transcripts issued by our university.