

Ho Chi Minh City, 13 March 2023

### ANNOUNCEMENT

**Regarding: The enrolment for Semester 3 2022-2023 (Term 2 2023)**

**TO: WSB Stage 2 students**

The International School of Business would like to announce the enrolment for Western Sydney Bachelor students in Semester 3 2022-2023 (so-called Term 2 2023) as follows.

1. **Enrollee:** Western Sydney Bachelor students in Stage 2

2. **Enrolment requirements:**

- Students are required to enroll the units from **8:00 AM, Tuesday 21<sup>st</sup> March 2023 to 23:59 PM, Wednesday 22<sup>nd</sup> March 2023** in **BOTH**
  - MyISB (<http://myisb.isb.edu.vn>):
  - MyStudentRecord (<https://www.westernsydney.edu.au/>)
- All students must follow the course structure and requirements and are recommended to select the units which are planned in the Tentative Student List.
- Students, who cannot enroll the units on MyISB because of any reasons, are required to lodge **Add-drop subjects request form ONLINE** before **17:00 PM, 31 March 2023** (Link [shorturl.at/jGHI6](http://shorturl.at/jGHI6))

**\*Note:** Please be advised that we are unable to accommodate all requests because the class capacity is limited. If the capacity is reached, you should consider enrolling in another class of the unit or other unit.

3. **Enrolment instructions:**

❖ **MyISB:** You are required to do the following steps.

Step 1: Go to ISB website: [www.myisb.isb.edu.vn](http://www.myisb.isb.edu.vn)

Step 2: Log-in to your MyISB account (Username and password)

Step 3: Click **Enrolment** -> **Normal Enrolment** and follow the instructions in the system.

Step 4: Select **Subject** -> Tick **Subject class** -> Click **Save**

Step 5: Once you have completed the enrolment, go to **Enrolment** => **Result** to check the enrolment confirmation.

More information on how to use MyISB can be found [HERE](#)

❖ **MyStudentRecord (MySR):** The below basic steps need to be done:

Step 1: Go to Western Sydney website: <https://www.westernsydney.edu.au/>

Step 2: Sign into your **My Student Record (MySR)** system

Step 3: Select **Register in subjects** -> **Register for subjects**

Step 4: At **Terms Open for registration**, select **23 – Vietnam T2** -> At **Study path**, select your specialization -> Click **Continue**

Step 5: Enter the subject code only, do not type in the subject title. Find the subject code at *the tentative schedule* -> click **Search**.

**Note:** The name appears after the unit code is not the unit name. Please ignore this information.

**Step 6:** Select **Add** -> **Submit**

**Note:** Check unit title. Teaching Session must be **UT2**. Campus must be **Vietnam**

**Step 7:** To add another unit, choose **Search Again**.

**Step 8:** To view the enrolment result, at step 3, select **View Registration Information**, select **23 – Vietnam T2**, the successful enrolled units will appear. Check again the unit title, teaching session, campus, status.

More instruction on MySR enrolment is [HERE](#).

#### 4. Unit withdrawal:

- **Census date, 12 May 2023**, is the official deadline for finalizing your enrolment and fees for the Semester 3 2022-2023 (T2 2023).
- Once this date has passed, you are committed to the units you're enrolled in. This means you will be charged tuition fees and receive a grade for all your enrolled units. If you drop any units after this date, you will still need to pay tuition fees and will receive an absent fail grade.
- In order to withdraw a unit, students need to submit a withdrawal form **ONLINE** before **17:00 PM, 31 March 2023**. (Link [shorturl.at/jGHI6](http://shorturl.at/jGHI6))

#### 5. Payment:

- Students have to pay the required tuition fee which can be viewed on MyISB a week after your successful enrolment on MyISB.
- To view the tuition on MyISB, students can log in your MyISB account -> Information -> Học phí lớp học phần
- Payment must be completed either in cash or by bank transfer before the census date, **12 May 2023**.
  - In cash:
    - Place: Accounting Department, ISB
    - Address: 1<sup>st</sup> floor, 17 Pham Ngoc Thach Street, District 3, HCMC
    - Time: 8:00 – 12:00 & 13:00 – 17:00, Monday to Friday.
  - Bank transfer:
    - Account Name: Viện Đào tạo Quốc tế
    - Account Number: 00361 00000 179 001
    - Bank: Ngân hàng TMCP Phương Đông (OCB), Chi Nhánh Gia Định
    - Content: [Họ và tên sinh viên – Mã số SV] S3, 2022 – 2023 WSB Program
- Students, who attend Education Finance Program (EduFin) with monthly installments, will follow tuition announcement and deadlines sent separately by Bella Group.

#### 6. Contacts:

- Tuition fee: Ms. Thảo Trần, [thao.tran@isb.edu.vn](mailto:thao.tran@isb.edu.vn)
- MyISB support: Mr. Tuấn, [tuán.nguyen@isb.edu.vn](mailto:tuán.nguyen@isb.edu.vn)
- Other issues: Student Advisors, [stage2.wsuprogram@westernsydney.edu.vn](mailto:stage2.wsuprogram@westernsydney.edu.vn)

#### 7. Notes:

- Students must check schedules on the MyISB website and attend the right classes.
- Students are not allowed to change the classes or units without the school's approval.
- Students, who have not paid their tuition fees by the due date (**12 May 2023**), will have an encumbrance placed on their student records. In order to have this encumbrance removed, all outstanding fees must be paid.
- Students are advised to keep a record of payment for confirmation purposes.