

Ho Chi Minh City, 22 November 2022

ANNOUNCEMENT

Regarding: The enrolment for Semester 2 2022-2023 (Term 1 2023)

TO: WSB Stage 2 students

The International School of Business would like to announce the enrolment for Western Sydney Bachelor students in Semester 2 2022-2023 (so-called Term 1 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 29th November 2022 to 23:59 PM, Wednesday 30th November 2022** 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 unit 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, 09 December 2022** (Link shorturl.at/tyMS5)

3. **Enrolment instructions:**

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

Step 1: Go to ISB website: 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 system

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

Step 4: At Term Open for registration, select **2023 Trimester 1** -> 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. Part of Term must be **UT3**. Campus must be **Uoe-Hochiminh**

Step 7: To add another unit, repeat from step 3 above.

Step 8: To view the enrolment result, at step 3, select **View Registration Information**, select **2023 Trimester 1**, the successful enrolled units will appear. Check again the unit title, part of term, campus, status.

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

4. Unit withdrawal:

- **Census date, 31 December 2022**, is the official deadline for finalizing your enrolment and fees for the Semester 2 2022-2023 (T1 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, 09 December 2022**. (Link shorturl.at/tyMS5)

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, **31 December 2022**.
 - In cash:
 - Place: Accounting Department, ISB
 - Address: 1st 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] S2, 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
- MyISB support: Mr. Tuấn, tuan.nguyen@isb.edu.vn
- Other issues: Student Advisors, 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 (**31 December 2022**) 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.