

Ho Chi Minh City, October 24, 2022

ANNOUNCEMENT

Regarding: The enrolment for Semester 1/2022 – 2023 (Dec 2022)

TO: ISB.MBA 12 students

The International School of Business would like to announce the enrolment for **ISB.MBA12 (cohort 31)** students in the Semester 1/2022 - 2023 (Dec 2022) as follows.

1. **Enrollee:** ISB.MBA12 (cohort 31)
2. **Census date:** **November 18, 2022**
3. **Enrolment requirements:**

All students must follow the course structure and requirements. Those students who are going to study with another batch or to repeat any subject are required to submit the relevant form to Student Advisor before the **Census date**

The forms can be downloaded on <https://myisb.isb.edu.vn/> (*Student Forms*)

4. **Check enrolled units**

All students have to check your enrolled units each semester to make sure your name already be enrolled to the units. If not, you can't study that semester.

Step 1: Go to ISB website: <https://myisb.isb.edu.vn/>

Step 2: Log in to the online system using your student account (Username and password)

Step 3: To check your enrolled unit, go to **Enrolment** → **Result** to check the enrolment confirmation.

5. **Unit withdrawal or adding, or repeating:**

- Student are not allowed to add subject after the **census date**.
- After the census date, in order to withdraw a unit, students need to submit a required form (which can be downloaded at: <http://myisb.isb.edu.vn/?Page=giaotrinh&idLoai=40>) and all related documents to email isb.mba@isb.edu.vn for approval. *Deadline:* Before the first session for each unit. Any request after this date will not be considered.
- While waiting for the application approval, students must go to classes as normal.

6. **Payment:**

- 6.1. **General information:**

- Tuition depends on the number of units that students enroll in for the Semester 1/2022-2023 (Dec 2022)
 - Fee per credit (English unit): **2,070,000VNĐ/credit**.
 - Fee per credit (Vietnamese unit): **1,028,000VNĐ/credit**.
- **To check the tuition status: log-in to www.myisb.isb.edu.vn and go to “Information→ Tuition fee”**

- Payment is required to be made from **November 28-29, 2022**

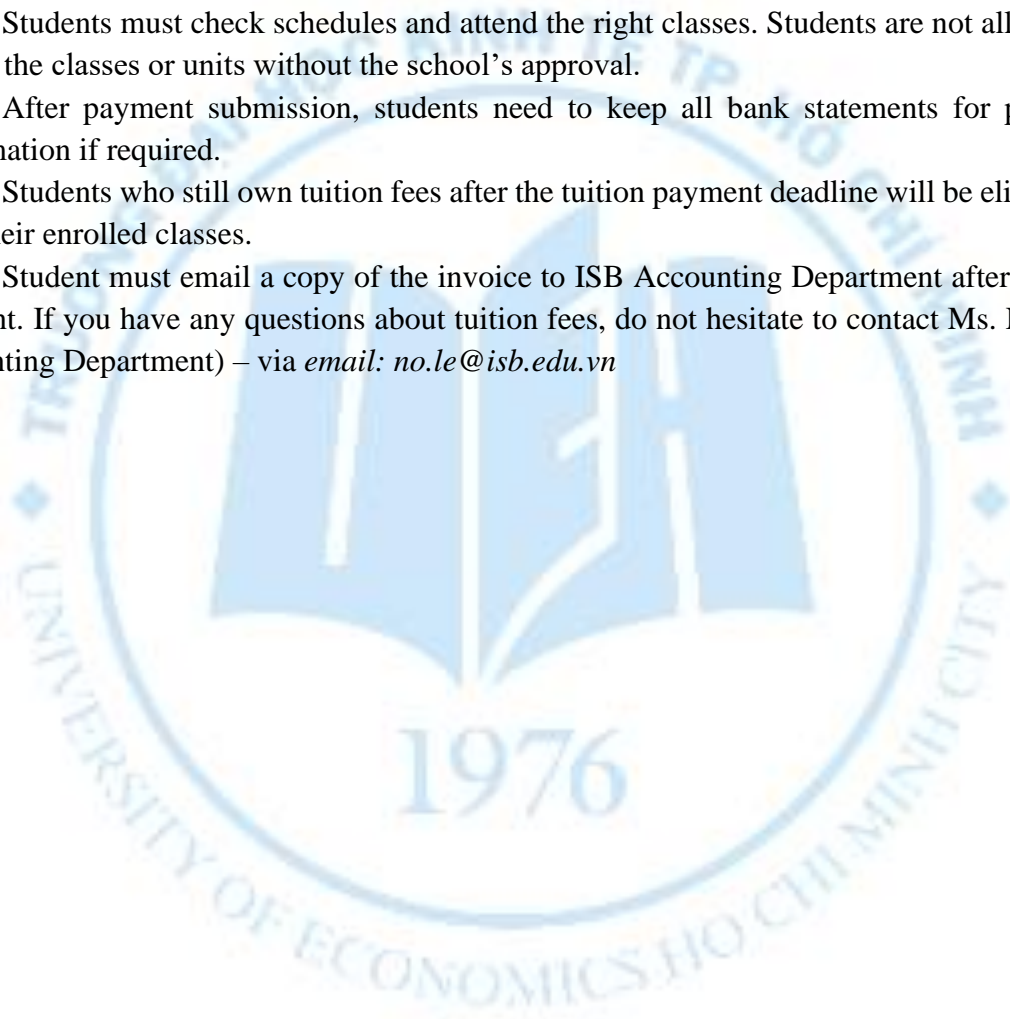
- 6.2. **Payment method:**

- *Option 1:* Online payment via website: www.payment.ueh.edu.vn, choose “Gate 3”
- *Option 2:* Transfer to:
 - Account name: **Trường Đại học Kinh tế TP. Hồ Chí Minh.**

- Bank: **Orient Commercial Joint Stock Bank - Gia Dinh Branch**
- Account number: **0036100000119009**
- Content: **Student name, Student ID, ISB MBA , Semester**
- *Option 3:* Card payment (ATM, Visa, Master,...) at:
 - Accounting Department (A.009 - 59C Nguyen Dinh Chieu street, District 3, HCMC);
 - *Or* Orient Commercial Joint Stock Bank (OCB) - Duy Tan transaction office (17 Pham Ngoc Thach street, District 3, HCMC)
- *Option 4:* Pay directly at the transaction offices and branches of Orient Commercial Joint Stock Bank (OCB).

7. Notes:

- Students must check schedules and attend the right classes. Students are not allowed to change the classes or units without the school's approval.
- After payment submission, students need to keep all bank statements for payment confirmation if required.
- Students who still own tuition fees after the tuition payment deadline will be eliminated from their enrolled classes.
- Student must email a copy of the invoice to ISB Accounting Department after making payment. If you have any questions about tuition fees, do not hesitate to contact Ms. Nở (The Accounting Department) – via *email: no.le@isb.edu.vn*



COURSE SCHEDULE

SEMESTER 1.2022-2023 (Dec 2022)

No.	Class code	Class name	Start Date	End Date	Final exam	Credit	Lecturer	Feedback period (on myisb)
1	HRM-CH31ISB-1	Human Resource Management	02/12/2022	05/02/2023	12/02/2023	4	Dr. Lê Thị Thanh Xuân Ms. Nguyễn Thị Tâm Thanh	15/02/2023 – 28/02/2023

