

*Ho Chi Minh City, 23 November 2023*

## ANNOUNCEMENT

*Regarding: the enrolment for Final Business Project*

*TO: All K45, K46 ISB.BBus students*

The International School of Business would like to announce the enrolment for K45, K46 ISB.BBus students in the Trimester 2 (2023-2024) as below:

1. **Enrollee:** All ISB.BBus K45, K46 students
2. **Online enrolment dates:**
  - **For Final Business Project: From 8:00 on 01 December 2023 to 24:00 on 03 December 2023.**
3. **Enrolment requirements:**
  - Students must complete at least 70% of the total credits of the program (not including 10 credits of Final Business Project).
  - Students must enroll in the right course of their specialization:
    - + PSO oriented – Management, Marketing, and International Business: FBP-DH46ISB-4
    - + PSO oriented - Finance and Accounting: FBP-DH46ISB-5
    - + Research oriented (5 specialization): FBP-DH46ISB-6
  - All students must follow the course structure and requirements.
  - Any student who wants to register for the Final Business Project after the online enrolment date is required to submit an Add subject form to **bbusprogram@isb.edu.vn**, **before 08 December 2023.**
  - The forms can be downloaded on [www.online.isb.edu.vn/](http://www.online.isb.edu.vn/) (or [www.myisb.isb.edu.vn](http://www.myisb.isb.edu.vn/)).
4. **Enrolment instructions:**

To enroll in a unit, 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) ([www.online.isb.edu.vn/](http://www.online.isb.edu.vn/))

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

Step 3: Click “Enrolment → Normal Enrolment” and follow the instructions.

Step 4: Once you have completed the enrolment, go to “Enrolment → Enrolment result” to check the enrolment confirmation.

Step 5: Go to “Information → Tuition and fees/ Total missing” to check the tuition information.
5. **Unit withdrawal:**
  - In order to withdraw a unit, students need to submit a Drop subject form (which can be downloaded at: [www.myisb.isb.edu.vn](http://www.myisb.isb.edu.vn) ([www.online.isb.edu.vn](http://www.online.isb.edu.vn/)) and all related documents to the email: **bbusprogram@isb.edu.vn**.
  - The deadline will be **before 08 December 2023.**
  - Any request after this date will not be considered.

## 6. Payment:

### 6.1. General information:

- For Final Business Project Course: **16,850,000 VND**

### 6.2. Payment deadline:

The payment is required to be made from **18 December to 19 December 2023**

### 6.3. Payment method:

- Option 1: Go to Phuong Dong Bank (OCB) at any city.  
Deposit money to bank account: **ĐẠI HỌC KINH TẾ THÀNH PHỐ HỒ CHÍ MINH**  
Account number: **0036100000119009**
- Option 2: Transfer to bank account: **ĐẠI HỌC KINH TẾ THÀNH PHỐ HỒ CHÍ MINH**  
Account number: **0036100000119009**
- Option 3: Go to [www.payment.ueh.edu.vn](http://www.payment.ueh.edu.vn), choose **Payment portal** to make an online payment.
- Option 4: Pay by card (ATM, Visa, Master, v,v... at UEH Accounting Department – room A.009 – 59C Nguyen Dinh Chieu, Vo Thi Sau Ward, District 3) or at Phuong Dong Bank (OCB) at 17 Pham Ngoc Thach, Vo Thi Sau Ward, District 3, HCMC.

### 6.4. Requirements:

- Transaction content must be **Student name - Student ID - Class**.
- Student must email a copy of the invoice to ISB Accounting Department ([accounting@isb.edu.vn](mailto:accounting@isb.edu.vn)) after making payment. If you have any questions about tuition fees, do not hesitate to contact Ms. No (The Accounting Department) – via *Phone: 028 3920 9999 (Ext: 337) or Email: [accounting@isb.edu.vn](mailto:accounting@isb.edu.vn)*

## 7. Notes:

- Students are not allowed to change classes or units without the school's approval.
- Students who still own tuition fees after the tuition payment deadline (**19 December 2023**) will be eliminated from their enrolled classes.
- After payment submission, students need to keep all bank statements for payment confirmation if required.

**ISB.BBUS PROGRAM**