

Ho Chi Minh City, March 11, 2019

ANNOUNCEMENT

Regarding: The enrolment for Semester 3/2018-2019 (Quarter 2-2019)

TO: ISB.MBA9 students

The International School of Business would like to announce the enrolment for **ISB.MBA9 (cohort 28)** students in the Semester 3/2018-2019 as follows.

1. **Enrollee:** ISB.MBA9 (cohort 28)
2. **Census date:** **18 March 2019**
3. **Enrolment requirements:**

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

The forms can be downloaded on online.isb.edu.vn. (or myisb.isb.edu.vn).

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: www.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 Student Service Department - 17 Pham Ngoc Thach, Ward 6, District 3, HCMC 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 3/2018-2019.
 - Fee per credit (English unit): **2,978,000VND/credit**.
 - Fee per credit (Vietnamese unit): **937,500VND/credit**.
- **To check the tuition status: log-in to www.myisb.isb.edu.vn and go to “Information → Tuition fee” after payment deadline 1 week**
- Payment is required to be made from **26 March, 2019 to 2 April, 2019**.

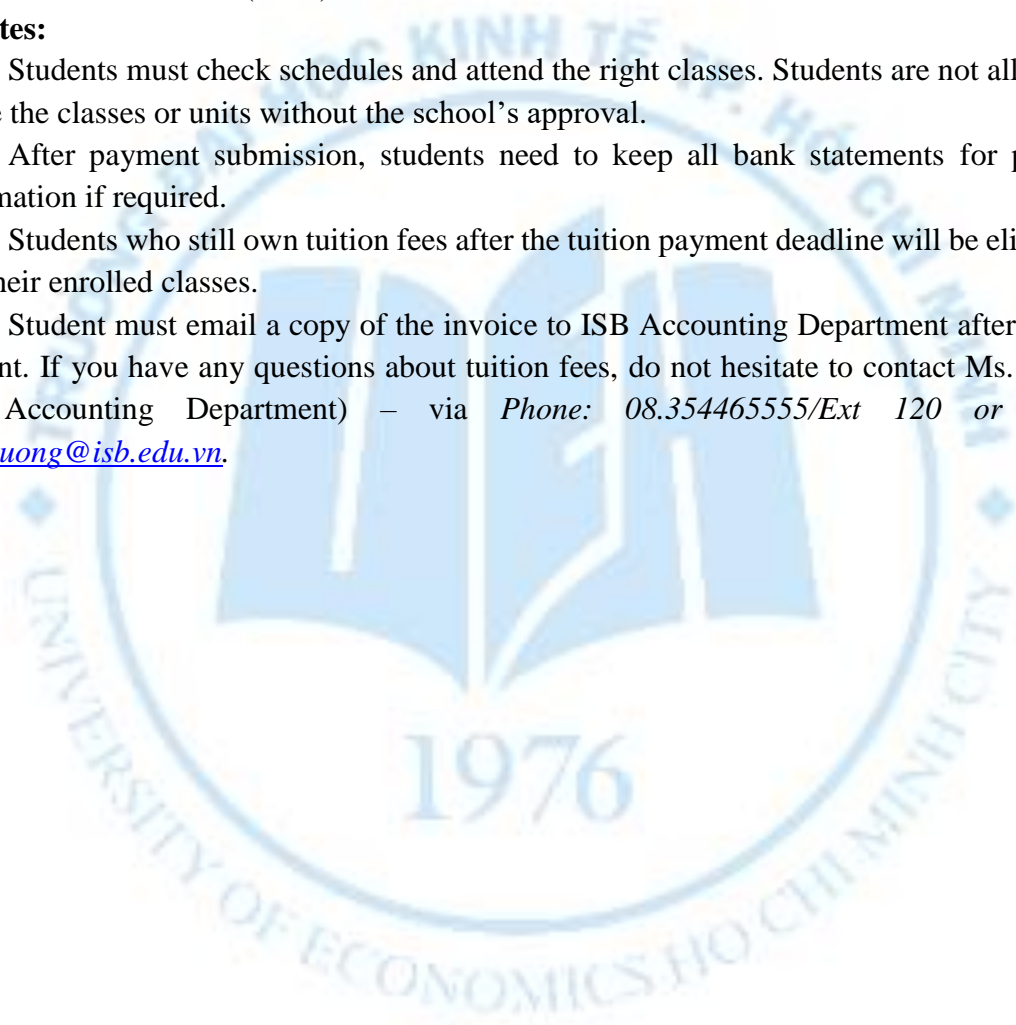
- 6.2. **Payment method:**

- *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. Phuong (The Accounting Department) – via *Phone: 08.354465555/Ext 120* or *Email: bichphuong@isb.edu.vn*.



COURSE SCHEDULE

SEMESTER 3-2018-2019

TT	Class code	Class name	Start Date	End Date	Final exam	Date	Weeks	Lecturer	Feedback period (on myisb)
1	PMa-CH28ISB-1	Project Management	5-Apr-19	5-May-19	12-May-19	Fri (evening) Sun (am)	5	Assoc.Prof.Dr. Cao Hào Thi	06/05-20/05/2019
2	PMa-CH28ISB-2	Project Management	6-Apr-19	5-May-19	12-May-19	Sat, Sun (pm)	5	Assoc.Prof.Dr. Cao Hào Thi	06/05-20/05/2019
3	SM-CH28ISB-1	Strategic Management	24-May-19	23-Jun-19	30-Jun-19	Fri (evening) Sun (am)	5	Michael Saram	24/06-10/07/2019
4	SM-CH28ISB-2	Strategic Management	25-May-19	23-Jun-19	30-Jun-19	Sat, Sun (pm)	5	Michael Saram	24/06-10/07/2019
5	HRM-CH28ISB-1	Human Resource Management	12-Jul-19	11-Aug-19	18-Aug-19	Fri (evening) Sun (am)	5	Dr. Xuân Lê	12/08-27/08/2019
6	HRM-CH28ISB-2	Human Resource Management	13-Jul-19	11-Aug-19	18-Aug-19	Sat, Sun (pm)	5	Dr. Xuân Lê	12/08-27/08/2019