

*Ho Chi Minh City, June 20, 2018*

## ANNOUNCEMENT

*Regarding: The enrolment for Quarter 3-2018 (Semester 3/2017-2018)*

*TO: MBus students*

The International School of Business would like to announce the enrolment for MBus students in the Quarter 3-2018 as follows.

**1. Enrollee:** MBus students

**2. Online enrolment dates:** From **25 June 2018 (8:00)** to **26 June 2018 (23:59)**.

**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 **26 June 2018**.

The forms can be downloaded on [online.isb.edu.vn](http://online.isb.edu.vn). (or [myisb.isb.edu.vn](http://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)

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: Select **Subject** -> Tick **Subject class** -> Click **Save**.

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

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

- 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.

- While waiting for the application approval, students must go to classes as normal.

- *Deadline:* Before the first session for each unit. Any request after this date will not be considered.

**6. Payment:**

**6.1. General information:**

• Tuition for MBus 8 students depends on the number of units that students enroll in for the Quarter 3-2018 (Semester 3/2017-2018).

○ Fee per credit: **1,776,300VND/credit**.

○ Log-in to [www.myisb.isb.edu.vn](http://www.myisb.isb.edu.vn) and go to “Information → Tuition fee” to check the tuition status after completing the payment.

○ Payment is required to be made **from 09 July, 2018 to 14 July, 2018**.

**6.2. Payment method:**

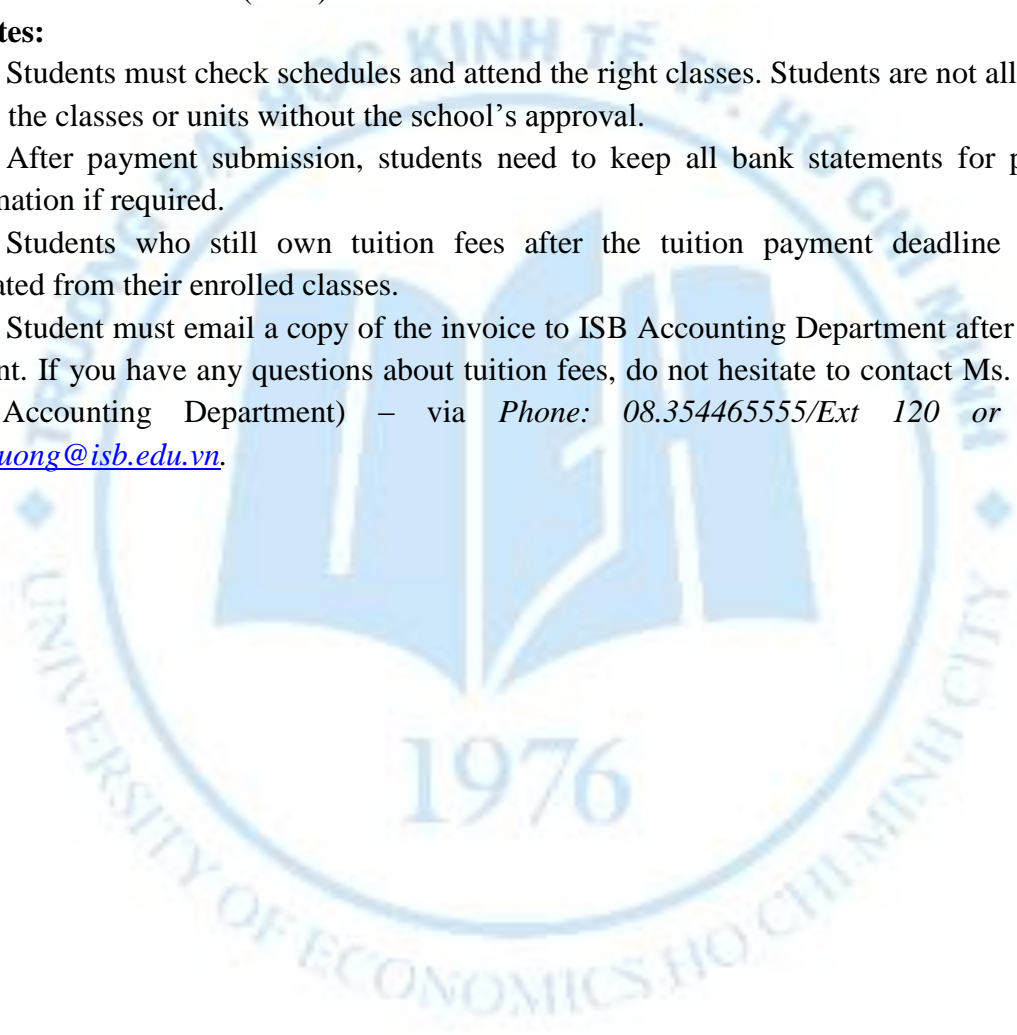
- *Option 1:* Online payment via website: [www.payment.ueh.edu.vn](http://www.payment.ueh.edu.vn), choose “Gate 2”

- *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](mailto:bichphuong@isb.edu.vn)*.



## COURSE SCHEDULE

No	Class	Unit Name	Start Date	End Date	Final Exam/Report	Sessions	Date	Time	Feedback time
<b>Batch 8:</b>									
1	HRM-CH27ISB-1	Human Resource Management (weekday)	12-Jul-18	27-Jul-18	TBA	10	Mon, Tue, Thu, Fri	6-9 pm	25/7/2018 - 25/8/2018
2	HRM-CH27ISB-2	Human Resource Management (weekend)	14-Jul-18	12-Aug-18	TBA	10	Sat pm, Sun pm	6-9 pm, 2-5 pm	25/7/2018 - 25/8/2018
3	PMa-CH27ISB-1	Project Management (weekday)	20-Aug-18	12-Sep-18	23-Sep-18	10	Mon, Wed, Fri	6-9 pm	10/9/2018 - 10/10/2018
4	ASM-CH27ISB-2	Advanced Strategic Marketing (weekend)	25-Aug-18	22-Sep-18	TBA	10	Sat pm, Sun	9-12 am, 2-5 pm	10/9/2018 - 10/10/2018