**SOCIALIST REPUBLIC OF VIETNAM**

**Independence - Freedom - Happiness**

**ADDITIONAL COURSE REGISTRATION FORM**

Semester: / Academic year:

**TO: DEPARTMENT OF UNDERGRADUATE STUDIES - TON DUC THANG UNIVERSITY**

Full name: ………………………….. Date of birth: ……………………………

Student ID : ………………. Class : …………… .. Major : ………………………… ...

Faculty: …………………… .. Contact number: ……………… .

I am writing to ask for support regarding the registration for an additional course in semester .../ 20 ...- 20 ..:

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Course** | **Course code** | **Group/ Team** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Reason/s:

🞎 Failed to check notifications regularly

🞎 Failed to re-register in time when a group is canceled

🞎 Inaccurate notifications from the system

🞎 Others: ………………………………………………………………………………….

……………………………………………………………………………………………

With thanks and appreciation!

*Ho Chi Minh City, ... / ... / 20..*

Yours sincerely,

*(Signature and full name)*

**SOCIALIST REPUBLIC OF VIETNAM**

**Independence - Freedom - Happiness**

**GROUP CHANGE REQUEST FORM**

Semester: / Academic year:

**TO: DEPARTMENT OF UNDERGRADUATE STUDIES - TON DUC THANG UNIVERSITY**

Full name: ………………………….. Date of birth: ……………………………

Student ID : ………………. Class : …………… .. Major : ………………………… ...

Faculty: …………………… .. Contact number: ……………… …………………………

I am writing to request a change of group for the following course:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No** | **Course** | **Course code** | **Group/ Team** | **To** | **Group/ Team** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Reason/s:

🞎 Conflicting schedule: …………………………………….

🞎 Others: ………………………………………………………………………………….

……………………………………………………………………………………………

With thanks and appreciation!

*Ho Chi Minh City, ... / ... / 20..*

Yours sincerely,

*(Signature and full name)*

**SOCIALIST REPUBLIC OF VIETNAM**

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# **COURSE WITHDRAWAL FORM**

(Non-refundable)

Semester: /Academic year: 20.. - 20..

**TO: DEPARTMENT OF UNDERGRADUATE STUDIES – TON DUC THANG UNIVERSITY**

Full name: …………………………..Date of birth:

Student ID: ……………….Class:……………..Major:

Faculty:……………………..Phone:.

I am writing this form to kindly ask for a withdrawal from the course(s) I have registered.

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Course** | **Code** | **Group** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Reason/s:

🞎 Students in their last year of the undergraduate program

🞎 Encountered difficulty in my learning process

🞎 Asked for withdrawal, but received unsuccessful notification from the system

🞎 Others:

With thanks and appreciation!

|  |  |
| --- | --- |
|  | *Ho Chi Minh City, date … month … year 20..*Yours sincerely,*(Signature and full name)* |

**SOCIALIST REPUBLIC OF VIETNAM**

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# **COURSE REGISTRATION CHECKING FORM**

Semester: /Academic year:

**TO: DEPARTMENT OF UNDERGRADUATE STUDIES – TON DUC THANG UNIVERSITY**

Full name: …………………………..Date of birth:

Student ID: ……………….Class:……………..Major:

Faculty:……………………..Phone:

I am writing this form to kindly ask for the course(s) I have registered to be checked.

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Course** | **Code** | **Group** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Reason/s:

🞎 Failed to check registration result

🞎 Registered group … but the actual group …

🞎 Others:

With thanks and appreciation!

|  |  |
| --- | --- |
|  | *Ho Chi Minh City, date … month … year 20..*Yours sincerely,*(Signature and full name)* |

**SOCIALIST REPUBLIC OF VIETNAM**

**Independence – Freedom - Happiness**

# **LEARNING PLAN REGISTRATION CHECKING FORM**

Semester: /Academic year:

**TO: DEPARTMENT OF UNDERGRADUATE STUDIES – TON DUC THANG UNIVERSITY**

Full name: …………………………..Date of birth:……………………………

Student ID: ……………….Class:……………..Major: …………………………...

Faculty:……………………..Phone: ……………….

I am writing this form to kindly ask for the course(s) I have registered in my learning plan to be checked.

|  |  |  |
| --- | --- | --- |
| **No.** | **Course** | **Code** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Reason/s:

🞎 Received successful notification However, the course failed to appear in the system when rechecked

🞎 Others:………………………………………………………………………………….

……………………………………………………………………………………………

With thanks and appreciation!

|  |  |
| --- | --- |
|  | *Ho Chi Minh City, date … month … year 20..*Yours sincerely,*(Signature and full name)* |

**SOCIALIST REPUBLIC OF VIETNAM**

**Independence – Liberty – Happiness**

# **DIPLOMA COPIES REQUEST FORM**

**TO: PRESIDENTIAL BOARD – TON DUC THANG UNIVERSITY**

 **DEPARTMENT OF UNDERGRADUATE STUDIES**

 **DEPARTMENT OF INSPECTION, LEGISLATION AND SECURITY**

 **DEPARTMENT OF TESTING AND QUALITY ASSESSMENT**

Full name: …………………………..Passport number:……………….

Student ID number: ……………… Class:……………..Major: ………………………

Faculty:…………………………....Phone number: …………………………………..

Date of birth: ……………………..Place of birth:…………………………………….

Graduation year: ………………….Number of copies:……………………………….

Reasons for requesting copies of graduation certificate:

🞎 Lost

🞎 Damaged during storage

🞎The copies are for completing my profile. (I still keep my official graduation certificate.)

🞎 Others………………………………………………………………………………….

Mailing address (If needed – the recipient has to pay the postage fee):……………

…………………………………………………………………………………………..

Greatly appreciated!

|  |  |
| --- | --- |
|  | *Ho Chi Minh City, date … month … year 20..*Yours sincerely, *(Signature and full name)* |
| **Department of Inspection, Legislation and Security** | **Department of Testing and Quality Assessment** |
| **PRESIDENTIAL BOARD** |

**SOCIALIST REPUBLIC OF VIETNAM**

**Independence – Liberty – Happiness**

# **ENGLISH CERTIFICATE UPDATE REQUEST FORM**

(For students who have already achieved English learning outcomes)

**TO: DEPARTMENT OF TESTING AND QUALITY ASSESSMENT**

Full name: ………………………………Date of birth:……………………..

Student ID number: ……………….Class:……………..Major: ………………………

Passport / ID number:………………………Phone number: ……………………..

I would like to have my English scores updated:

New score: …….Name of the certificate (TOEIC/IELTS/PET/ others):………………

Examination venue:………………………………………

Date of the examination: ………………………………………………………………

User and Secret number:………………………………………………………………..

I guarantee that the certificate submitted is authentic. If any forgery or falsity of the score is found, I will be responsible for my action.

Greatly appreciated!

|  |  |
| --- | --- |
| **Attached is the International English Certificate** | *Ho Chi Minh City, date … month … year 20..*Yours sincerely,*(Signature and full name)* |
|  |  |