



NAM NATIONAL UNIVERSITY- HO CHIMINH CITY
INTERNATIONAL UNIVERSITY

F-IEX6

TERMS AND AGREEMENT

FOR PARTICIPATION IN STUDENTS EXCHANGE AND STUDY ABROAD PROGRAMS (SEaSAP)

Inbound Student

This form is to be completed by students who have been approved to study at International University (IU) as exchange students

1. Eligibility

- I understand that all eligibility requirements are defined by IU and my home university. If I fail to meet one of these requirements, my exchange will be cancelled by either IU or my home university.

2. Timely Completion of Forms

- I agree to complete all paperwork and other materials which may be requested by IU within the set deadlines. Failure to do so may result in the cancellation of my placement.

3. Exchange Period

- I understand that my exchange period does not exceed ... semester(s).

- I further agree that if I cancel or shorten the duration of my exchange, I will notify in writing to IU and my home university.

- I totally agree that an extension of exchange period must be approved by both IU and my home university. In case this extension is not approved, I have to return to my home university upon completing the exchange period.

4. Course Approval

- I understand that this is my responsibility to consult with academic advisors at my home university when selecting programs and choosing the equivalent courses suitable for my academic needs while studying at IU in order to transfer credits back to my home university.

5. Fees

- For regular exchange students

I agree to be responsible for all expenses in Vietnam including flight ticket, health insurance, visa, accommodation, meals, text books, personal expenses, local transportation and etc.

- For ISEP exchange students

Except the expense of meals and accommodation, I agree to be responsible for other expenses in Vietnam including flight ticket, health insurance, visa, text books, personal expenses, local transportation and etc.

6. Off-campus Housing

- I understand that on-campus housing at IU may not always be available. I understand that if I live off-campus, I am on my own discretion and risk.

7. Transcripts

I understand that this is my responsibility to request IU sending two official copies of my transcript to my home university.

8. Insurance

- I understand that it is my responsibility to ensure I am adequately covered both medical and travel insurance for the exchange period.

- I understand that this is my responsibility to ensure that I have automobile and personal property insurance valid in the exchange destination and during the exchange period.

9. Medical Matters

- I agree to declare my medical conditions (including mental health conditions) to exchange coordinator at IU and my home university
- I agree to comply with any requirements for medical information related to my participation in the exchange, including obtaining or documenting immunizations required by IU or Vietnam Embassy (if any).

10. Personal Health and Safety

- I understand that IU and my home university cannot guarantee my health and safety while on exchange. I agree that IU and my home university are not responsible for any personal injury, death, and/ or loss or damage to property incurred during my exchange.
- I am responsible for acting prudently and exercising caution and common sense at all times. In extreme weather or other emergency situations, I totally understand that it is my responsibility to follow the instructions provided by IU.

11. Regulations

- It is my responsibility to abide by IU and my home university's regulations and polices including my academic, financial, and behavioral status while on exchange.
- I agree to act as an Ambassador to my home university and my country, and will act in a responsible manner.

12. Visa

- I understand that this is my responsibility to apply for a visa following the instruction of Vietnam Embassy in my country and actively contact IU's exchange coordinator regarding any supporting documents.

13. Emergency Contact

- I agree that I have received all information on how to contact IU in case of emergency.
- I agree to contact my host university and IU's exchange coordinator if there are any reasons that I may not complete the program.

14. Connection with IU's exchange coordinator

- I understand that it is my responsibility to contact and meet up with IU's exchange coordinator as soon as I have arrived.
- I agree to inform IU's exchange coordinator about my new contact info (email address, mailing address, and phone number) as soon as I get those.

15. Withdrawal from IU SEaSAP

- I understand that if I intend to withdraw from the SEaSAP, I have to inform IU's exchange coordinator and my home university immediately prior to exchange.

I have read this Terms and Agreement, understood its contents, and agreed to sign freely, voluntarily under no compulsion.

Student Name _____

Signature _____ **Date** _____