



Vietnamese-German University



**GUIDELINES FOR BACHELOR APPLICATION  
REGISTRATION**

**2026**

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*This document is compiled and issued by the Admissions Office – Academic and Student Affairs Department of Vietnamese-German University. The guidelines in this document apply to the application process for undergraduate programs at Vietnamese-German University (VGU) via the online application system: [www.apply.vgu.edu.vn](http://www.apply.vgu.edu.vn)*

*Please read this document carefully before and while completing your application.*

**Contact Information:**

Admissions Office – Academic and Student Affairs Department:

Email: [admissions@vgu.edu.vn](mailto:admissions@vgu.edu.vn)

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# ACCOUNT CREATION GUIDELINES

## ❖ Creating an Application Account

- Access: <https://apply.vgu.edu.vn>
- Click “Register” (If you already have an account, click “Login”).

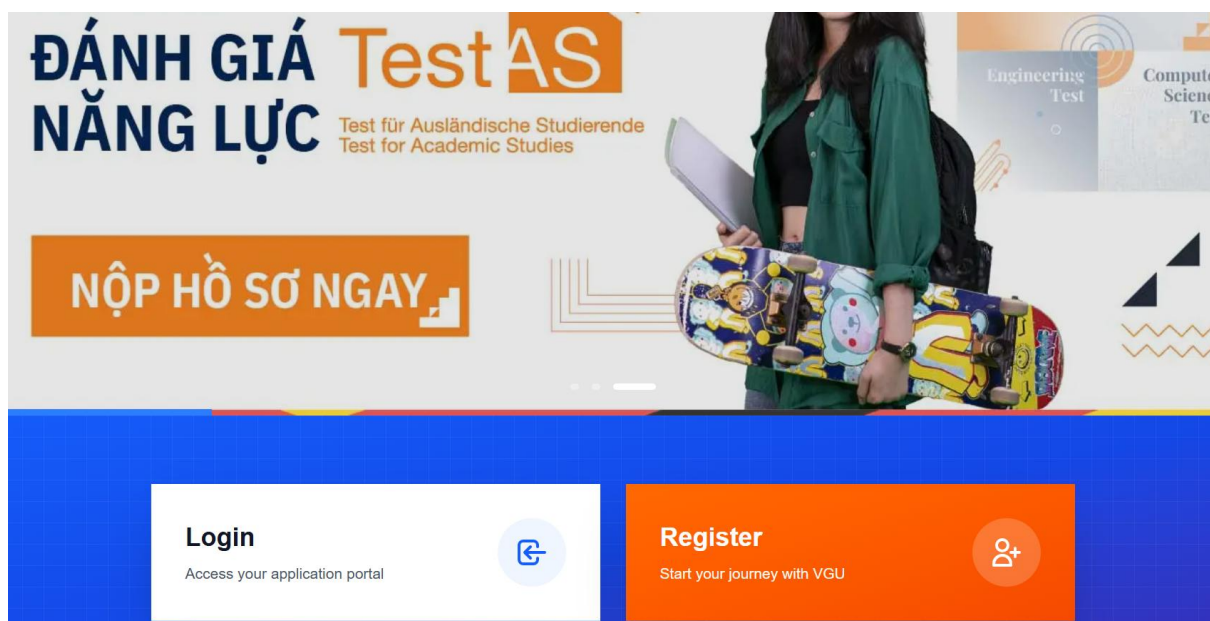
The image shows the "CREATE AN ACCOUNT" registration form on the website. The form includes a language selector set to "English". Under the "INSTRUCTIONS" section, there are four bullet points: "State your name(s) as they appear in your personal ID card/passport", "Make sure you enter a valid email address and mobile number.", "After registration, an OTP will be sent to your email. Please check your email to enter the OTP and verify your account.", and "For the application process stage, your email address will be your login ID." The form fields are: "Last name \*", "Middle name", "First name \*", "Date of birth \*" (with Day, Month, and Year dropdowns), "Email address \*", "Mobile number \*" (with a +84 dropdown), "Password \*", and "Confirm password \*". A green "Save" button is located at the bottom of the form.

Figure 1. Create an account

- Please provide accurate information as required on the account creation screen (Figure 1)

- Complete and accurately fill in all required information.

<ul style="list-style-type: none"> <li>• Full name (<i>Last Name/ Middle Name/ Firstname</i>)</li> <li>• <i>Date of Birth</i></li> <li>• <i>Password</i></li> </ul>	<ul style="list-style-type: none"> <li>• Email Address</li> <li>• <i>Mobile Number: exclude the leading "0"</i></li> <li>• <i>Confirm Password</i></li> </ul>
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- Select "I'm not a robot."
- Click "Save".

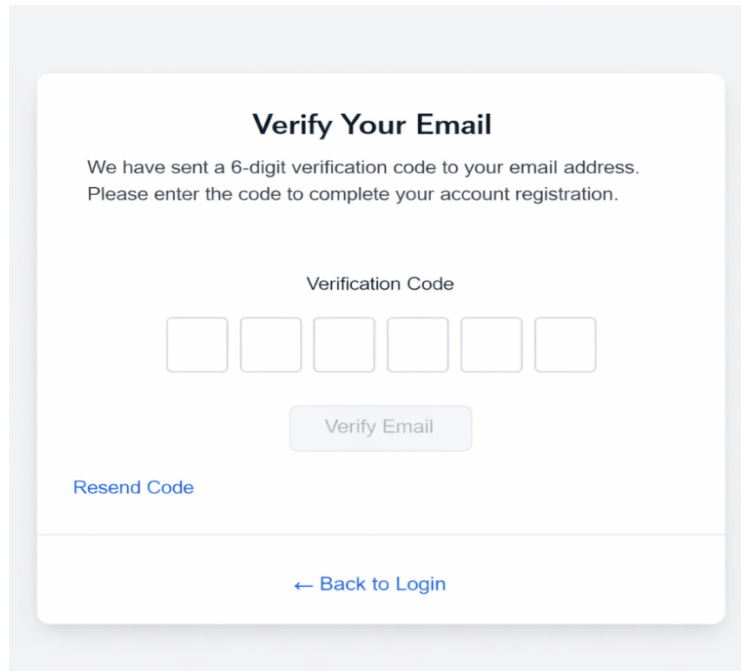


Figure 2. Verify Email

- An activation email titled "Activate your account" will be sent to your registered email.

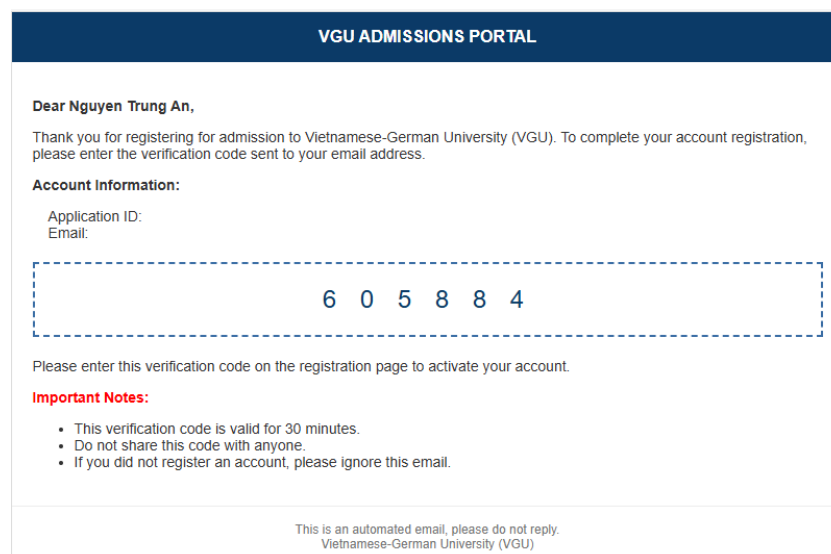


Figure 3. Email "Active account"

- **Activate your account:** Enter the OTP sent to your email (Figure 3) into the Email Verification screen in Figure 2, then log in to the applicant portal below.

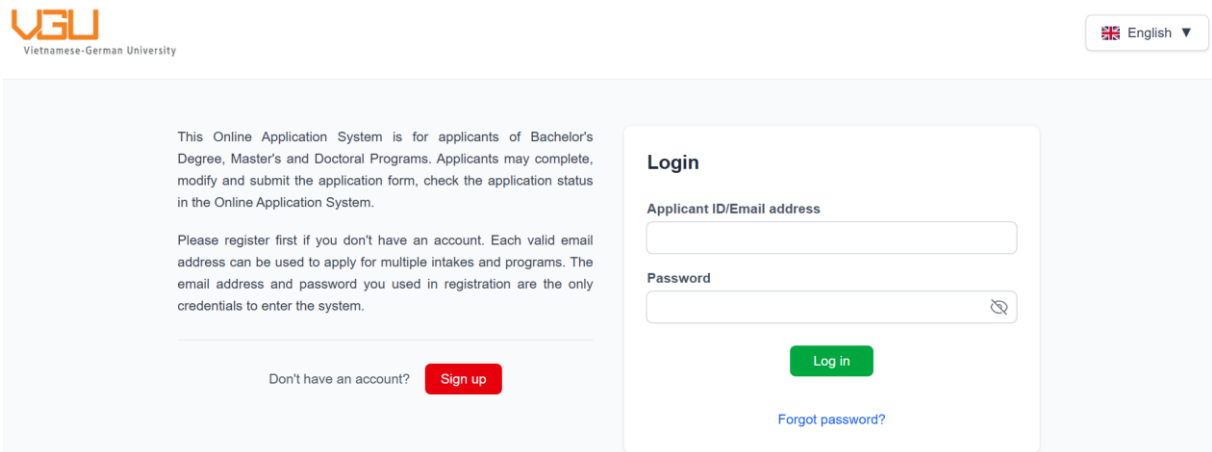


Figure 4. Log in to the applicant portal using your registered email.

- Select the display language in the top-right corner

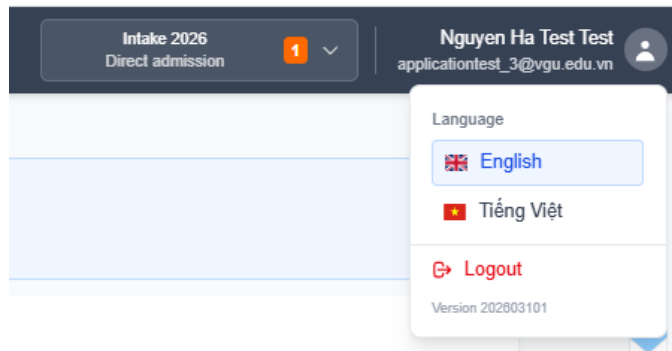


Figure 5. Homepage and "Change Language" dropdown

# APPLICATION MANAGEMENT

## ❖ APPLICATION MANAGEMENT

### **Before Submission:**

- Applicants can log in to their account at any time to review and edit their application before submission;
- The application must be completed fully and accurately. Carefully read the step-by-step instructions in the **APPLICATION FORM INSTRUCTIONS** section and thoroughly review all information provided. Any missing or inaccurate information, whether intentional or unintentional, may result in the applicant being deemed ineligible for the admission process. If such discrepancies are discovered after admission, the admission decision may be revoked in accordance with regulations.

### **After Submission:**

- VGU will review the applicant's application and contact them via the registered email to proceed with the next steps of the admission process (e.g., requesting additional documents, sending an invitation to take the VGU English test (V-TEST), issuing an admission offer, etc.);
- Applicants cannot modify any personal information entered in the system once the application has been approved, and must regularly monitor notifications on their application account as well as their email in order to promptly provide additional documents when required.

# APPLICATION FORM INSTRUCTIONS

## 1. PERSONAL DETAILS

Admission / Personal Details

**Instructions**

- State your name(s) as they appear in your personal ID card/passport.
- Upload a clear copy of your profile picture and ID card/passport.
- Make sure you enter valid information for all required fields.

**Personal Details \***

Last name \*  Middle name  First name \*

Gender \*  Date of birth \*    Place of Birth \*

Nationality \*  Email address \*  Mobile Phone \*

ID Card / Passport Number \*

[Save personal information](#)

**Contact Details \***

Current Address  [+ Add](#)

Permanent Address  [+ Add](#)

**Family Details \*** [+ Add](#)

[Next Section >](#)

Figure 6. Personal details

- Complete all required information fully and accurately:
  - **Country, Nationality:** enter information corresponding to your ID card/Passport;
  - **Place of Birth:** enter in the format “Country – City/Province” (e.g., Ho Chi Minh City);
  - **ID card/Passport Number:** enter your ID card/Passport number;
  - **Gender;**
  - **Date of birth.**
- Click “**Save personal information**” to save information.
- Click “**Add**” under the “**Current Address**” section (repeat the same steps for “**Permanent Address**”) to enter contact information.
- For Vietnamese applicants (Figure 7a):
  - Country: select Vietnam.

- Province/City: select from the default list.
  - District: select from the default list.
  - Address: enter your current residential address
- Click “Add Address” to save the information.

Figure 7a. Address information for Vietnamese applicants

- **For international applicants** (Figure 9b)
- **Country:** select the corresponding country
  - **Address:** enter the full details of your current residential address.
- Click “Add Address” to continue.

Figure 7b. Address information for International applicants

- Click “Add” under the “Family Information” section.

## 2. PROGRAMS AND MODES SELECTION

- In the “**Program and Admission Method Selection**” section, click “**+ Create Application**” to register your intended program (Figure 8)

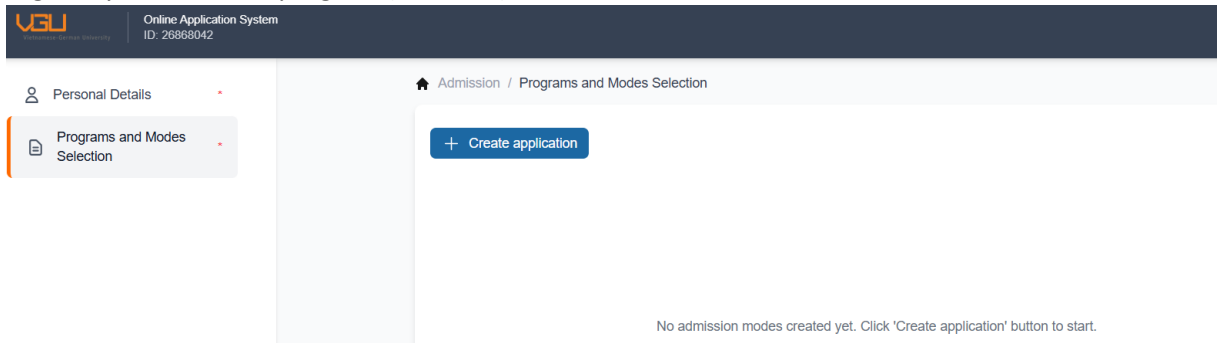


Figure 8. “Programs and Modes Selection” page

- Select “Bachelor” under the “Program level” section.
- Choose an appropriate admission method under “Admission Mode”. Applicants registering for the computer-based TestAS exam must complete registration and payment on the TestAS.de website. Please refer to the Digital TestAS Registration Appendix for detailed instructions.
- Select your intended program(s) under “Programs”.
- Click “Save” to continue.

### Create new application

Intake: Intake 2026

Campus: Vietnamese-German University - VGU

Program level: Select program level

- Select program level
- Bachelor's Degree**
- Master's Degree

Cancel Save



### Create new application

Intake: Intake 2026

Campus: Vietnamese-German University - VGU

Program level: Bachelor's Degree

Admission mode: Select admission mode

- Select admission mode
- Assessment of High School Academic Results
- Direct Admission
- International High School Diplomas/Certificates
- TestAS



**Create new application**

Intake: Intake 2026

Program level: Bachelor's Degree

Program: Select program

Campus: Vietnamese-German University - VGU

Admission mode: TestAS

Previous Section

Select program

- Architecture
- Civil Engineering and Construction Management
- Business Administration
- Bachelor of Digital Management and International Entrepreneurship
- Finance and Accounting
- Bio Medical Engineering
- Bachelor of Science in Economics
- Computer Science
- Electrical and Computer Engineering
- Mechatronics
- Mechanical Engineering
- Smart Mobility Engineering
- Sustainable Process Engineering

Figure 9. Program Details

\* Applicants who wish to apply through additional admission methods, please click “+ Create Application” (Figure 8) and continue following the steps above.

VGU BACHELOR PROGRAMS	
ENGINEERING GROUP	ECONOMIC GROUP
Computer Science (CSE)	Economics (BSE)
Electrical and Computer Engineering (ECE)	
Mechanical Engineering (MEN)	
Sustainable Process Engineering (SPE)	Business Administration (BBA)
Mechatronics (MEC)	
Civil Engineering and Construction Management (BCE)	Finance and Accounting (BFA)
Architecture (ARC)	
Smart Mobility Engineering (SME)	Digital Management and International Entrepreneurship (BDE)
Biomedical Engineering (BME)	

### 3. EDUCATIONAL BACKGROUND

- Click “+ Add” to enter information for each high school grade (Grades 10, 11, and 12)
  - **Academic Qualification:** Select Grades 10, 11, and 12 respectively to enter the corresponding information.

**Academic Qualification**
✕

**Country \***

**City / Province \***

**High School \***

**Overall GPA**

**Subject**

<p>Biology</p> <input type="text" value="0.00"/>	<p>Chemistry</p> <input type="text" value="0.00"/>	<p>Economic and Legal Education</p> <input type="text" value="0.00"/>
<p>Foreign Language 1</p> <input type="text" value="0.00"/>	<p>Geography</p> <input type="text" value="0.00"/>	<p>History</p> <input type="text" value="0.00"/>
<p>Informatics</p> <input type="text" value="0.00"/>	<p>Literature</p> <input type="text" value="0.00"/>	<p>Mathematics</p> <input type="text" value="0.00"/>
<p>Physics</p> <input type="text" value="0.00"/>	<p>Technology</p> <input type="text" value="0.00"/>	

Figure 10. Academic Qualification

- **Country, City/ Province, High School Name:** select the information corresponding to the high school you are attending.
- **Overall GPA:** enter the annual average score based on your transcript.
- **Môn học:** enter the grades for all subjects displayed on the screen.
- Click “Save” to continue.

**Notes:**

- For subjects displayed on the screen that are not included in your transcript, please enter “0” to continue your application.
- If you are enrolled in an international program, please enter “0” for the listed subjects to continue your application.

**4. ENGLISH PROFICIENCY**

- Click “Add” and complete all required information. Fields marked with (\*) are mandatory to fill in/upload (Figure 11).
  - **Test:** select the appropriate certificate type (e.g., IELTS Academic/ TOEFL iBT/ Cambridge English FCE; CAE; CPE, etc.)

- **Test Date:** enter the test date as stated on the certificate.
- **Score:** enter the score of the language certificate.
- **Reference Code:** enter the certificate code (e.g., for IELTS, enter the TRF number: 21VN013490NGUT028A).
- **Completed:** select “Yes”.

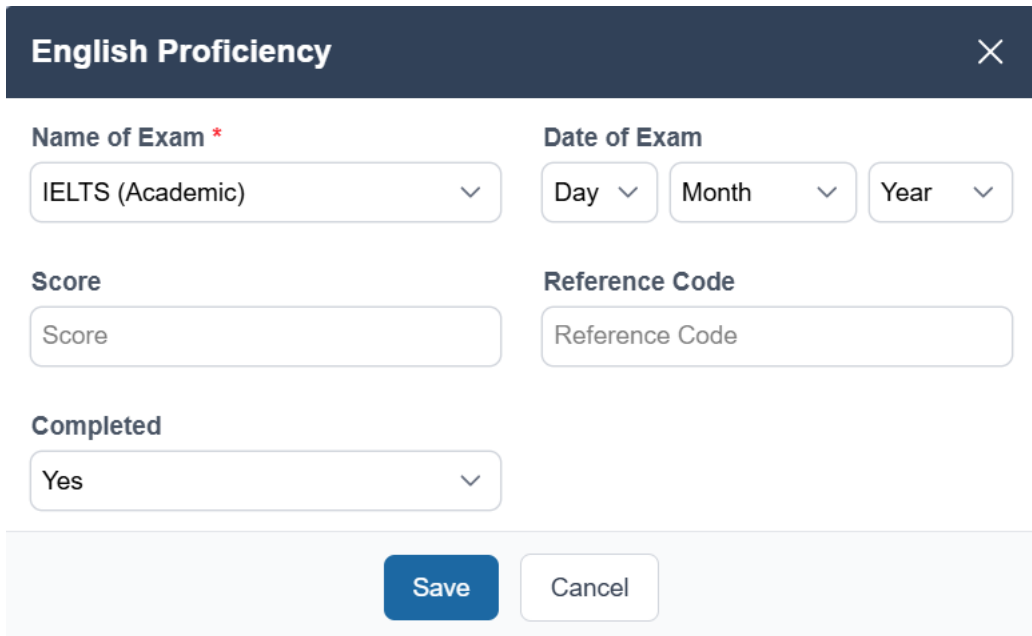


Figure 11. English Proficiency

- Click “Save” to continue.

## 5. UPLOAD DOCUMENTS

- Documents marked in red are mandatory and must be uploaded
- Click “Upload”, select the relevant files to upload, and click “Save” to continue.

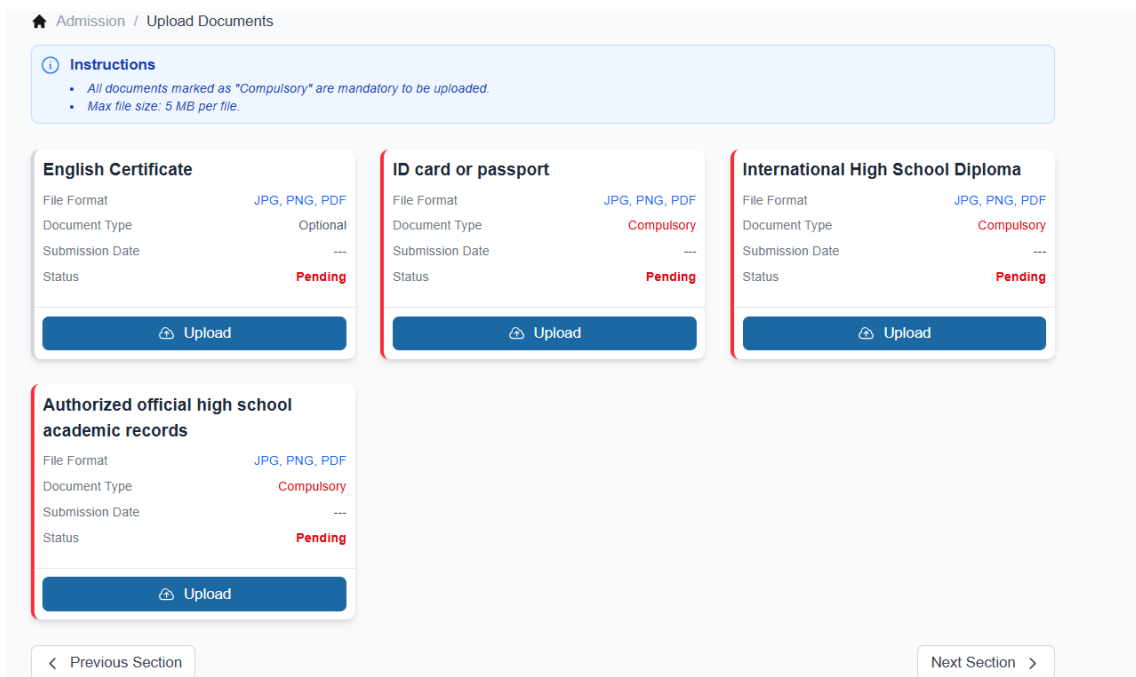


Figure 12. Upload Documents

- Các tài liệu xét tuyển theo từng phương thức:

No.	Mode of Admission	Required Documents	Optional Documents (Not Mandatory)
1	Mode 1 - TestAs	- ID card or Passport	- High school Diploma - English Certificate* - High School Graduation Exam Results (for applicants following the Vietnamese high school system).
2	Mode 2 - Assessment of high school academic results	- ID card or Passport; - Authorized official high school academic records (Grade 10, Grade 11, Grade 12); - High School Graduation Exam Results.	- English Certificate*
3	Mode 3 - Direct Admission	- ID card or Passport; - High School Graduation Exam Results; - Excellent Academic Achievement.	- English Certificate*
4	Mode 4 - International high School diplomas/ certificates	- ID card or Passport; - International High school Diploma; - Authorized official high school academic records (Grade 10, Grade 11, Grade 12)	- English Certificate* - High School Graduation Exam Results (for applicants following the Vietnamese high school system).
5	Mode 5 High School Graduation Exam	- ID card or Passport; - High school Exam results; - Authorized official high school academic records (Grade 10, Grade 11, Grade 12).	- English Certificate * - High school Diploma - Proof of Priority Type, Priority Area**

**Notes:**

\* English Certificate: upload valid certificate of at least IELTS academic 5.0/ TOEFL iBT 42 or equivalent.

\*\* Applicants who have bonus points of Priority Type or Priority Area have to upload relevant proofs.

- Format of document name: “Số CCCD\_Name of document”.

- Example: 012345678910\_Passport, 012345678910\_Transcripts, 012345678910\_Diplomas,

...

- Scan of document clearly; valid files are formatted accordingly \*.PDF. Attachment size is maximum 5MB.

- Click “**Save**” to continue.

## 6. REVIEW & SUBMIT

- In the **“Review & Submit”** section, select the admission mode you wish to submit at the top of the page (e.g., “Intake 2026 – TestAS” refers to the TestAS mode for the 2026 intake). Review the information displayed for each mode. Sections marked with a **“To complete”** button indicate missing information—please review and complete them. Then carefully read the Declaration and Terms and select **“I hereby declare...”**

- Click **“Submit”** to complete your application submission (Figure 14).

### Important Note:

*Applicants applying through multiple admission methods must select each registered method in turn, review the information, and follow the same steps to submit each application. Methods highlighted in red indicate applications that have not yet been submitted.*

The screenshot shows the 'Review & Submit' interface. On the left, a sidebar lists navigation options: Personal Details, Programs and Modes Selection, Educational Background, English Proficiency, Upload Documents, and Review & Submit. The 'Review & Submit' option is highlighted with an orange arrow labeled '1'. The main content area shows two admission modes: 'Intake 2026 - TestAS' (highlighted with an orange arrow labeled '2') and 'Intake 2026 - International high school certificates/diplomas'. Below the modes is a progress bar showing '0 % Completed'. The main content area contains several sections, each with a 'To complete' button: 'Personal Details' (Missing: Address Information, Family Details), 'Programs and Modes Selection' (No data added yet), 'Educational Background' (Missing: Grade 10, Grade 11, Grade 12), 'English Proficiency' (Optional), 'Upload Documents' (Missing: ID card or passport), and 'References' (Optional). A declaration checkbox is checked, and a 'Submit' button is visible at the bottom. Orange arrows and numbers 1-5 highlight key elements: 1 points to the 'Review & Submit' sidebar item, 2 points to the 'Intake 2026 - TestAS' mode selection, 3 points to the 'To complete' button for Personal Details, 4 points to the declaration checkbox, and 5 points to the 'Submit' button.

Figure 14. Application Submission Confirmation

- After clicking **“Submit”**, applicants will not be able to modify any information unless requested by VGU. Therefore, please carefully review your application by checking all the information provided in the previous steps before clicking **“Submit”**.

# QUESTION & ANSWER

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*This section provides frequently asked questions related to the online application process on [www.apply.vgu.edu.vn](http://www.apply.vgu.edu.vn)*

**I am experiencing technical issues while completing my online application. How can I get support?**

For the VGU application system ([apply.vgu.edu.vn](http://apply.vgu.edu.vn)): Please send an email to [admissions@vgu.edu.vn](mailto:admissions@vgu.edu.vn) or call 0967 34 27 34 (during office hours) for assistance.

For the TestAS computer-based registration system ([testas.de](http://testas.de)): Please carefully review the FAQs at <https://www.testas.de/en/participants/my-testas/faq> or send an email to [kontakt@gast.de](mailto:kontakt@gast.de)

**After completing my application, can I change admission program or admission mode?**

You cannot modify information regarding your admission program or admission mode after submitting your application. If you wish to apply for additional programs or admission methods, you must use your registered account to create a new application.

**For optional documents (e.g., IELTS certificate), can I submit them later? How can I submit them?**

You may complete your application even if optional documents are missing and submit them later via email to [admissions@vgu.edu.vn](mailto:admissions@vgu.edu.vn). Please note that when sending additional documents via email, you must clearly provide your application ID. The application ID is sent by the system in the account activation email (Figure 4).

**How will I receive my admission results?**

You will receive your admission results via email. Therefore, please regularly check your email account to avoid missing notifications from VGU.

## **Appendix: GUIDELINE FOR DIGITAL TESTAS REGISTRATION**

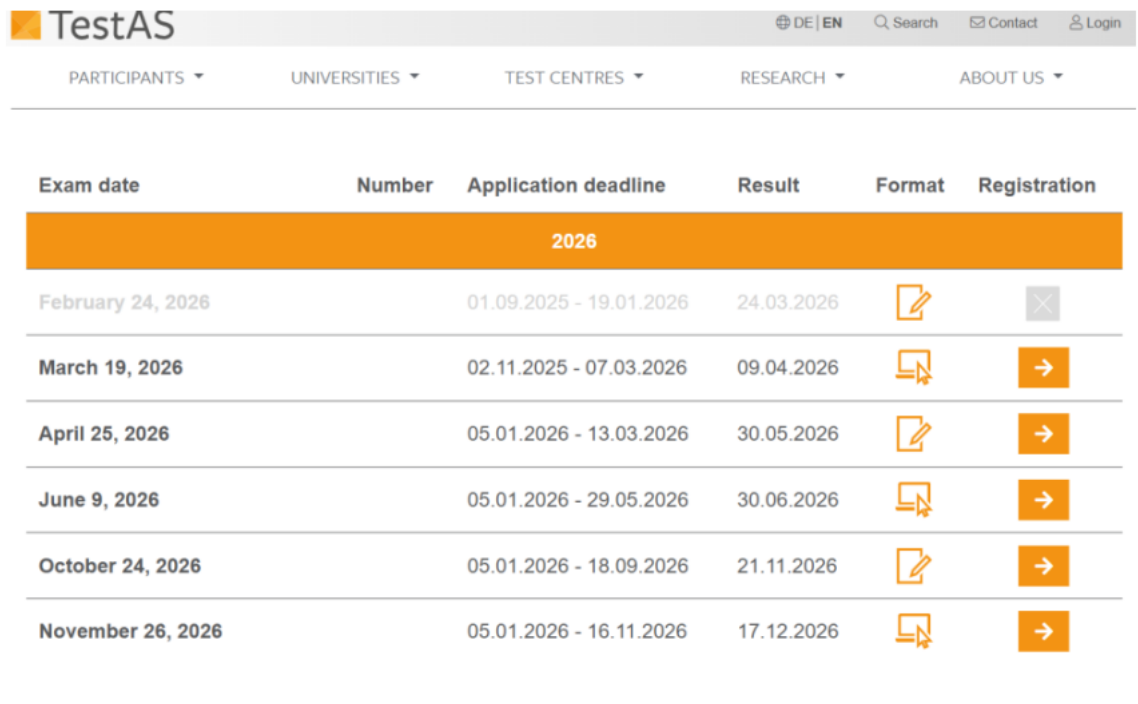
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### Step 1: Access the Registration System

- Visit the official website: [www.testas.de](http://www.testas.de)
- Select "Anmeldung / Registration"

### Step 2: Select the TestAS Digital Exam

From the list of available exams, choose a suitable test date (TestAS Digital exams are indicated by a computer icon).

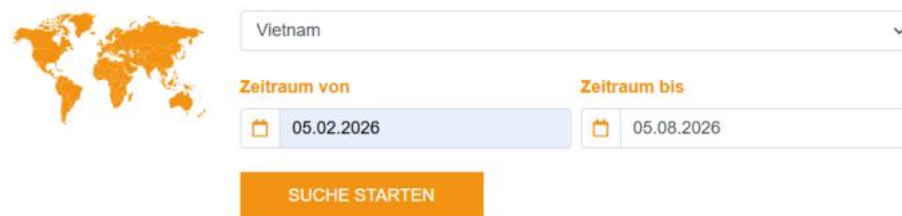


Exam date	Number	Application deadline	Result	Format	Registration
2026					
February 24, 2026		01.09.2025 - 19.01.2026	24.03.2026		
March 19, 2026		02.11.2025 - 07.03.2026	09.04.2026		
April 25, 2026		05.01.2026 - 13.03.2026	30.05.2026		
June 9, 2026		05.01.2026 - 29.05.2026	30.06.2026		
October 24, 2026		05.01.2026 - 18.09.2026	21.11.2026		
November 26, 2026		05.01.2026 - 16.11.2026	17.12.2026		

### Step 3: Select the Country and Test Center

#### Examinations worldwide

#### Testzentersuche weltweit



World map icon

Vietnam

Zeitraum von: 05.02.2026

Zeitraum bis: 05.08.2026

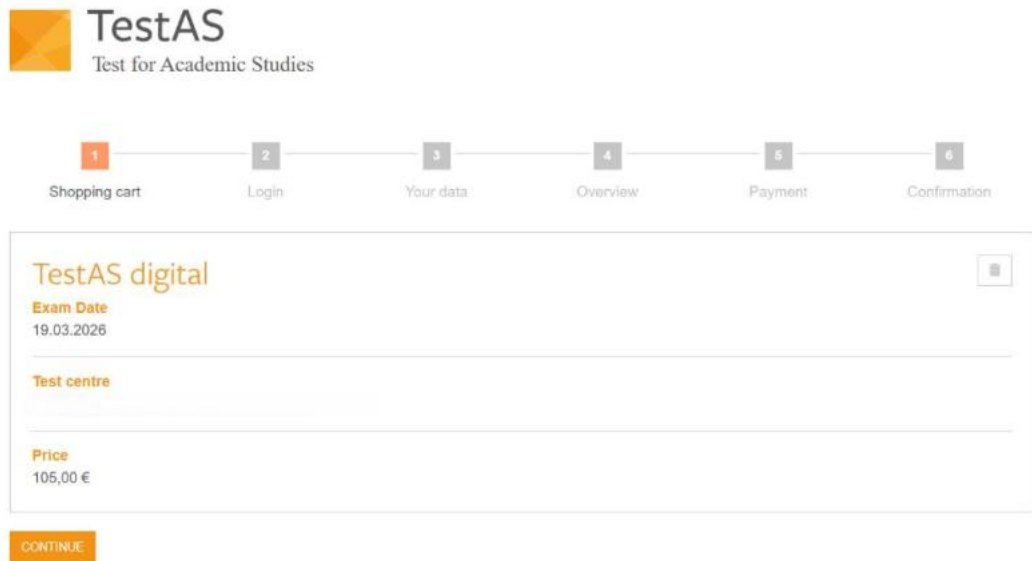
SUCHE STARTEN

#### Termine in Vietnam

> 19.03.2026

- Select the country where the test will be held.
- Select the corresponding test center.

## Step 4: Review Information



**TestAS**  
Test for Academic Studies

1 Shopping cart 2 Login 3 Your data 4 Overview 5 Payment 6 Confirmation

**TestAS digital**

**Exam Date**  
19.03.2026

**Test centre**

**Price**  
105,00 €

CONTINUE

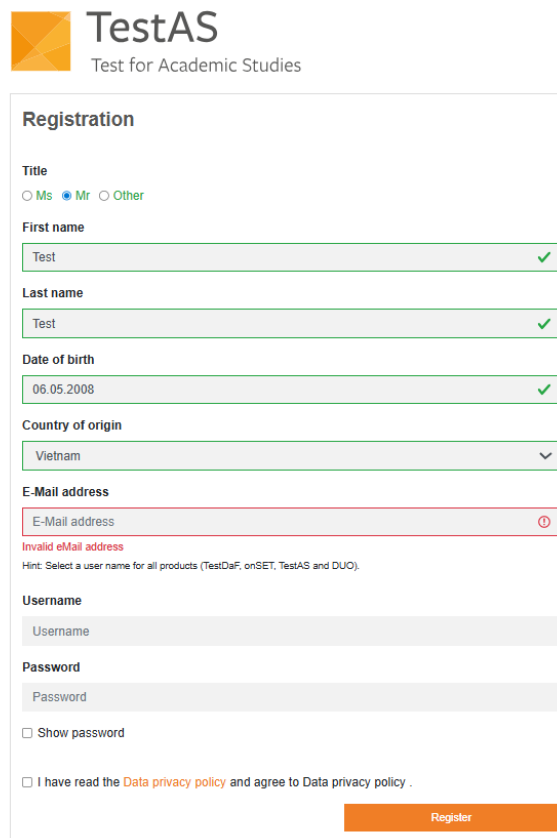
- In the Shopping Cart section, review the selected information, including test format, test date, test location, and test fee.

- Confirm to proceed with the registration.

## Step 5: TestAS Account

- Log in if you already have a TestAS account.

- If you do not have an account, create a new one and complete all required personal information.



**TestAS**  
Test for Academic Studies

**Registration**

**Title**  
 Ms  Mr  Other

**First name**  
Test ✓

**Last name**  
Test ✓

**Date of birth**  
06.05.2008 ✓

**Country of origin**  
Vietnam

**E-Mail address**  
E-Mail address ❌  
**Invalid eMail address**  
Hint: Select a user name for all products (TestDaF, onSET, TestAS and DUO).

**Username**  
Username

**Password**  
Password

Show password

I have read the [Data privacy policy](#) and agree to Data privacy policy .

Register

## Step 6: Update Personal Information

Shopping cart Login **3** Your data 4 Overview 5 Payment 6 Confirmation

### Your data

**Personal data**

Street and number\*

Postal code\*

City\*

Country\*

**Identification**

An identity check will take place on the day of the exam. For this purpose, please bring the identity card or passport along. Please choose the document and register the number.

Type of identification\*

ID/Passport number/Residence permit\*

*Please enter the number as it is stated in your passport or in your identity card. If your ID data is not correct, you cannot take part in the exam*

**Test module and exam language**

Please book the combination of core module and subject module that corresponds to your desired course of study. You can choose from six subject modules.

Medicine

Economics

Mathematics, Computer Science, Natural Science

Engineering

Life Sciences

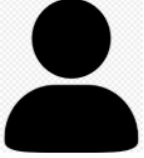
Humanities, Cultural Studies and Social Sciences

**Language**

You can take the TestAS in German or English. Please select the language

German

English

Photograph\* 

- Enter personal information accurately as shown on your passport/identification documents.
- Select the test module and test language.
- Upload a passport-compliant portrait photo.
- Review and save the information.

## Step 7: Payment of Test Fee

- Complete the payment according to the instructions on the system.
- After successful payment, the system will confirm that the registration is complete.

## Step 8: Registration Confirmation

- Applicants will receive a confirmation email from the TestAS system.
- Check your inbox and spam folder.

### **Important Notes**

- Personal information must exactly match the identification documents presented on the test day.
- Applicants are responsible for checking the registration deadline before the test date.
- Keep the confirmation email and account information for future result inquiries.