



Vietnamese-German University



GUIDELINES FOR BACHELOR APPLICATION REGISTRATION

2026

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

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

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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”).

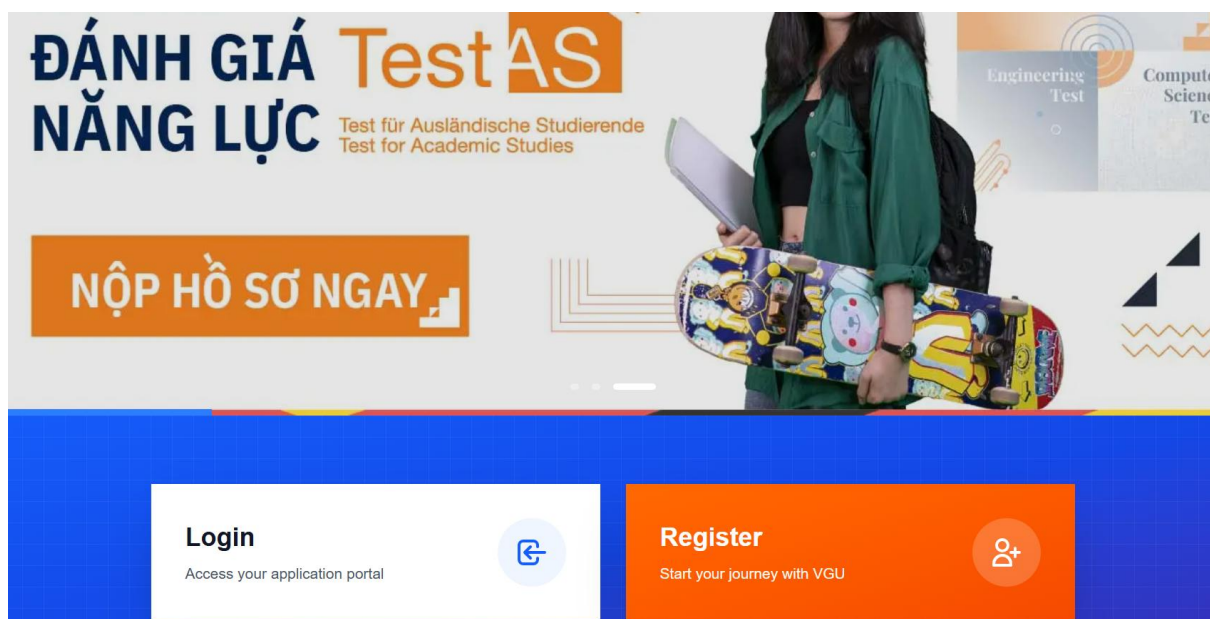
The image shows the "CREATE AN ACCOUNT" form on the VGU Test AS application portal. The form is titled "CREATE AN ACCOUNT" and has a language selector set to "English". Below the title, there are "INSTRUCTIONS" which state: "State your name(s) as they appear in your personal ID card/passport", "Make 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 dropdowns for Day, Month, and Year), "Email address *", "Mobile number *" (with a dropdown for +84), "Password *", and "Confirm password *". There is a green "Save" button 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.

• Full name (<i>Last Name/ Middle Name/ Firstname</i>) • <i>Date of Birth</i> • <i>Password</i>	• Email Address • <i>Mobile Number:</i> <i>exclude</i> the leading “0” • <i>Confirm Password</i>
---	---

- 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.

The screenshot shows the VGU (Vietnamese-German University) Online Application System login page. At the top left is the VGU logo. At the top right is a language dropdown menu set to 'English'. The main content area has a light blue background. On the left, there is a text block explaining the system's purpose for Bachelor's, Master's, and Doctoral Programs, and a 'Sign up' button. On the right, there is a 'Login' form with fields for 'Applicant ID/Email address' and 'Password', a 'Log in' button, and a 'Forgot password?' link.

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

- Select the display language in the top-right corner

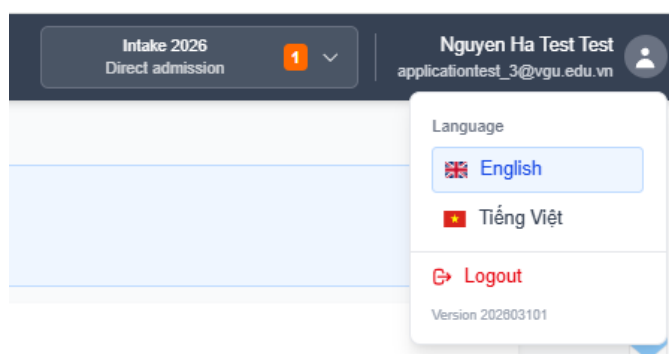


Figure 5. Homepage and “Change Language” dropdown

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.

Current Address ✕

Country * Vietnam ▼

City/Province Đồng Tháp ▼

Ward/Commune Phường Sơn Qui ▼

Address

Fill in the correct information as per VNEID for Vietnamese citizens or as per passport for foreign citizens.

Add Address Cancel

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.

Current Address ✕

Country * Afghanistan ^

Address

Enter address

Add Address Cancel

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)

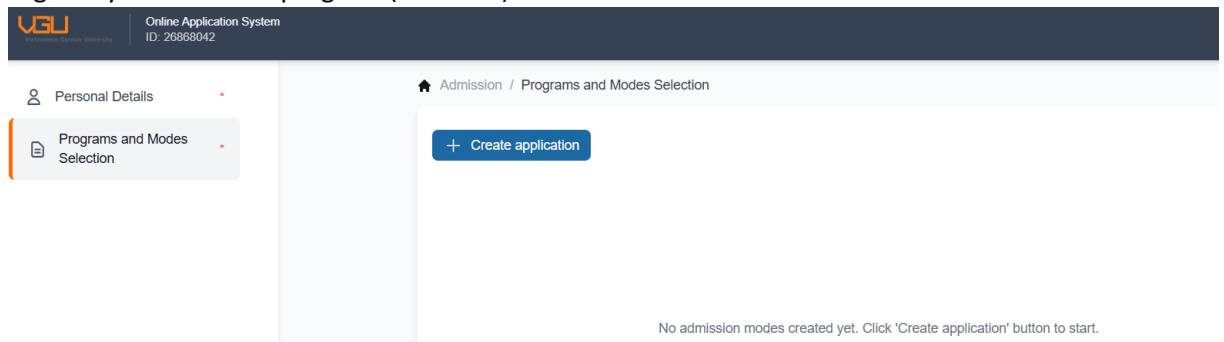


Figure 8. “Programs and Modes Selection” page

- 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	Program level
Intake 2026	Select program level
Campus	Select program level
Vietnamese-German University - VGU	Bachelor's Degree
	Master's Degree
	Cancel Save



Create new application

Intake	Program level
Intake 2026	Bachelor's Degree
Campus	Admission mode
Vietnamese-German University - VGU	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

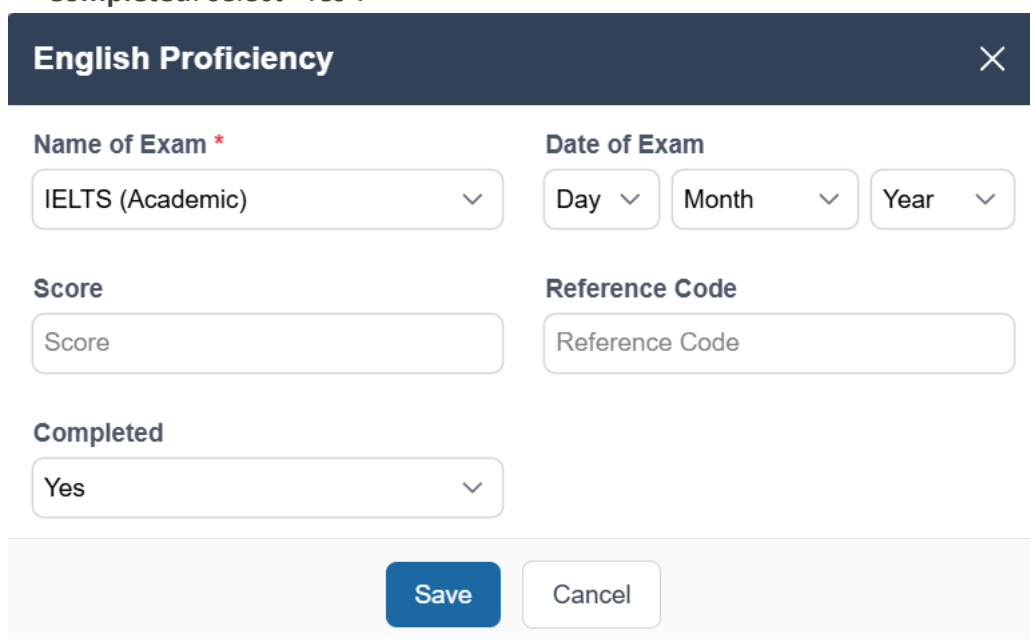
* Applicants who wish to apply through additional admission methods, please click “+ Create Application” (Figure 8) and continue following the steps above.

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.

- **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”.



The form is titled "English Proficiency" in a dark blue header with a close button (X) on the right. It contains several input fields:

- Name of Exam ***: A dropdown menu with "IELTS (Academic)" selected.
- Date of Exam**: Three dropdown menus for "Day", "Month", and "Year".
- Score**: A text input field with the placeholder "Score".
- Reference Code**: A text input field with the placeholder "Reference Code".
- Completed**: A dropdown menu with "Yes" selected.

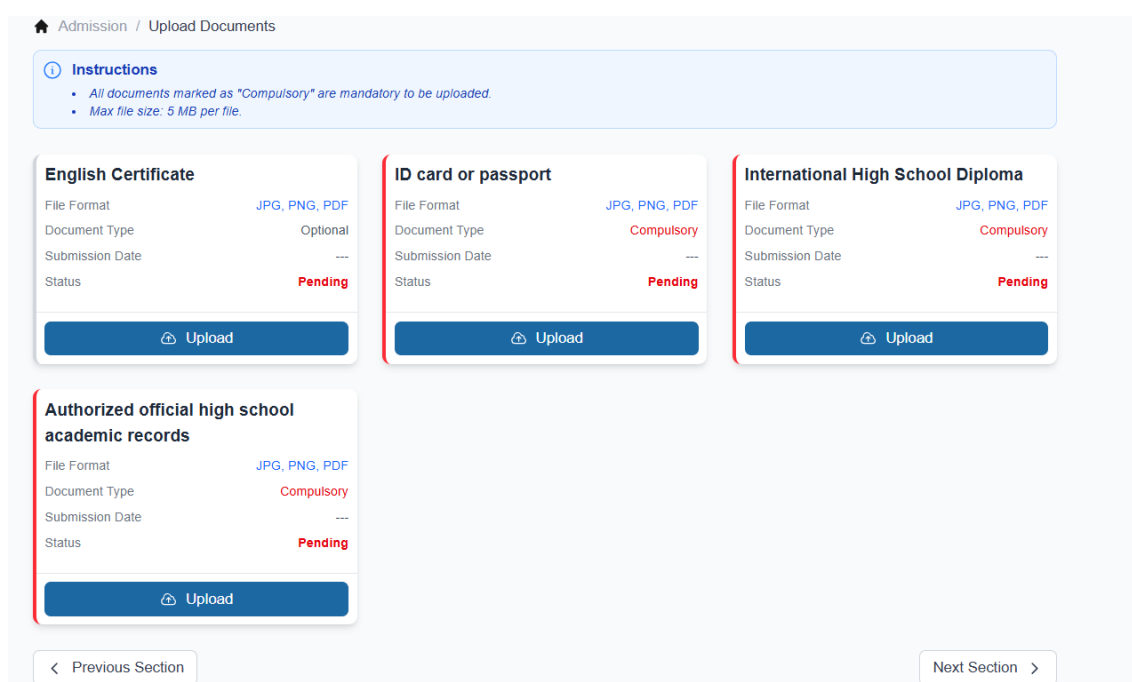
At the bottom right, there are two buttons: "Save" (blue) and "Cancel" (white with a grey border).

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.



The page is titled "Admission / Upload Documents". It features an "Instructions" box with the following text:

- All documents marked as "Compulsory" are mandatory to be uploaded.
- Max file size: 5 MB per file.

Below the instructions, there are four document upload cards:

- English Certificate**: File Format (JPG, PNG, PDF), Document Type (Optional), Submission Date (---), Status (Pending). Upload button.
- ID card or passport**: File Format (JPG, PNG, PDF), Document Type (Compulsory), Submission Date (---), Status (Pending). Upload button.
- International High School Diploma**: File Format (JPG, PNG, PDF), Document Type (Compulsory), Submission Date (---), Status (Pending). Upload button.
- Authorized official high school academic records**: File Format (JPG, PNG, PDF), Document Type (Compulsory), Submission Date (---), Status (Pending). Upload button.

At the bottom, there are two navigation buttons: "Previous Section" and "Next Section".

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.

Personal Details

Programs and Modes Selection

Educational Background

English Proficiency

Upload Documents

Review & Submit

Intake 2026 - TestAS

Intake 2026 - International high school certificates/diplomas

0 % Completed

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

References (Optional)
No data added yet

☒ I hereby declare that all of the information I have provided is complete and correct. I am aware that missing or incomplete information, whether deliberate or the result of negligence, may exclude me from the admissions procedure or – if it is not noticed until after I am accepted for the program – may lead to revocation of my admission.

After submission, the provided information cannot be edited or updated. Please ensure all details are correct before submitting.

Submit

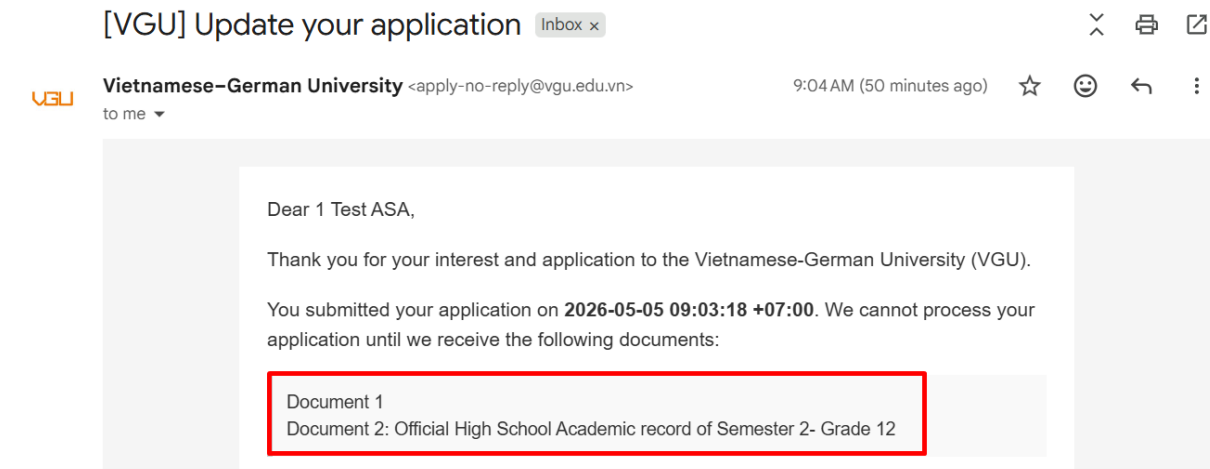
Figure 14. Application Submission Confirmation

- 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”**.

GUIDELINES FOR UPDATING APPLICATION

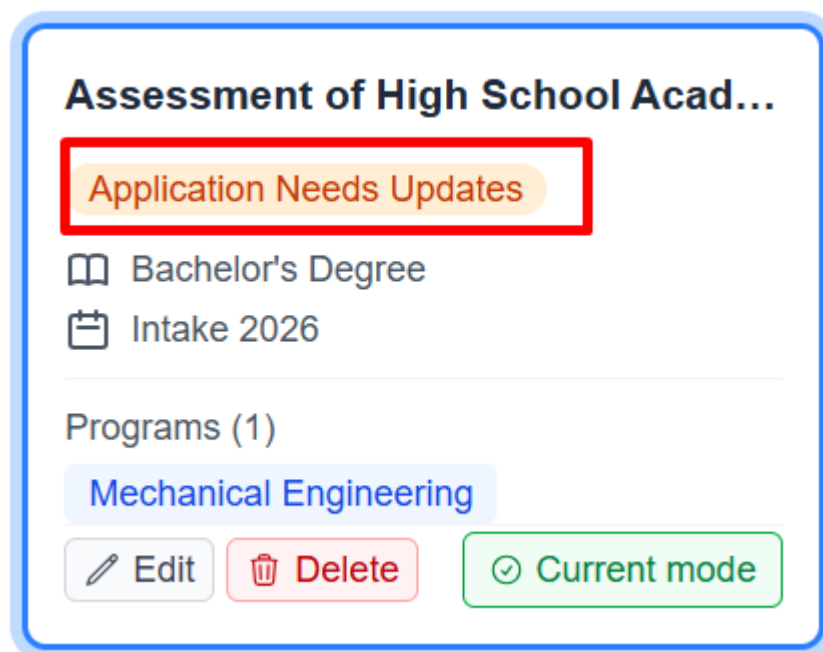
1. APPLICATION UPDATE REQUEST

- Candidates who have submitted an application that does not meet the requirements will receive an email to supplement and update the relevant information. Details of missing documents or necessary corrections will be specified in the email.



2. STEPS TO UPDATE YOUR APPLICATION

- Access the admissions portal again at <https://apply.vgu.edu.vn/> to start the update process.



- Choose the specific application that needs modification, correct the information or upload the additional documents as requested in the system email.
- Carefully double-check all information and uploaded files one last time before re-submitting.

English Proficiency

Upload Documents

Application Needs Updates

Your application has been reviewed and requires some updates. Please review and update the necessary sections, then resubmit your application.

☒

I hereby declare that all of the information I have provided is complete and correct. I am aware that missing or incomplete information, whether deliberate or the result of negligence, may exclude me from the admissions procedure or – if it is not noticed until after I am accepted for the program – may lead to revocation of my admission.

After submission, the provided information cannot be edited or updated. Please ensure all details are correct before submitting.

Resubmit Application

1

2

3

4

5

6

- Click "Resubmit Application" to finalize the update process.

GUIDELINES FOR CREATING NEW APPLICATION

1. CASES REQUIRING A NEW APPLICATION

- The submitted application contains incorrect information regarding the Admission Method, applied major, etc.
- The submitted application has been rejected.

🏠 Admission / Submitted Information

Application Code: 1 Application Status: **Application Rejected**

2. STEPS TO CREATE A NEW APPLICATION

- Access the admissions portal at <https://apply.vgu.edu.vn/> using your existing account.
- Navigate to the "Programs and Modes Selection" tab.

VGU
Vietnamese-German University

Online Application System
ID:

-  Personal Details *
-  **Programs and Modes Selection ***
-  Educational Background *
- EN** English Proficiency
-  Upload Documents *
-  Review & Submit

- Click the "+ Create New Application" button to start a fresh application.

VGU Online Application System
Vietnam-German University ID: [REDACTED]

Intake High school ac...

Admission / Programs and Modes Selection

+ Create application

Direct Admission

Submitted

Bachelor's Degree

Intake 2026

Programs (1)

Architecture

Edit Delete Switch to

Assessment of High School Acad...

Application Needs Updates

Bachelor's Degree

Intake 2026

Programs (1)

Mechanical Engineering

Edit Delete Current mode

Personal Details *

Programs and Modes Selection *

Educational Background *

EN English Proficiency

Upload Documents *

Review & Submit

- Complete the Form: Follow the instructions provided in the [APPLICATION FORM INSTRUCTIONS](#) section to complete and submit your new profile.

QUESTION & ANSWER

This section provides frequently asked questions related to the online application process on 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): Please send an email to admissions@vgu.edu.vn or call 0967 34 27 34 (during office hours) for assistance.

For the TestAS computer-based registration system (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

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?

If you have already clicked the submit button but wish to provide additional missing documents, such as an IELTS certificate, or want to rectify any other information, please send an email to admissions@vgu.edu.vn to be supported in reopening your application for updates.

Note that when sending the email, you must clearly provide your application ID. This application ID was sent by the system via the 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

Step 1: Access the Registration System

- Visit the official website: 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).

TestAS					
PARTICIPANTS ▾		UNIVERSITIES ▾		TEST CENTRES ▾	
RESEARCH ▾		ABOUT US ▾			
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

Testzentrumsuche weltweit



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.

Registration

Title
☐ Ms ☒ Mr ☐ Other

First name
 ✓

Last name
 ✓

Date of birth
 ✓

Country of origin
 ▼

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

Username

Password

☐ Show password

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

Register

Step 6: Update Personal Information

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

Your data

Personal data

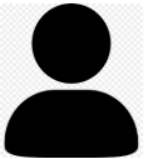
Street and number*

Postal code*

City*

Country*

Photograph*



Upload photo

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

RETURN
CONTINUE

- 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.