Certificate of Student Status

Certificate of student status is issued by the Student Services Office at Quang Trung Head office at the request of the students for individual purposes such as making application for postponement of military service, supplementing personal legal documents, etc.

Certificate of student status is only issued during studying period with the following conditions:

- That student is studying at SaigonTech in the current semester he or she asks for certificate of student status.
- That student wasn't prohibited from taking his or her final examination because of prolonged absence over the time limit allowed in the previous two consecutive semesters.
- That student needs to write a commitment promising not to drop courses or withdraw tuition if he or she asks for Certificate of student status before the deadline for dropping courses.
- Students whose names are in the probationary list or in the Fail yellow list of previous semester with one subject <2 result need show their Student Cards.

They need to bring with them the following papers when they come to ask for certificate of student status:

- Tuition receipt of the semester they are studying in.
- Attendance record and DARS report (if the semester has started for one week, these documents can be downloaded from SaigonTech website).
- The request of local draft board to complete the military service file (health-check up).

Students studied at SaigonTech: Certificate of Student Status is only issued to, with the following conditions:

- Students studied at SaigonTech more than one semester.
- Students did not prohibit all their final examinations because of prolonged absence over the time limit allowed in all semesters.

** Certificate of Student Status will be issued 2 working days after Students submitted their request notes at Student's Service Office.

(Posted Date: 30/09/2008)
Student Service Office