Hanoi University
Vietnam Student Visa Instructions

Important! Do not apply for a visa until you get a visa approval number from UCEAP. All students participating in the Vietnam program MUST enter the country on the student visa arranged by our local sponsor, Hanoi University. Students entering the country on tourist visas or visa exemptions for overseas Vietnamese WILL NOT be able to participate in the program. Make sure your travel agent knows that you will be receiving a student visa, and that you will not need either a visa or a visa exemption.

A copy of your passport identification page and visa request letter from the UCEAP Systemwide Office has been forwarded to Hanoi University. Hanoi University will work closely with the Ministry of Foreign Affairs in Vietnam to assist with the visa process. The Ministry of Foreign Affairs in Vietnam will notify the Consulate General of Vietnam in San Francisco of the approved list of students, and the visa approval number. All students must reference the visa approval number on their visa application.

Your student visa will be a single-entry visa, good for a period beginning about one week before the start of the program and extending to about two weeks after the end of the program (ex. from August 1 to December 31). Travel outside of Vietnam is not permitted during the program, except in the case of family or medical emergency. If you leave Vietnam during the visa period, the visa is voided and you will not be able to re-enter the country.

It is estimated that the visa approval number will be issued in July. It will be sent to you via email from UCEAP along with a PDF of the visa approval form, therefore continue to check your email regularly. Take or mail the number and a copy of the PDF with you to the consulate in San Francisco, along with all the other required documentation (see checklist below). Students typically complete the visa process by receiving a visa in their passport a few weeks after submitting their visa application.

Due to immigration regulations and visa procedures, it is not advised that you travel internationally prior to the program. If you will be traveling outside of the United States during the summer, it is your responsibility to receive your visa from the consulate in San Francisco before your departure.

For students planning on entering Vietnam before the start of the program, it is your responsibility to arrange a separate visa or visa exemption. However, it is crucial that when you enter Vietnam to begin your participation in UCEAP, you MUST enter using the student visa. Note that if your passport contains multiple visas, you should indicate to the Vietnamese immigration officer that you will be using your student visa. For students planning on staying in Vietnam after the end of their student visa, you can arrange a new visa or visa extension while in Vietnam.

Non-U.S. Citizens: Be mindful that the visa process may take longer for non-U.S. citizens and different documents may be required. You will also want to verify that your passport and your U.S. re-entry permit will be valid for the entire length of time you will be abroad. Contact the U.S. Citizenship and Immigration Services, if necessary.

U.S. Citizens: Once you receive the visa approval number, you should submit the following documents to the Consulate General of Vietnam in San Francisco via Fed-Ex delivery service or in-person. It takes about 3-5 business days to process the visa, excluding mailing time.
1. **Passport**: Make sure it is signed on the identification page and valid for 6 months after your intended departure from Vietnam.

2. **Application for Entry and Exit Visa (for Foreigners)**: An example has been provided for you. Keep a copy of the completed form for your records.

3. **One Official Passport Photograph**: Glue or staple the photograph to the right-hand corner of the visa form.

4. **Visa Approval Form PDF and Visa Approval Number**: Clearly write the approval number (also sometimes referred to as a fax number) on the top of the application.

5. **Copy of your UCEAP Participation Letter**: This letter will be sent to you via email. Submit a copy of letter with visa application.

6. **Money Order or Cashier’s Check**: Make money order or cashier's check payable to the “Consulate General of Vietnam”. (Personal checks and bank drafts are not accepted.) The visa processing fee can range from $30 to $80 and is subject to change. **It is strongly recommended that you contact the visa section of the consulate at 415-922-1707 and verify the current visa fee before submitting your visa application.**

7. **Self-addressed return pre-paid, Fed-Ex envelope (if applicable)**: Your passport and visa will be returned to you in this envelope. Be sure to pre-pay the correct amount to ensure prompt return delivery. More information can be obtained from the Fed-Ex website at www.fedex.com. If you pick up your visa in person, you do not have to include a pre-paid return envelope.

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Consulate General of Vietnam  
Attn: Visa Section  
1700 California Street, Suite 580  
San Francisco CA 94109  
Tel: 415-922-1707  
Fax: 415-922-1848  
Website: [http://www.vietnamconsulate-sf.org/](http://www.vietnamconsulate-sf.org/)