

No: /QĐ-ĐHNH

Ho Chi Minh City, March , 2026

ANNOUNCEMENT

Regarding the Organization of the Capstone Internship Course Full-time Undergraduate Program, English-partial, Batch 3, Academic Year 2025–2026

Pursuant to Plan No. 1276/KH-ĐHNH dated August 19, 2025, on the promulgation of the study plan for the Academic Year 2025–2026 of the full-time undergraduate English-partial (High-quality Program).

The Academic Affairs Office hereby announces the organization of the Capstone Internship Course, Batch 3, Academic Year 2025–2026, for students of the full-time undergraduate English-partial, with the details as follows:

1. Eligibility requirements for undertaking the Capstone Internship Course

According to the Regulation on the Organization and Management of Undergraduate Training at Ho Chi Minh City University of Banking, at the time of registration, students must meet the following two conditions:

a- Have accumulated at least 85% of the total credits required in the main training program (excluding Intensive English courses and Soft Skills courses).

b- The number of unearned credits in the major/specialized knowledge block of the training program must not exceed 6 credits.

2. Internship duration: 12 weeks, expected from **April 23, 2026 to July 14, 2026.**

3. Registration for the Capstone Internship Course

Eligible students as specified in Section 1 shall register via the HUB Online Registration Portal, under the section “Internship Application Registration.”

➤ Registration period: From March 14, 2026 to the end of March 17, 2026.

➤ In case a student has registered for the internship application but, for any reason, no longer wishes to undertake the internship, he/she may click the “Cancel Internship Application Registration” button within the online registration period.

4. Receive the internship referral letter, submit the confirmation letter from the host organization, or register for internship placement support, and pay the tuition fee for the Capstone Internship Course.

➤ **Step 1:** Students receive the “Internship Referral Letter.”

- Time: From March 23, 2026 to 5:00 PM on April 7, 2026.

- Location: Academic Affairs Office, Ground Floor, 36 Tôn Thất Đạm Street, Saigon Ward, Ho Chi Minh City, or (Administration Building), 56 Hoang Dieu 2 Street, Thu Duc Ward, Ho Chi Minh City.

- The Academic Affairs Office will issue the “Internship Referral Letter” based on the list of students registered for the Capstone Internship Course, Batch 3, Academic Year 2025–2026, on the system specified in Section 3 of this announcement.

➤ **Step 2:** Students are required to arrange their own internship placements from March 23 to April 10, 2026.

➤ **Step 3: Organize the orientation session for the Capstone Internship Course, Batch 3, Academic Year 2025–2026.**

- The Academic Affairs Office will organize the orientation session for the Capstone Internship Course, Batch 3, Academic Year 2025–2026, for students who have registered for the course.

➤ Tentative timeframe: Expected time frame: from March 23, 2026 to March 27, 2026 (the detailed schedule will be announced after the results of the TTCK course registration are available)

➤ **Step 4: Pay the tuition fee for the Capstone Internship Course, Batch 3, Academic Year 2025–2026.**

- Tuition fee payment period: From March 23, 2026 to April 10, 2026.
- Payment method: Students access the online payment portal of Ho Chi Minh City University of Banking at <https://e-bills.vn/pay/hub> to check outstanding tuition fees and make payments via the VCB Digibank app, mobile banking apps of other banks, or e-wallets.
- Content: Clearly state “Student’s full name, student ID number, Capstone Internship Course tuition fee.”

➤ **Step 5: Submit the confirmation letter of acceptance for internship issued by the host organization, together with proof of tuition fee payment for the Capstone Internship Course (as specified in Step 4, Section 4 of this announcement).**

- Time: Before April 13, 2026.

- Method: Submit and fill in the required information via the following link:

<https://forms.gle/VVhtoedLzqmMv6NV8>

- ❖ The forms of confirmation of acceptance for students' internship at the host organization are as follows:
 - (i) The host organization directly confirms (with signature and official stamp) on the "Internship Referral Letter."
 - (ii) The host organization provides confirmation using its own form (with signature and official stamp).
- **Step 6: Register for university-assisted internship placement (for students who have not yet secured an internship position).**

If, after the self-arrangement period, students have not yet secured an internship placement, they must submit an application form (according to the prescribed template) for university-assisted internship placement, together with proof of payment of the Capstone Internship Course tuition fee (as specified in Section 4, Step 5 above). The application submission period is as follows:

- Time: From April 10, 2026 to 5:00 PM on April 13, 2026 (Register via the following link: ...)
- <https://docs.google.com/forms/d/1FLuGdooEawqHOo8WLkz-z-SvG8XtytCfM1vAQ1x5xbI/edit#responses>
- **Note in Step 6: Students must undertake their internship strictly at the organization assigned by the University and must comply with all contents, regulations, and instructions of the host organization.**

❖ *Note: Upon the expiration of the deadline for "submission of the confirmation letter of acceptance from the host organization" (Step 5) or the deadline for "registration for university-assisted internship placement" (Step 6), if a student fails to complete either Step 5 or Step 6 as specified in this announcement, he/she will not be allowed to participate in the Capstone Internship Course, Batch 3, Academic Year 2025–2026.*

5. Announcement of the List of Internship Students, Batch 3, Academic Year 2025–2026, and the List of Internship Supervisors

After students have completed the requirements specified in Sections 3 and 4 above, the Academic Affairs Office will announce the list of students participating in the Capstone Internship Course, Batch 3, Academic Year 2025–2026, and the list of

internship supervisors on the website clc.hub.edu.vn, under the “Announcements” section.

After the tuition fee payment deadline for the Capstone Internship Course, Batch 3, Academic Year 2025–2026, students who have not completed the tuition payment will not be allowed to participate in the course (and will not be included in the list of students assigned to internship supervisors for Batch 3, Academic Year 2025–2026).

6. Submission of the Internship Report includes:

- + The internship report must be certified (with signature and official red stamp) by the host organization and signed for confirmation by the faculty supervisor.
- + The internship logbook must be certified (with signature and official red stamp) by the host organization and signed for confirmation by the faculty supervisor.
- + **Time:** From July 15, 2026 to 5:00 PM on July 17, 2026.
- + **Method:** Submit in person at the Academic Affairs Office (detailed instructions will be announced later)

Note: For the Internship Report and Internship Logbook, confirmation is required (signature and official red stamp) from the host organization. Therefore, students should clearly present this requirement so that the host organization is aware and can assist students upon completion of the internship period.

7. Other Matters

- Internship outline as guided by the faculty supervisor.
- For the Internship Report and Internship Logbook, confirmation is required (signature and official red stamp) from the host organization. Therefore, students should clearly present this requirement so that the host organization is aware and can assist students upon completion of the internship period.
- For additional information or support, students please contact: 028.38212430, email: ctchatluongcao@hub.edu.vn.

Sincerely notified.

Recipients:

- Posted on High-Quality Program Website: For student notification;
- FBF,FBA,FA: for coordination;
- Filed: High-Quality Program Department

As authorized by the Rector
P.P HEAD
DEPUTY HEAD

(Signature)

Nguyen Thi Huynh Uyen