

- **Step 1:** Student gets a reminder from the school to extend visa with the deadline to submit documents to the coordinator.

Documents include:

- Original passport
- Visa extension form (Form NA5)
- Temporary Residence letter
- Visa extension fee:
  - ☐ 300,000VND for single entry.
  - ☐ 1,500,000VND for multiple entry for 6 months
  - ☐ 3,500,000VND for multiple entry for one year

Note: The fee can be changed depending on the regulation of Immigration Office

- Health insurance fee (for degree students).

Note: Visa cannot be extended if students do not pay for health insurance.

- **Step 2:** Students submit all the above documents to the coordinator by the deadline as requested.
- **Step 3:** The school submit documents to Immigration Office.
- **Step 4:** Students get the visa renewed after 7- 10 working days