

# INFORMATION HANDBOOK

**Global Faculty Affiliates Program (GFAP)**  
**College of Health Sciences (CHS)**

VINUNIVERSITY

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# ABOUT GFAP

## *Background*

As VinUni CHS grows, our three flagship programs (UME, UNE, and GME) will continuously be in need of dedicated, skilled, and diverse faculty to contribute to our trainees' opportunities for teaching, mentorship, career advising and research collaboration. While in just a few short years since VinUni's inception we have cultivated dozens of meaningful institutional partnerships locally (e.g. Vinmec Health System, Military 108 Central Hospital, National Children's Hospital, and others), nationally (Ho Chi Minh City UMP), regionally and globally, there remains a need to increase the number of experts on our adjunct faculty. This is particularly true for certain specialty areas that are not as well established in Vietnam as elsewhere, or for certain areas of research. We currently have an opportunity to fill this gap through the model called the Global Faculty Affiliates Program (GFAP).

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# ABOUT GFAP

## *Concept*

Global Faculty Affiliates are faculty appointed by VinUni under a special adjunct series that does not come with salary support, but does offer other benefits in return for a defined role in supporting our trainees. GFAP faculty are typically based outside of Vietnam, have a demonstrated expertise in at least one of the following areas: medical/ nursing/ public health education, subspecialty training, or impactful research, and have a passion to make a meaningful contribution to VinUni CHS' overall vision and mission. Although most GFAP faculty will be current faculty at another institution of higher learning, this will not be an absolute requirement. For example, a medical educator who works in government, industry, or the non-profit sector may be an excellent GFAP candidate. If GFAP faculty are already appointed faculty at another institution, then VinUni would recognize their achievement and appoint them at the same rank. Appointments would be made for 2 years, and renewable upon request if the faculty is in good standing.

For GFAP faculty who plan to spend **at least 2 weeks onsite** teaching, there may be support possible for economy airfare and travel accommodation.

# PLANNING YOUR VISIT

Please collaborate with your referrer from VinUniversity to outline the schedule of your visit. They will be assisting you in creating a comprehensive itinerary tailored to your plans.

Once the itinerary is finalized, please email it to:

**[chs.gfap@vinuni.edu.vn](mailto:chs.gfap@vinuni.edu.vn)** (cc: **[hieu.ntd@vinuni.edu.vn](mailto:hieu.ntd@vinuni.edu.vn)**)

Please note that the minimum duration requirement for your visit is **two weeks**.

*GFAP faculty who publish original articles in peer-reviewed journals or who have abstract presentations at national/international academic conferences are encouraged to add VinUniversity College of Health Sciences as a secondary affiliation. When articles are published, GFAP faculty are encouraged to forward the articles to our staff for record keeping purposes, and so we can celebrate your accomplishments!*

# VISA

If you could self-prepare for a visa to Vietnam, we would greatly appreciate it. Members of GFAP normally apply for a visa electronically (E-visa).

- **To apply electronically for a visa, please visit:**  
<https://evisa.xuatnhapcanh.gov.vn/web/guest/trang-chu-ttdt>
- **Foreigners applying for an E-visa follow these steps:**  
<https://evisa.xuatnhapcanh.gov.vn/web/guest/khai-thi-thuc-dien-tu/cap-thi-thuc-dien-tu>
- **FAQ:** <https://evisa.xuatnhapcanh.gov.vn/web/guest/faq>

If you need assistance or support during the Visa application process, you may contact VinUni - CHS Academic Assistant (AA) for Clinical Education to inquire about your specific requirements and ask for assistance in completing the application form, uploading documents, or answering any other related questions.

This guideline is based on the information available at the time of writing (February 2025) because the visa application process may change over time, please check the official website for the latest information.

# FLIGHTS & ACCOMODATIONS

## *General Information*

Please note that you will be responsible for booking your airfare and accommodations. This approach offers you the flexibility to choose options that best meet your preferences and requirements. VinUni will reimburse the full honorarium in the month following your final working day with us.

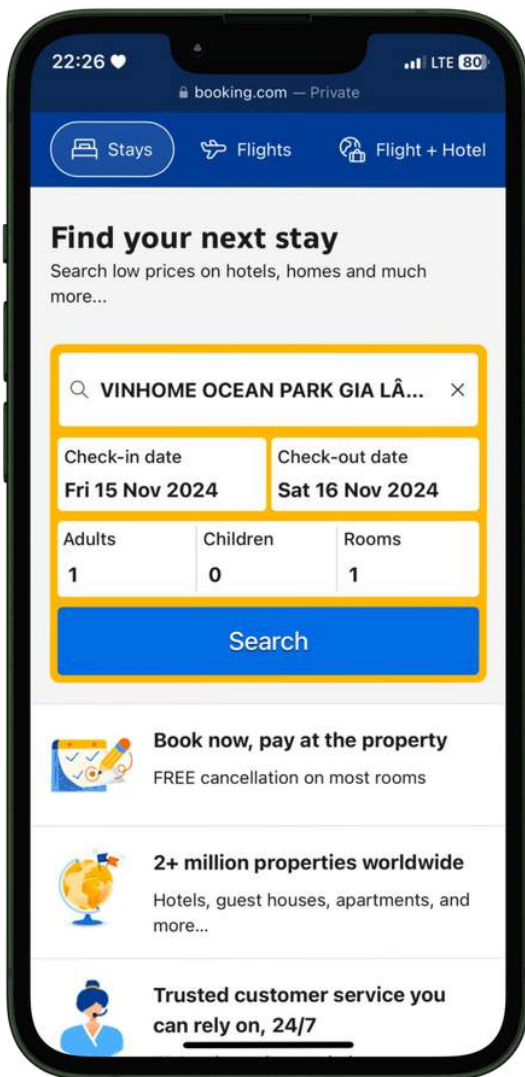
For detailed instructions on how to request reimbursement, please refer to the Reimbursement section of this handbook.

If you have any questions or need further clarification, or if you would like recommendations for accommodations in Hanoi, we are happy to assist. Feel free to contact us at:

**[chs.gfap@vinuni.edu.vn](mailto:chs.gfap@vinuni.edu.vn)** (cc: **[hieu.ntd@vinuni.edu.vn](mailto:hieu.ntd@vinuni.edu.vn)**)

# FLIGHTS & ACCOMMODATIONS

## *Accommodation Booking Instruction*



### 1. Booking via Websites/Apps:

You can book your accommodation directly via:

- **Agoda:**  
<https://www.agoda.com/>
- **Booking.com:**  
<https://www.booking.com/>

Please use these keywords for searching if you prefer to stay close to VinUniversity:

*"Vinhome Ocean Park Gia Lâm"*  
(see photo).



# FLIGHTS & ACCOMMODATIONS

## *Accommodation Booking Instruction*

### **2. Booking via Homestay/Service Apartment Rental Agencies:**

The agencies can speak both Vietnamese & English, and will provide you with homestay/service apartment options for rent in the buildings around VinUniversity.

**Please contact:**

**Ms. Nguyen Quynh Anh:** Tel or Zalo at (+84) 814 219 568

**Ms. Hoa:** Tel or Zalo at (+84) 772 320 303



Zalo is the most commonly used messaging app in Vietnam. It is free to download and register using your phone number.

To download for iOS, please click [HERE](#).

To download for Android, please click [HERE](#).

# FLIGHTS & ACCOMMODATIONS

## *Accommodation Booking Instruction*

### 3. Hotel Suggestion (close to VinUniversity)

PCA Hotel

Hotline: +84 962928629

Email: Pcahotelsb1@gmail.com

Address: SP.25-01 Sao Bien 1 Vinhomes Ocean Park, Da Ton,  
Gia Lam, Ha Noi.

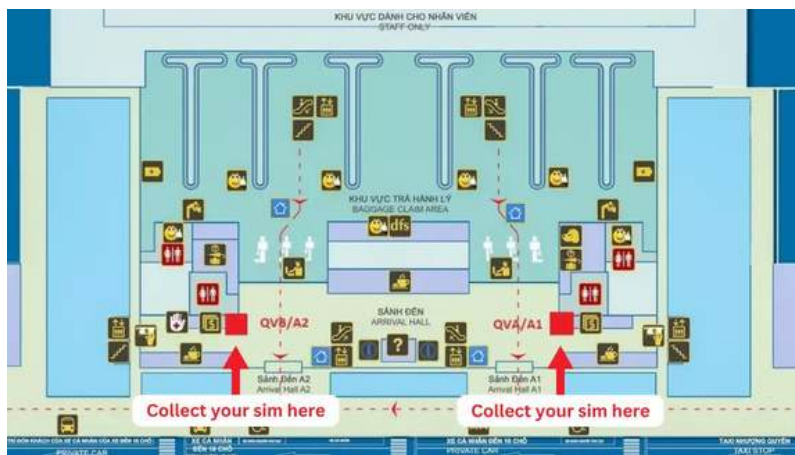


# VIETNAMESE SIM CARD

## *Getting a Vietnamese SIM Instruction*

### 1. Arrival at Vietnam

Once you arrive at the airport, you'll find SIM card kiosks from the major mobile service providers: Viettel, MobiFone, and Vinaphone. These are the top three mobile carriers in Vietnam, and they offer various prepaid plans for tourists



### 2. What You'll Need

- **Passport:** In Vietnam, it's required for foreigners to show their passport when buying a SIM card. Make sure you have it handy.
- **Payment:** You can pay for the SIM card and the plan with cash or credit/debit cards. It's usually more convenient to pay in cash.

# VIETNAMESE SIM CARD

## *Getting a Vietnamese SIM Instruction*

### 3. Choosing a Plan

You'll have several options depending on your data and call needs. For tourists, it's common to go for data-only plans, but if you need local calls or international calls, there are plans that include those as well. Some carriers also offer “tourist packages” that last 30 days.

For example:

**Viettel:** Known for good coverage and fast data speeds.

**MobiFone:** Has reasonable prices and decent coverage in cities.

**Vinaphone:** Offers some of the most competitive rates, especially for data

**For those visiting VinUni at Ocean Park 1 (Gia Lâm, Hanoi), you can also head to the Viettel store nearby for a convenient purchase.**

**Address:** Shop 01S15 - S1.12,  
Vinhomes OceanPark, Gia  
Lam, Ha Noi

**Hours:**

Open · Closes 8 PM

**Phone number:** +84 355 523  
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# TRANSPORTATION

## *How to get a TAXI in Vietnam?*

- Using Apps (Grab/Gojek)

Grab is an popular app for taxis, motorbikes, and more. Download the app, set up payment, and book a ride.

- Gojek is another option, similar to Grab.
- Traditional Taxis

Look for reliable brands like Vinasun or Mai Linh. Always check the meter is on.

- **VinFast Xanh SM**

**For an eco-friendly ride, use the VinFast Xanh SM service. Book through the Xanh SM app for a modern electric car, motorbikes.**

If you're heading to VinUni campus, you **must** use VinFast Xanh SM electric taxis for an eco-friendly and convenient ride. This service is specifically designated for travel within and around VinUni's Ocean Park campus.



# REIMBURSEMENT

## *Policy*

At VinUniversity, we follow **specific cost norms** for airfare and accommodation **based on the region** where the guest is traveling from.

## *Application Process*

1. Fill out the reimbursement form using the QR code (or click [HERE](#)).



2. Send a copy of your passport, along with a picture of the immigration stamp or e-visa for Vietnam, to:

Ms. Nguyen Tran Dieu Hieu (AA)

[hieu.ntd@vinuni.edu.vn](mailto:hieu.ntd@vinuni.edu.vn)

3. Fill out the Service contract and Payment request form that you will receive from Ms. Dieu Hieu.

## *Honorarium Payment Timeline*

VinUni will reimburse the total honorarium in the month following your last working day with us.

# CLIMATE

## *Spring*

From **February** to **April**

The average temperature normally ranges from 15 to 20 Celcius degree



## *Summer*

From **May** to **July**

Very hot with the average temperature of 32 degree. Sometimes it feels like more than 40 degree.

## *Autumn*

From **August** to **October**

With the average temperature is 25 degree. Hanoi's autumn is charming with warm sunlight, cool breeze and dry atmosphere.



## *Winter*

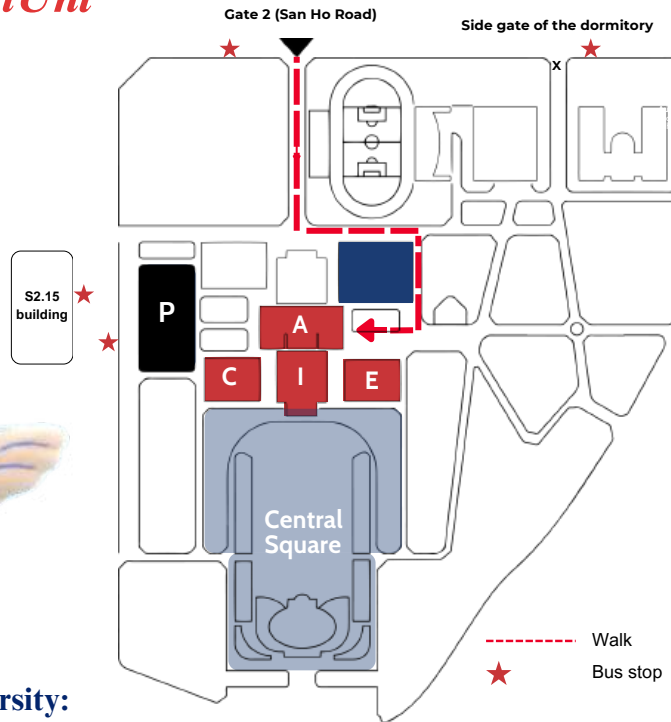
From **November** to **January**

With the average temperature is 25 degree. Hanoi's autumn is charming with warm sunlight, cool breeze and dry atmosphere.



# SURVIVAL GUIDE

## How to get to VinUni



### Bus stops near VinUniversity:

(check out the bus stops [HERE](#))

- VinUniversity gate
- VinUniversity dormitory
- S2.15
- Opposite to S2.15

### Public VinBus routes to bus stops: every 15 minutes

(check out routes [HERE](#))

- **E10 (KĐT Ocean Park – Noi Bai Airport): 20.000 VND**
- **E01 (My Dinh – Ocean Park): 12.000 VND**
- **E02 (Hao Nam – Ocean Park): 12.000 VND**
- **E03 (Ham Nghi – Ocean Park): 15.000 VND**
- **OCP1 (within Ocean Park): free**
- **OCT1 (Royal City – Times City – Ocean City): free**
- **OCT2 (Hoan Kiem lake – Ocean City): free**



# SURVIVAL GUIDE

## *On-Campus Amenities*

Access the online and interactive campus map [HERE](#).

- **Convenience store:** Building I, Floor 1
- **ATM:** next to the convenience store, Building I, Floor 1
- **Coffee shops:**
  - Fresh Garden: Building I, Floor 1
  - Highlands Coffee: Building I, Floor 1

Toilets are available on every floor of every building.



# SURVIVAL GUIDE

## *Off-Campus Amenities*

Ocean Park has numerous restaurants and shops, below are some near VinUni campus:

### ▼ Coffee shops:

- **Trà Đá In Homes:** S2.12 Tower, Vinhomes Ocean Park, Da Ton, Gia Lam, Ha Noi
- **Bean Brew Coffee:** Apartment 01S05, S2.16 Tower, Vinhomes Ocean Park, Da Ton, Gia Lam, Ha Noi
- **Twitter Beans Coffee Ocean Park:** S2.17 Tower, Vinhomes Ocean Park, Da Ton, Gia Lam, Ha Noi
- **Charlie Coffee & Brew:** 01S15A, S2.18 Tower, Vinhomes Ocean Park, Da Ton, Gia Lam, Ha Noi
- **Highlands Coffee:** SH16 - 130, Vinhomes Ocean Park, Da Ton, Gia Lam, Ha Noi
- **Starbucks:** Retail HA01, Vinhomes Ocean Park, Da Ton, Gia Lam, Ha Noi

### ▼ Drugstore:

- **24h Pharmacy & Supplements:** S2.15 Tower, Vinhomes Ocean Park, Da Ton, Gia Lam, Ha Noi
- **Pharmacy:** S2.02 Tower, Vinhomes Ocean Park, Da Ton, Gia Lam, Ha Noi

# SURVIVAL GUIDE

## *Off-Campus Amenities*

### ▼ Restaurants:

- **Vegan-friendly - Nhà Hàng Chay An Du:** 29 San Hô 2B, Vinhomes Ocean Park, Da Ton, Gia Lam, Ha Noi
- **Halal-friendly - Omm Indian Restaurant & Bar:** S2.08 Tower, 01S20, Vinhomes Ocean Park, Da Ton, Gia Lam, Ha Noi
- **Phở Thìn:** Opposite Vinuni side gate (San Ho Street), Vinhomes Ocean Park, Da Ton, Gia Lam, Ha Noi
- **Oliver's Pizza:** S2.15 Tower, Vinhomes Ocean Park, Da Ton, Gia Lam, Ha Noi
- **Cơm Sườn Đào Duy Từ Vinhome Ocean Park:** San Ho Street, Da Ton, Gia Lam, Ha Noi
- **Phở Gà Phương:** 27 San Hô 2A, Vinhomes Ocean Park, Da Ton, Gia Lam, Ha Noi
- **Japanese restaurant - Minori:** San Ho Street, Vinhomes Ocean Park, Da Ton, Gia Lam, Ha Noi

### ▼ Convenience store:

- **Circle K:** Open 24 hours: S2.15 Tower, Vinhomes Ocean Park, Da Ton, Gia Lam, Ha Noi

# SURVIVAL GUIDE

## *Shopping*

### ▼ **Vincom Mega Mall Ocean Park**

Vincom Mega Mall Ocean Park is a modern shopping center located in the Vinhomes Ocean Park urban area, near VinUni. It offers a variety of shopping, dining, and entertainment options, including retail stores, restaurants, and a cinema.

**Phone:** +84 869780837

v.cskh-

vmmop@vincom.com.vn

**Address:** Khu đô thị Vinhomes Ocean Park, Kiều Ky, H. Gia Lâm, Hà Nội

**Facebook:** VMM Ocean Park

**Zalo:** VMM Ocean Park



# VINUNIVERSITY CONTACT INFORMATION

## ▼ VinUni Clinic

- Room I119, I Building, 1st Floor
- Hotline: +84 866200019
- Email: [clinic@vinuni.edu.vn](mailto:clinic@vinuni.edu.vn)
- Office hours: 9:00 AM to 06:00 PM

## ▼ Vinmec Ocean Park Clinic

- 1st floor, Hai Au Building, Vinhomes Ocean Park 1, Gia Lam, Ha Noi
- Hotline: +84 2439756888
- For Google Maps please click [HERE](#).

## ▼ VinUni Security

- +84 2471089779, ext 9901

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## Q&A

### **Is there a washing machine for laundry and iron in the apartment?**

Yes, the hotel offers laundry services for a fee. And there are a lot of laundry shops in Ocean Park for you to choose.

### **Does fabric include towels etc?**

Yes. There are towels in your apartment. Please kindly ask the receptionist if you can not find towels in your room.

### **Are there any hospitals or clinics nearby?**

Our Vinmec Times City is about 12km away from Ocean Park.

### **Is it customary to tip in Vietnam?**

Tipping is not mandatory in Vietnam but is appreciated. In restaurants, rounding up the bill or leaving a small tip (5-10% of the total) is a kind gesture. Tipping is also common for hotel staff or tour guides

### **Can I use my international credit card in Vietnam?**

Most international credit cards (Visa, MasterCard) are accepted at major hotels, shopping malls, and restaurants in Vietnam. However, smaller shops or street vendors may only accept cash, so it's a good idea to carry some local currency.