

## Applicant's manual for ISE International Admission 2022 Online Interview

(Portfolio Option)

(Via Microsoft Teams)

Please read the instruction below very carefully

### 1. Required documents

1.1. National ID card or Passport (Original)

- Prepare and show the original national ID card/passport to the committee when video calling

### 2. Dates and Times

2.1. Date: Friday, February 18, 2022

2.2. Time:

- Morning Session (AM) 9:00 – 11.00 (Register 8:50 at General Room)

APP ID	Time
2230011	9:00-9.40
2230134	9.40-10.20

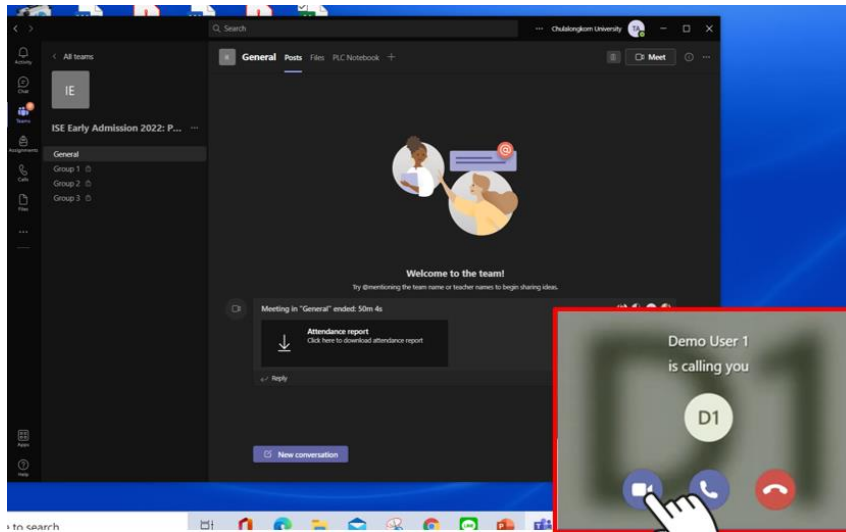
### 3. Suggestions and Cautions

- 3.1. Please wear student uniform both tops and bottoms. No pajamas or t-shirt.
- 3.2. Please be aware that ISE is going to record every conversation in the video conference and chatroom.
- 3.3. Please ensure that your internet connection is stable. Failure to connect with the committee's video call may lead to a queue skip.
- 3.4. Please prepare headphone and microphone.

- 3.5. Please avoid surrounding noise as much as possible and set other electronic devices to 'do not disturb mode' to avoid any interruption during the program selection confirmation.
- 3.6. You can join the Microsoft Teams through either your mobile phone/tablet or personal computer. However, instruction may vary. Please read the following instruction carefully.
- 3.7. If you are in the morning session and late, the committee will interview the next person on the list. If you arrive before the end of the last interview time in the morning session, we will give you permission to be interviewed.

#### 4. Instructions

- 4.1. Staff will add you to the MS Team and the interview Channel. You will get an invitation through email.
- 4.2. Please ensure that you are already in the **ISE International Admission 2022: Portfolio Interview**.
- 4.3. **On interview day (February 18, 2022)**  
You must register yourself at 08:50 AM by **joining the meeting in General Room**, then please standby in the Microsoft Teams since 09:00 AM.  
**Please be prepared and standby 10-15 minutes prior to the start time** of your session and be ready to receive a call.
- 4.4. Do not attend the Interview Room until you have been called.
- 4.5. When it comes to your queue, you will get a call from the staff.



4.6. Please prepare and show the original national ID card/passport to the committee.