

Applicant's manual for ISE Early Admission 2023 Online Interview (Portfolio Option)

(Via Microsoft Teams)

Please read the instruction below very carefully

1. Required documents

1.1. National ID card (Original)

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

2. Dates and Times (Please check interview schedule in the admission system)

2.1. Date: Friday, January 13, 2023

Group 1 and Group 2

Monday, January 16, 2023

Group 3 and Group 4

2.2. Time:

Note that you must standby in the Microsoft Teams since the beginning of each session.

- Morning Session (AM) 9:00 – 12:00 (Register 8:50)
- Afternoon Session (PM) 13:00 – 16:00 (Register 12:50)
- Interview Time: 30-40 minutes/applicant

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.

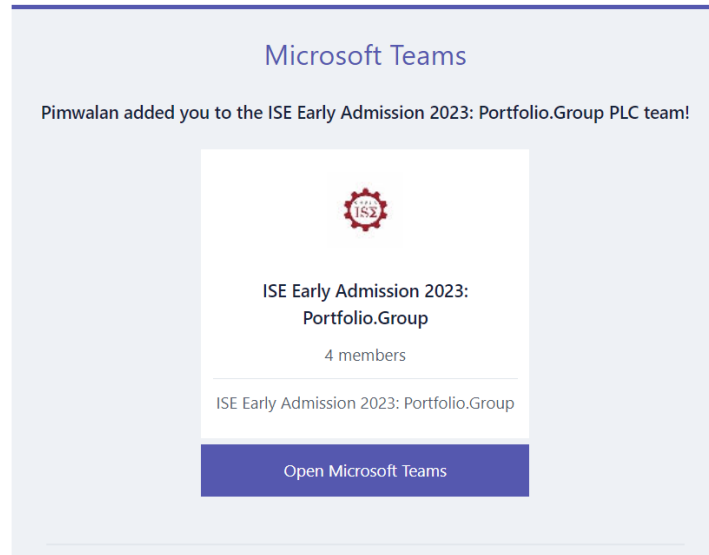
3.4. Please prepare headphone and microphone.

- 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. Note that if you are waiting in the waiting room, the video call notification may not pop up. Please standby at your 'Interview Group channel' when your queue is reaching. You can still join the waiting room but please make sure that you minimize the waiting room's window so you can notice the committee's call.
- 3.7. 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.
- 3.8. 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. However, you cannot be interviewed in the afternoon session.

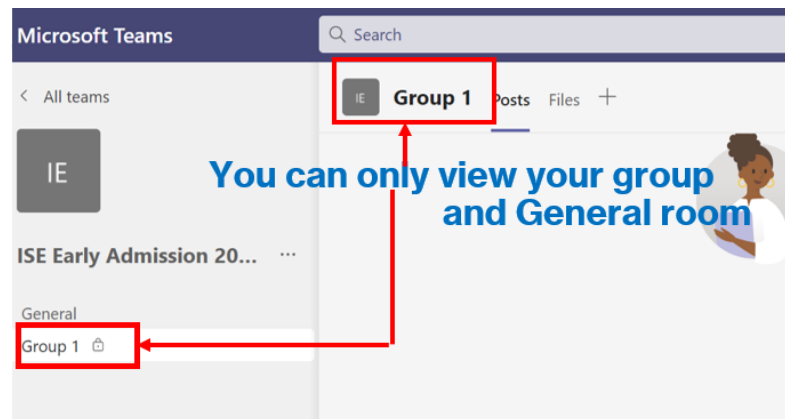
For the afternoon session, you must arrive before the end of the last interview time in the afternoon session.

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 Early Admission 2023: Portfolio**. Group in Microsoft Teams and in your interview group (see **Appendix I**) You can only view general room and your interview group.



4.3. On interview day (January 13, and January 16, 2023)

Morning session

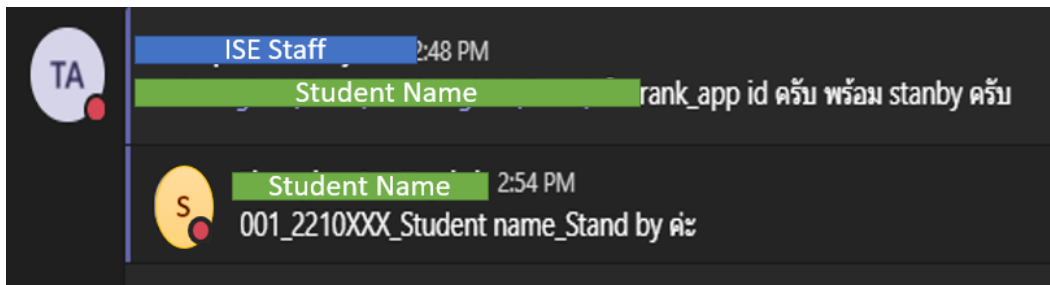
You must register yourself at 08:50 AM, then please standby in the Microsoft Teams since 09:00 AM.

Afternoon session

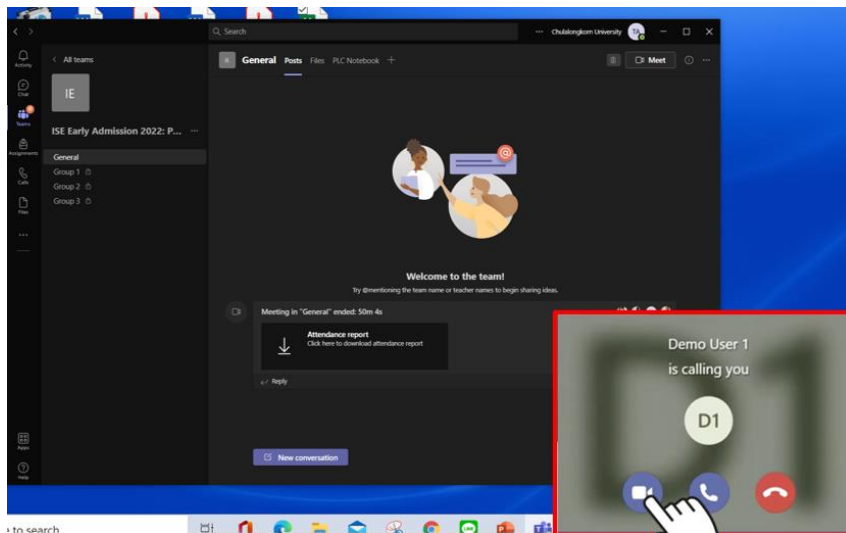
You must register yourself at 12:50 PM, then please standby in the Microsoft Teams since 01:00 PM.

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. Staff will tag you on the channel post before your queue reaches you. When you see your name in the comment section, please reply with Rank_App id_Name_standby (Ex: 001_22101XX_Student name Standby).



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 to the committee.

4.7. Do not attend the interview meeting until you have been called.

Appendix I: Please check your interview schedule through admission system

| APP ID | Date | Time | Group |
|---------|--------------|-------------|-------|
| 23100xx | 13 Jan, 2023 | 09.00-09.40 | 1 |
| 23100xx | 13 Jan, 2023 | 09.40-10.20 | 1 |
| 23100xx | 13 Jan, 2023 | xx | x |
| 23100xx | 16 Jan, 2023 | 09.00-09.40 | 3 |
| 23100xx | 16 Jan, 2023 | 09.40-10.20 | 3 |
| 23100xx | 16 Jan, 2023 | xx | x |