Applicant's manual for ISE International Admission 2023 Online Interview

(Via Microsoft Teams)

Please read the instruction below very carefully

1. **Required documents**

    1.1. Passport (Original)

    - Prepare and show the original passport to the committee when video calling

2. **Dates and Times**

    2.1. Date: **Monday, February 20, 2023**

    - Time: **Morning Session (AM) 9:00 – 11.00 (Register 8:50)**

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

    Interview time: Test score 10 minutes/person

    Portfolio 30 minutes/person

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.
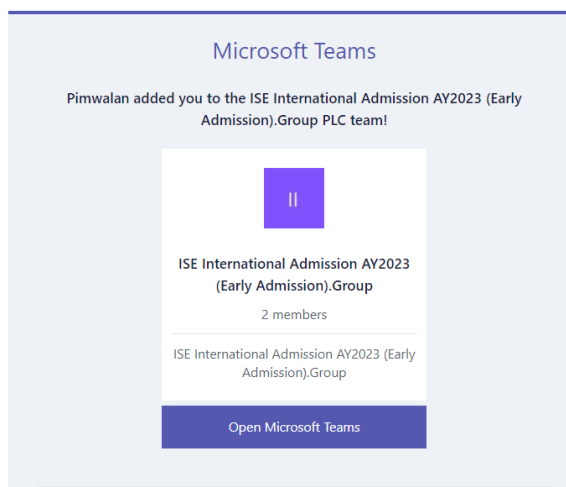
    3.6. Note that if you are waiting in the waiting room, the video call notification may not pop up. Please standby at your 'Interview Group channel' when your queue is reaching. You

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 late, the committee will interview the next person on the list. If you arrive before the end of the last interview time, we will give you permission to be interviewed.

4. Instructions

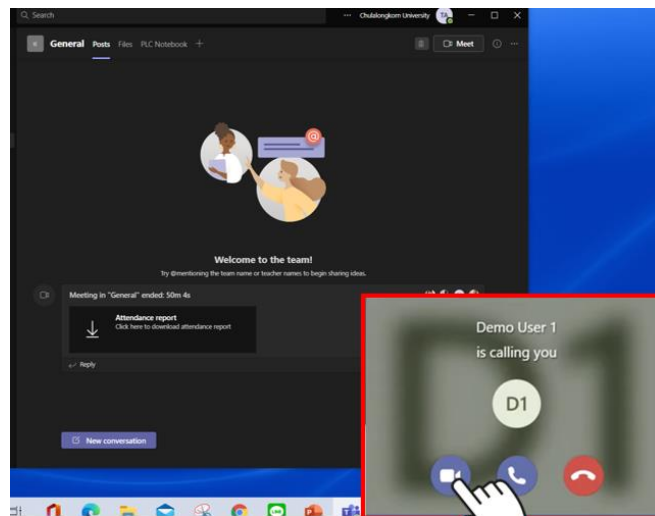4.1. Staff will add you to the MS Team and the interview Channel. You will get an invitation through email.

4.2. Please ensure that you are already in the **ISE International Admission 2023: (Early Admission) Group** in Microsoft Teams. You can only view general room and your interview group.

5. **On interview day**

   5.2. Do not attend the Interview Room until you have been called.

   5.3. When it comes to your queue, you will get a call from the staff.

Please prepare and show the original passport to the committee.