

GUIDELINE FOR ONLINE BT LAB APPLICATION

(Online Lab access and After working hour application)

From 10th February 2023 if students would like to work in the BT labs, please apply online forms as following steps:

FOR LAB ACCESS:

All students need to apply your lab access one week before lab entry.

1. Download Form 2a by the link:

https://docs.google.com/forms/d/e/1FAIpQLSdsWqBvl-AsYfUL8LmP_QGUVQldayonJ0FObkXQkL86EKkhoA/viewform

Or Scan QR code “BT-Form 2a”:



2. Fill all required information including your photo and signature, then save your form with “file.pdf”

Note: You do not need to collect your supervisor’s signature unless you need to access lab in a tight time manner.

3. Access the Online Lab Access Request on the School of Biotechnology official website.

<https://bt.hcmiu.edu.vn/en/application-form-for-laboratory-access/>

or scan QR code “BT-Lab eForms”



Please press “**Application Form For Laboratory Access**”

4. Fill all required information and upload your form (step 2), then press “**Submit**” to complete your process application.

Note: You need to submit a new lab access after 6 months from the previous submission if you would like to continue working in the lab.

5. Within one week you will receive a confirmation email and a schedule for lab access training by Lab technicians.

FOR AFTER WORKING – HOUR OPERATION INQUIRY:

From 4 p.m to 9 p.m on weekdays and overnight or whole day on weekend

1. Contact and inform to Lab technicians before your application at least 3 days.
2. Access the link:

https://docs.google.com/forms/d/e/1FAIpQLSd2lxwPDNW - ZfIRYfXUFa9CWqEF_G5zkg1V8nnZs6SJ3v9uw/viewform

or scan QR code “**BT-Lab eForms**”



Please press “***After Working-hour Operation Inquiry***”

3. Fill all required information and press “**Submit.**”
4. Please wait Lab technicians for collecting BT board’s signature to accept your after working-hour form.

If you need any assistant, please contact lab technicians!