



REGISTRATION GUIDE

SPRING TERM 2013

Welcome to Tongji University. During the study period in Tongji University, it is asked to abide by the laws of China and the regulations of University.

I. REGISTRATION

International students are required to register for the period designated in the Tongji Admission Letter. Those who are unable to register in time should send in advance the Tongji International Students Office an e-mail or a written explanation to get the permission. Those who fail to register at the time asked in the Admission after two weeks without the permission from International Student Office will be regarded as giving up the student's status in the TONGJI University.

A. REGISTRATION MATERIALS

Please bring the required documents at the registration as follows:

- Passport;
- Admission Letter (Original and Copy versions);
- JW201 or JW202 Form (Original and Copy versions);
- Passport Photo (4 photos) ;
- Letter of Guarantee

B. REGISTRATION TIME

The time asked for the registration in Tongji University on the Feb 20-22, 2013.

C. REGISTRATION PLACE

The Siping Campus: 1239 Siping Road, Shanghai, China.

The Jiading Campus: No. 4800 Cao'an Road, Jiading District, Shanghai, China.

D. CONTACTS

Ms. Zhang Hongli, Mr. Lu Xin

International Students Office of Tongji University

Tel: 0086-21-65983611, 65983616; Fax: 0086-21-65987933

Website: <http://> , Email: iso-zhaosheng@tongji.edu.cn

E. REGISTRATION INFORMATION

PROGRAM	PLACE			CONTACTS
Scholarship students	Siping Campus	Inter. Student Office	705, Zonghe Building	Ms. Zhang Hongli Mr. Lu Xin T: 0086-21-65983611
Self-supported Students				
Exchange Students		Sino-German College	606, Sino-German College Building	Ms. Liu Xin T: 0086-21-65980765
		Sino-Italian College	1801, Zonghe Building	Ms. Xu Guannan T: 0086-21-65983561
		College of Economics and Management	401, Yutong Building	Ms. Lu Yiru T: 0086-21-65981143
		College of Environmental Science and Engineering	903, Zonghe Building	Ms. Shen Jiaqi T: 0086-21-65957790
		College of Architecture and Urban Planning	129, Building B, CAUP	Ms. Wu Xiuzhi T: 0086-21-65983592
		College of Design and Innovation	1602, Zonghe Building	Ms. Xu Yunxia T: 0086-21-65988643
		College of Foreign Languages	123, Huiwen Building	Ms. Dong Xiu T: 0086-21-65980199
Jiading Campus	Sino-German College of Applied Sciences	248, Training Building	Ms. Li Jingjing T: 0086-21-69583929	
	College of Software Engineering	448, Training Building	Ms. Li Meihui T: 0086-21-69583730	
PS. Exchange Students in colleges not mentioned above, please come to the International Student Office for the registration.				

II. MEDICAL EXAMINATION OR CERTIFICATE

All new international students shall have a Chinese official medical examination or get official certificate in the personal papers.

The International Students Office of Tongji University will invite Shanghai Entry-Exit Inspection and Quarantine Bureau to offer this service at the lobby of Zonghe Building on the Tongji Campus on Feb 23, 2013. The international students who have not enrolled at the specified registration time should arrange the health check or verification by themselves. (Address: 15 Jin-bang Road, Shanghai; Website: <http://www.sithc.com/index.asp>)

A. FOR MEDICAL EXAMINATION, PLEASE BRING:

- Passport (Original and Copy versions);
- Admission Letter (copy version);
- Passport Photo (4 photos);
- Medical Examination Fee (Chinese currency): 600 RMB.

B. FOR MEDICAL CERTIFICATE AUTHENTICATION, PLEASE BRING:

- Passport (Original and Copy versions);
- Admission letter (copy versions);
- Passport Photo (4photos);
- All original medical examination certificates and results with (including local medical examination records, Blood test, etc.)
- Medical Examination Fee (Chinese currency): 600 RMB

Notice: Students failing in the Medical Certificate Authentication are asked to be re-examined. Whoever refuses to take the medical examination or fails in the medical examination cannot be accept as international students studying in the Tongji University, and return to the home country. The relevant expense shall be paid by the students themselves.(The Chinese Government Scholarship students, if he/she has, will be invalid).

III. VISA AND RESIDENCE PERMIT

If you hold an X visa, you will need to apply for resident permit in the following 30 days after your entry. If you hold F visa and the validity of your F visa is longer than your study period here, you can keep your F visa with no need to change it. If you stay in China for more than six months, you will have to apply for the resident permit.

Shanghai Entry and Exit Administration Bureau process your visa and resident permit.

Address: 1500 Minsheng Road, Pudong New District, Shanghai.

Tel: 86-21-28951900

International Student Office of Tongji University will invite the Entry and Exit

Administration Bureau to Tongji Campus to offer the service for new international students at Room 704, Zonghe Building on March 5, 2013. For those who cannot come on time, you should go to Shanghai Entry and Exit Administration Bureau by yourselves.

DOCUMENTS FOR APPLYING RESIDENCE PERMIT:

- Application Form for visa or resident permit;
- Passport;
- Admission notice (Original);
- JW201 or JW202 Form (Original);
- Temporary Accommodation Registration Form (Copy);
- Physical Examination Report;
- The Introduction Letter of Tongji University;
- Passport Photo (1 photo);
- Application fee:400-800 RMB

IV. HOUSING REGULATIONS

A. ON-CAMPUS HOUSING

- Only Tongji International Students themselves can be accommodated in the campus dormitory buildings.
- Graduates, undergraduates Master candidates are accommodated in the double room (two students share one room); Ph.D. candidates and Senior Advanced Scholars can be in the single room.
- The International Students Service Center is responsible for the administration the campus housing with the Tongji International Students Accommodation Regulation.
- When check-in, the deposit of 1500 RMB and the pre-housing expense for one semester are asked to pay.
- The international students without scholarship shall hand in the housing extension application for the next semester 20 days before.
- During the stay on-campus, any change in the room has to be applied for in advance.
- The electricity bill shall be paid in advance, but free for 120 kilowatt monthly per person. The students with the full scholarship free for 200 kilowatt monthly per person, but pay for the over-quota electricity.
- During check-in, the Housing Contract is asked to sign.
- Contacts of International Students Service Center:
Reservation Telephone: 0086-21-65983001
Email: liuxueshenglou@hotmail.com

B. OFF-CAMPUS HOUSING

The international students staying off-campus shall come to the International Students

Office of Tongji University for the Registration Form of Off-campus Housing to make the registration in the local police station of the residence within 24 hours after entering China.

V. HOW TO ARRIVE AT TONGJI UNIVERSITY

From	To	Tongji University (No. 1239 Siping Road)
Railway Station	Siping Campus	By Taxi from Shanghai Railway Station to Tongji
Airport		From Pu-dong International Airport to Tongji University Take Airport Bus Line 4 to Wu Jiaochang station, then take taxi to Tongji University.
		From Hong-qiao Airport to Tongji University Take Subway Line 10 to Tongji University station
Railway Station/ Airport	Jiading Campus	Take taxi to Jiading Campus, Cao An Road No.4800.

VI. INSURANCE

The international students are required to pay 300 RMB per semester for the Chinese comprehensive insurance according to the regulations of the Chinese Education Ministry, Please see detail below.

Details about the Comprehensive Insurance & Protection Scheme for Foreigners Staying in China of Ping An Annuity Insurance Company, Ltd. please visit http://www.lxbx.net/html_1.aspx?id=33.

GUARANTEE LETTER

As guardian of Mr./Ms. _____,

Nationality of _____ ,

Study period at Tongji University, Shanghai, China from _____ to _____.

Hereby, I affirm that:

1. To supervise my ward not to do anything that is not applicable as an international student studying in China; and my ward to abide by the laws of the Peoples Republic of China;
2. To urge my ward to study well and observe the all rules and regulations of China and the Tongji University;
3. To urge my ward to pay necessary fees for study I will be liable to my ward for the payment which in case my ward is not able to afford to pay;
4. To handle and pay for the accidents and events made against the laws and regulations mentioned above, that my ward meets and makes during his/her study period at Tongji University.

Guardian: _____

Nationality: _____

Name: _____

Passport No.: _____

Employer: _____

Address: _____

Telephone: _____

Fax: _____

Relation to my ward: _____

Signature of Guardian: _____

Date: _____