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I About the programme

1. What kind of programs can I apply for?

A: We are offering two master programs as well as a doctoral program.

For Master Degree:

(1) Environmental Science/083001

(2) Environmental Engineering/083002

For Ph.D Degree:

(1) Environmental Science and Engineering 083000

2: When will be the first semester start on 2020?

A: The new semester/classes will start from 7th September, 2020 but the freshmen are expected to arrive one week before to have an orientation.

3. Can I apply for multiple programmes across different colleges in Tongji University at the same time?

A: No, you can only choose one programme to be enrolled.

4. I don' t know Chinese. Can I join the programme?

A: Yes, it is an international programme. All the courses are taught in English

5. Do I need to submit any document to prove my English ability? (IELTS or TOEFL)

A: Excellent English proficiency with IELTS scores no less than 6 or New TOEFL Score not less than 80. If you don' t have such certificate, documents issued by your undergraduate university or an English language institution to prove your English proficiency will also be accepted.

6. Do I need to choose the research topic while submitting the application?

A: Yes, a research proposal would increase the chance to get the scholarship and the acceptance from the mentors.

7. Where can I find mentorship information?

A: <https://sese.tongji.edu.cn/3135/list.htm>

8. How to get the acceptance letter from mentors for applying scholarship?

A: You can get your acceptance letter via two methods listed below:

- Know more about the faculty and professors via the website

<https://sese.tongji.edu.cn/3135/list.htm>, select and contact your mentor via

the email address provided on the website with your academic

background and research plan. Once the professor agrees to supervise you, we will confirm with the professor which would be the first step of evaluation.

- Send your research background and further research topics to the email address: unep_tongji@tongji.edu.cn. IESD office will recommend appropriate mentor for you. Once your mentor agrees to supervise you, we will add the acceptance letter to your application materials. If IESD office fails to match you with any mentors, you will not be enrolled into 2020 final list.

9. What will happen if no professor is willing to supervise me?

A: We will share the research background and interest with the professors, thus your application documents should be clear and sound. Otherwise, it's impossible to be enrolled if no professor is willing to supervise the applicant.

10. Can I have a part-time job during the semester?

A: According to the new rules, if you are now working in Shanghai with work visa, and your work place allows you to be a half-time student, you can apply for our programme. If you are admitted to Tongji, you can still keep the work visa and don't need to change work visa into study visa.

If you don't have work in Shanghai, you could apply for an internship during the second year of the programme if it's related to your research and dissertation with the approval from your mentor.

II About the qualifications of applicants

11. If I will graduate in August 2020, can I apply for the 2020 international degree programme of IESD?

A: If you can get the degree certificate, you can apply for our programme. Please kindly note that we don't accept pre-graduation certificate as the replacement of the degree certificate. So if you cannot get the degree certificate, you are highly encouraged to apply our programme next year.

12. My undergraduate major is not environmental-related; can I apply for the programme?

A: Yes. We encourage applicants with interdisciplinary academic background to apply for our programme.

13. Is there any requirement about applicant's age?

A: There is no age requirement for applicants of the programme. There is specific age requirement for applicants applying for the scholarships.

- For CSC scholarship and Shanghai Municipal scholarship, applicants should be no more than 35 when applying for the master programmes, and no more than 40 when applying for the doctoral programmes;
- For Marine scholarship, applicants should be no more than 40 when applying for the master programs, and no more than 45 when applying for the doctoral programs;
- For MOFCOM scholarship, applicants should be under the age of 45 (born after September 1, 1975).

ATTENTION: But the requirement of age is not so strict especially when the applicant is excellent enough.

14. If I have some physical problem, can I apply for the programme?

A: Sorry, Tongji requires the applicants should be both physically and mentally healthy. Not having any disease or situation listed below:

- a) Diseases prohibited by Chinese Entry-Exit Inspection and Quarantine Laws and Regulations;
- b) Other severe chronic diseases like high blood pressure, cardio-cerebrovascular disease, diabetes; psychological diseases; or other infectious diseases which may harm public health;
- c) In recovery period after major surgery or acute disease attacks;
- d) Severe physically challenged;
- e) Pregnancy

Some scholarships like MOFCOM also require applicants to submit physical examination form issued by a local hospital to show you are mentally and physically healthy.

III Application Procedure:

15. Which website shall we apply for the program?

A: Tongji online application system: <http://study-info.tongji.edu.cn/>

Scholarship application if applied: (please noted that different scholarship will have different requirements)

<http://www.campuschina.org/scholarships/index.html>;

<http://study.edu.sh.gov.cn/en/ise.html>

16. When will the Tongji online system open for application?

A: The Tongji online system is open from 15 January to 15 April 2020 for self-financed students and from 15 Jan to 31 March 2020 for students applying for scholarship.

17. What are the application steps in Tongji system?

A:

18. **How to download the application form?**

A: For both Master and PhD. Degree, all application needs to be submitted online via **study.tongji.edu.cn**, you will need to download and sign the hard copy once you have submitted the application.

19. **What application materials do I need to submit?**

A: In general, you will need to submit the following documents:

- Tongji Application form (generated from online application and signed by applicant).
- Scholarship application forms if you have applied for a scholarship (generated from online application and signed by applicant).
- Copy of passport (not diplomatic one).
- Copies of previous degree and diploma certificates. Certificates in languages other than Chinese or English must be attached with notarized translations in Chinese or English.
- Original or/and notarized transcripts of all courses from bachelor programme. Transcripts in languages other than Chinese or English must be attached with notarized translations in Chinese or English. (The certificates should be notarized by local Chinese Embassy or local Chinese Consulates or foreign embassies or consulates in China)
- Letter of Approval from the professor of Tongji University (If the applicant has already contacted and assigned a professor)

- Original recommendation letters from two professors or associate professors (contact information is necessary).
- Research plan with research interest
- Catalogue and abstract of published papers, and other documents that can prove academic ability (if any).
- Copy of English level certificate (such as IELTS or TOEFL IBT Score, Certificate of English Courses, Certificate of English Scores, etc.).
- Application fee transfer receipt.

Please kindly note that different scholarships may have different requirements about the application materials.

20. Shall I take part in the entrance exam?

A: No, but you need to prepare all the application documents for an evaluation and an interview might be arranged via Skype or telephone.

21. Do I need to go through all application procedures again if I have applied the degree once last year?

A: Yes, you have to.

22. How to submit the application documents? Should I submit them by email or post the hard copies to IESD?

A: Please send electronic version to us. No hard copies are required by post for 2020 intake.

23. Some of my documents are neither in Chinese or English? Can I submit them as application materials?

A: No, you cannot. All the Application documents should be in Chinese or English. Otherwise, the documents should be notarized by local Chinese Embassy or local Chinese Consulates (or foreign embassies or consulates in China). And the original notarized translated versions must be submitted.

24. How can I submit the Tongji online application if I cannot receive my official academic transcript before my graduation?

A: Academic transcript is compulsory for application, please contact your university for help.

25. How should I fill in the “Information of Financial Sponsor” and “Guarantor in China” in the Tongji Application form?

A: For the Financial Sponsor, usually it should be your parents or the organization you are working in.

For the Guarantor in China, it can be your friends or families in China. If none of your friends or families in China, and you are applying for scholarships, you can write the information of your embassy. But this is always the last choice.

26. How to change/update the application information?

A: Recently, you cannot change the application form once you have submitted. You have to apply online again to update your information. However, each candidate will only have ONE chance to re-apply.

27. Can I still apply for the programme after the deadline?

A: No. Hard copy documents need to arrive at Tongji University before **the deadline (before the evaluation meeting)**.

28. If I forget to submit some application documents, can I submit them later?

A: If the documents submitted by you are incomplete, please contact us first. You can submit it again in most cases before the deadline. But we cannot guarantee your second submission will be effective. So you are suggested to submit all the documents at once.

29. How can I know if IESD has received my application materials or not? Will you reply me?

A: We will send you a confirmation letter via email after we receive the hard copies of your materials.

30. How and when can I get the result of admission?

A: Please use the application account to log on the application website to check the admission result, which is normally around the end of June or the start of July.

31. How to consult with my application?

A: Please contact us via unep_tongji@tongji.edu.cn

IV Tuition and Application Fees

32. How much should I pay for the tuition fee?

A: The tuition fee for an international student is 39,000RMB per year, which doesn't cover living expense and others.

33. How much should I pay for the application fee?

A: 410 RMB application fee should be paid when applying and the fee is non- refundable.

34. Which currency can I use to pay for the application fee?

A: **Only** Chinese Yuan is accepted. Please share the transfer receipt with the application documents.

35. How can I pay for the application fee?

A: By Bank transfer:

Beneficiary Bank: Bank of China, Shanghai Branch, No. 23

Zhongshan Road (E.1) Shanghai, 200002, P.R.China

Swift number: BKCHCNBJ300

Beneficiary: Tongji University

Beneficiary Bank Account : 433859245525

*Please submit the photocopy of transfer receipt with other documents while applying for the programme.

36. How can I apply for the degree if I cannot afford the application fee?

A: This is the mandatory requirement for every applicant.

37. What can I do if I failed to transfer my money?

A: Please ask your local bank for help.

V About Scholarships

38. How can I apply for the scholarships?

A: Please click the links below for more information about the application procedures of the scholarships:

For Shanghai Municipal Government Scholarship, please visit

<https://study.tongji.edu.cn/info/1088/1338.htm>

For CSC Scholarship, please visit

<https://study.tongji.edu.cn/info/1088/1339.htm>

For MOFCOM Scholarship, please visit [https://unep-](https://unep-iesd.tongji.edu.cn/iesden/wcholarships/list.psp)

[iesd.tongji.edu.cn/iesden/wcholarships/list.psp](https://unep-iesd.tongji.edu.cn/iesden/wcholarships/list.psp)

For Marine Scholarship, please visit

<https://study.tongji.edu.cn/info/1088/1336.htm>

39. I have already applied the scholarship in Tongji website <http://study-info.tongji.edu.cn>, should I apply it again at the CSC website www.csc.edu.cn ?

A: Tongji application system only registers your application in Tongji. If you would like to apply for a scholarship, you need to submit the application on the scholarship website as well. You are encouraged to

apply for different scholarships at the same time to increase the opportunity.

ATTENTION: If you only finish the scholarship application at the Tongji website, your application of scholarship will be invalid.

40.Can I apply more than one type of scholarships?

A: Yes. Actually we highly recommend you to apply for as more types of scholarships as you can, to increase the opportunity. If you apply for more than one scholarship, you should finish all the application forms in all the websites of scholarships you applied. But you only need to submit the form in Tongji system once, choosing any of your applied scholarships to fill in Tongji system (in 5.Source of Funding).

41.For the recommendation letter from the government required by MOFCOM Scholarship, should it be issued by the Ministry of Education in my country? Can I submit a recommendation letter from another government department?

A: The recommendation letter is not limited to the letter issued by the Ministry of Education in your country. A nomination or recommendation from your government to the Chinese Embassy in your country would be recommended.

42. How can I get recommendation letter for the MOFCOM scholarship application?

A: Please contact the relevant government departments in your country to see if they can recommend you to apply for the MOFCOM Scholarship.

43. Can IESD recommend me to the Economic and Commercial Counsellor's Office (ECCO) as the candidate of the MOFCOM scholarship? Can IESD help me to contact the ECCO to ask for the recommendation letter?

A: No. Please contact your government department and obtain the permission or recommendation letter from your government which states that the applicant has been approved to study in China, and submit the original documents of the letter and other application documents to the ECCO of Chinese Embassy in your country.

44. If I want to apply for the PhD programme of IESD, can I still apply for the MOFCOM Scholarship? Should I change my application to the master programme?

A: Ph.D programmes would last for 4 years at least in Tongji but MOFCOM scholarship would only provide no more than three years.

45. How can I submit my application materials to the Economic and Commercial Counsellor's Office of Chinese Embassy (ECCO) to apply for MOFCOM scholarship?

A: You cannot contact the ECCO directly by yourself, please follow the steps below for application.

- Asking for recommendation letter from your central government and then your government will send your recommendation letter to the ECCO.
- Once you are selected by the ECCO, you will be called for an interview from the Chinese Embassy.

You will need to submit both **hard copy** and scanned copy of the application materials that is required by the ECCO. For emails and addresses of the Economic and Commercial Counsellor's Offices, please visit the English website <http://www.china-aibo.cn>.

46. If I have been recommended by Economic and Commercial Counsellor's Office (ECCO) of Chinese Embassy, will my application materials be returned to me?

A: Applicants will get all the **hard-copy materials** back from ECCO, both original copies and photocopies, after the Economic and Commercial Counsellor's Office check them. If admitted, you should also

take the documents to Tongji University and submit them to the University on the Orientation Day.

47. When I fill in the online system for the scholarship application, I cannot find “Environment Management and Sustainable Development” in the options of Major.

A: In the online application system, please select “Environment Science” as the major.

48. Will the scholarships provide any allowances for family visits?

A: All the scholarships of our programme will not provide allowance for your family visits.

Technical problems

49. I have some technical problem during the online application process, what can I do?

A: If you have any technical problem, please feel free to contact us (Tel: 86-21-65982116; Email: unep_tongji@tongji.edu.cn)

50. When I submitted the application materials to the IESD email address, my email was rejected. What can I do?

A: If you have this problem, please do not hesitate to contact us (Tel: 86-21-65987790)

51. The online application has been closed before the deadline. What can I do?

A: If you have any technical problem, please feel free to contact us (Tel: 86-21-65982116 ; Email: unep_tongji@tongji.edu.cn)

VI Other questions

52. Can I live in the campus dormitory? How much should I pay?

A: You can find all information about accommodation via <https://study.tongji.edu.cn/info/1023/1058.htm> and a reservation/booking would be very necessary. Currently, the campus dormitory only accommodates scholarship holders, which depends on the scholarship coverage and regulation.

53. Can I visit the Tongji campus and IESD office?

- a. A: Of course you can. Tongji campus is open to the public during working time. Please feel free to visit us.

54. What should I do when I land in China?

A: There'll be instructions in the admission documents.