



2023 同济大学



秋季国际学生新生到校报到指南 ON-SITE REGISTRATION GUIDE FOR TONGJI UNIVERSITY INTERNATIONAL STUDENTS



同济大学
TONGJI UNIVERSITY



留学生办公室
International Student Office

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赴华前准备

BEFORE YOU LEAVE HOME

申请入华签证

Applying for Entry Visa

- ◆ 国际学生须凭学校的录取通知书、JW201或JW202表、外国人体格检查记录及其他相关材料到中华人民共和国驻外使领馆申请X1（长期生）或X2（短期生）签证入境。
- ◆ 国际学生在本国申请入境签证后，务必索回录取通知书、JW201或JW202表黄联等文件，以便入境后办理居留证件。
- ◆ 不可免签入境。
- ◆ 使领馆要求提供的其他材料。
- ◆ International students who are going to study in China should apply for an entry visa of X1 (for long-term study) or X2 (for short-term study) with admission letter, yellow sheet of JW201 or JW202 form, medical report and other documents at the Chinese Embassy or Consulate in their home countries.
- ◆ For application of residence permit in China after entry, international students must reclaim and keep the admission letter, yellow sheet of JW201 or JW202 form and other documents after applying for entry visa from the Chinese Embassy or Consulate.
- ◆ Visa-free is not permissible for international students.
- ◆ Other documents required by the Chinese Embassy or Consulate.



Insurance 保险

- ◆ 根据中国教育部相关文件，国际学生必须购买“来华留学生综合保险”。保险费为每学期400元。详见网站：<http://www.lxbx.net>。
- ◆ According to the regulations of the Ministry of Education, the international students are required to purchase insurance. Each international student of the University should pay 400 RMB per semester for the Comprehensive Insurance for International Students in China. For detailed information, please visit the website: <http://www.lxbx.net> for details.

外国留学人员来华签证申请表
Visa Application for Study in China
JW202

中华人民共和国教育部印制/Printed by the Ministry of Education (MOE) of PRC

No.	接受院校/Host Institution: 同济大学		
姓名/Name:	姓/Family Name	名/Given Name	
国籍/Nationality:	护照号码/Passport No.:	性别/Gender:	婚否/Marital Status:
出生日期/Date of Birth: 年 y. 月 m. 日 d.	出生地点/Place of Birth:		
家庭地址和电话/Home Add. & Tel.:			
最高学历/Highest Academic Degree Obtained:		职业/Occupation:	
工作或学习单位/Employer or Institution Affiliated:			
来华学习专业/Field of Study in China: 学习期限: 自 年 月 至 年 月 Duration: from			
学生类别/Student Status:		注册截止日期/Deadline for Registration: 年 y. 月 m. 日 d.	
推荐单位和电话/Reference & Tel.:			
在华事务联系人和电话/Guarantor in China & Tel.:			
经费来源/Source of Funding: 奖学金/Scholarship ☐ ; 自费/Self-supporting ☐ ; 其他/Other ☐ 经济担保人及机构/Economic support will be provided by:			
审核机关盖章	Authorized by: (印鉴/Seal)	申请人签字: Signature of Applicant	
年 y. 月 m. 日		年 y. 月 m. 日	
Notes: 1. 此表仅限于中国政府批准接受的外国留学人员使用。 2. 请持本表前往中国使(领)馆申请来华学习签证。 3. 请持本表到校注册。 1. This form is for private and inter-institutional students. 2. Please present this form to apply for student entry visa at the Chinese Embassy or Consulate General. 3. Please present this form to register at the host institution.			

第一联: 寄外国来华留学人员

所需携带的文件

Please bring the required documents as follows:

- ◆ 个人普通护照原件及复印件
- ◆ 录取通知书原件及复印件
- ◆ JW201或JW202签证申请表原件及复印件
- ◆ 护照照片2张
- ◆ 全部申请材料原件
- ◆ Normal personal passport (Original and Copy)
- ◆ Admission Letter (Original and Copy)
- ◆ JW201 or JW202 Form (Original and Copy)
- ◆ Two Passport Photos
- ◆ Original copy of all the application documents



Housing Arrangement 住宿

中国政府奖学金、上海市政府奖学金（A类）、国际中文教师奖学金、同济大学-中国银行全球菁英奖学金学生凭录取通知书到校办理入住。校际交流生请与项目联系人确认宿舍事宜，个人自费及上海市政府奖学金（B类）学生如需预订校内宿舍，请关注学校留学生办公室网站和微信公众号，在规定的时间内登录<https://dorm.tongji.edu.cn>（用户名：申请编号，初始密码：护照号码最后6位），申请校内宿舍。校内住宿资源非常有限，如果预订已满，请自行安排校外住宿。校外住宿的学生，可以通过房产中介机构查询租房的信息或选择社区国际学生公寓。

◆ Unijia国际青年社区

地址：上海市杨浦区邯郸路173号优族休闲广场2、8号楼

联系方式：booking@unijia.net, 0086-15021336008

网址：www.unijia.net

◆ 1515国际青年公寓

地址：上海市杨浦区江浦路1515号B楼

联系方式：jiangpuspace1515@126.com

0086-21-65670231, 0086-13-917421969

朗诗寓（新五角场）

地址：上海市杨浦区闸殷路1515号朗诗寓

联系方式：dongyanan@landsea.cn, 0086-18-019171624

网址：<https://www.langshiyu.com/Project/detail/id/10013.html>

Chinese Government Scholarship, Shanghai Municipal Government Scholarship (Class A), International Chinese Language Teachers Scholarship, Tongji University- Bank of China Global Talent Scholarship students can check in with the admission notice after their arrival at Tongji University.

For exchange program students, please confirm the dormitory matters with their coordinators of Tongji University. For Shanghai Municipal Government Scholarship (Class B) recipients and self-funded students, please follow the instructions on the website of the International Students Office and WeChat and log in at the specified time <https://dorm.tongji.edu.cn> (Login User Name: The applica-

for registration. Initial password: the last 6 digits or letters of the passport), apply for campus dormitories. On campus accommodation resources are very limited. If the reservation is full, please arrange your own off campus accommodation. Students who live off campus can search for rental information through real estate agencies or choose community international student apartments.

◆ Unijia International Student Community

Address: No. 2 Building, Leisure Square, #173, Handan Road, Yangpu District, Shanghai

Contact info: booking@unijia.net, 0086-15021336008

Website: www.unijia.net

◆ 1515 International Youth Apartment

Address: Building B, No.1515 Jiangpu Road, Yangpu District, Shanghai

Contact info: jiangpuspace1515@126.com,

0086-21-65670231, 0086-13-917421969

Langshiyu (Wujiaochang)

Address: No.1515 Zhayin Road, Yangpu District, Shanghai

Contact info: dongyanan@landsea.cn, 0086-18-019171624

Website: <https://www.langshiyu.com/Project/detail/id/10013.html>



学费 Tuition Fee

学费缴纳方式:

◆ 使用银联卡

学校建议国际学生用在中国境内办理的有“银联”标志的银行卡（也称银联卡）支付学费。用这种付费方式，比较安全，而且也可立即入账。在中国普遍使用银联卡，它的功能与借记卡相同，可以将汇款直接转账到收款人的账户。

◆ 人民币现金

请注意：

*学费到校注册报到后缴纳，不建议提前转账；

*同济大学目前接受使用银联卡刷卡支付学费，暂不接受其他银行卡(VISA, Master Card等)支付。亦可使用支付宝或者微信支付。

关于学费：

◆ 国际学生新生应在新学期开学二周内付清学费。

About Tuition Payment:

◆ Union Pay Card

You are recommended to pay your tuition fee via Union Pay Card as this is the safest and the most convenient way to transfer large sums of money. Functioning as a debit card, Union Pay Card transfers money from your saving/checking account directly to the recipient's account and is also commonly used in China.

◆ Cash (in RMB)

Notes:

*Tuition fee shall be paid after you register at Tongji University, please do not pay tuition fee in advance via bank transfer.

*WeChat and Alipay are applicable for tuition payment. Other bank cards (VISA, Master Card, etc.) are NOT applicable for tuition payment.

About Tuition Fee:

For new international students, tuition fee has to be paid within two weeks after the new semester begins.

找到合适的住处需要几天时间。在此期间，您可以在当地旅馆预订一个临时住所。

It takes time to find a suitable room. During this period, you may consider dwelling at a local hotel.

入境后须知

UPON YOUR ARRIVAL

Q1 如何从机场前往同济大学
Arrival at Tongji University from the Airport

Q2 国际学生住宿登记
Accommodation Registration

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Apply for Study Visa in China

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Q1 如何从机场前往同济大学

Arrival at Tongji University from the Airport



同济大学（四平校区）地址：上海市杨浦区四平路1239号

The address of Tongji University (Siping Campus) is: No. 1239, Siping Road, Yangpu District, Shanghai

如果你从浦东国际机场出发

- ◆ 方法一：乘坐机场四号线到五角场站，然后转乘出租车到同济大学。
费用：机场巴士的车费为20元，出租车车费为20元左右。
- ◆ 方法二：乘坐地铁2号线到南京东路，换乘10号线到同济大学（5号出口）。
费用：地铁费为7元。
- ◆ 方法三：直接乘坐出租车到同济大学。费用：出租车车费为180左右。

From Pudong International Airport to Siping Campus

- ◆ Route 1: Take Airport Bus Line 4 to Wujiaochang first, and then arrive at Siping Campus from Wujiaochang by bus or taxi.
Bus fare: 20 RMB; Taxi fare: around 20 RMB.
- ◆ Route 2: Take Metro Line 2 to East Nanjing Road Station and transfer for Line 10 to Tongji University Station (No.5 Exit). Metro fare: 7 RMB.
- ◆ Route 3: Take a taxi directly to Tongji University. Taxi fare: around 180 RMB.



如果你从虹桥国际机场出发

- ◆ 方法一：乘出租车。费用：出租车车费为100左右。
- ◆ 方法二：乘坐地铁10号线直达同济大学（5号出口）。费用：地铁费为5元。

From Hongqiao International Airport to Siping Campus

- ◆ Route 1: Take a taxi directly to Tongji University. Taxi fare: around 100 RMB.
- ◆ Route 2: Take Metro Line 10 directly to Tongji University Station (No.5 Exit).
Metro fare: 5 RMB.

同济大学（嘉定校区）地址：上海市嘉定区曹安公路4800号

The address of Tongji University (Jiading Campus) is: No. 4800 Cao'an Road, Jiading District, Shanghai



如果你从虹桥国际机场出发

- ◆ 方法一：乘坐地铁2号线到江苏路，换乘11号线到昌吉东路，再乘坐出租车到学校。费用：地铁费为7元，出租车费为18元左右。
- ◆ 方法二：乘坐地铁10号线到交通大学，换乘11号线昌吉东路，再乘坐出租车到学校。费用：地铁费10元，出租车费为18元左右。
- ◆ 方法三：直接乘坐出租车到同济大学嘉定校区。费用：出租车费约100元

如果你从浦东国际机场出发

- ◆ 方法一：乘坐地铁2号线到江苏路，换乘11号线到昌吉东路，再乘坐出租车到学校。费用：地铁费为10元，出租车费为18元左右。
- ◆ 方法二：直接乘坐出租车到同济大学嘉定校区。费用：出租车费约280元。

From Pudong International Airport to Jiading Campus

- ◆ Route 1: Take Metro Line 2 to Jiangsu Road Station, transfer for Line 11 to East Changji Road Station, and then take a taxi to Jiading Campus. Metro fare: 10 RMB, Taxi fare: around 18 RMB.
- ◆ Route 2: Take a taxi directly to Jiading Campus. Taxi fare: around 280 RMB.

From Hongqiao International Airport to Jiading campus

- ◆ Route 1: Take Metro Line 2 to Jiangsu Road Station, transfer for Line 11 to East Changji Road Station, and then take a taxi to Jiading Campus. Metro fare: 10 RMB, Taxi fare: around 18 RMB.
- ◆ Route 2: Take Metro Line 10 to Jiaotong University Station, transfer for Line 11 to East Changji Road, and then take a taxi to Jiading Campus. Metro fare: 10 RMB, Taxi fare: around 18 RMB.
- ◆ Route 3: Take a taxi directly to Jiading Campus. Taxi fare: around 100 RMB.

Q2 国际学生住宿登记 Accommodation Registration

国际学生必须在入境后**24**小时内办理外国人住宿登记手续。

- 住宿校外的国际学生须持护照和房屋租赁合同前往居住地警署办理相关手续并领取《境外人员临时住宿登记单》（校外）或登录“一网通办”PC端总门户：<https://gaj.sh.gov.cn/crj/24hr/web/zcbd/login?relogin=true> 或“随申办”微信、支付宝小程序的境外人员住宿登记自助申报系统办理住宿登记，无需再前往居住地派出所申报住宿登记。
- 住宿校内的国际学生须前往留学生宿舍服务台办理临时住宿登记手续并领取《境外人员临时住宿登记单》（校内）。住宿四平路及彰武路校区的国际学生在四平路校区留学生宿舍**1**号楼服务台办理；住宿嘉定校区的外国留学生在所在宿舍楼服务台办理。

International students should finalize the Registration of Temporary

- International students who live off campus can register with passport, housing leasing contracts and other relevant documents at local police station. After registration, please keep the Registration Form of Temporary Residence (Off Campus) you get from the police station. Or you can log in to the main portal of the PC version of "All in One Network Office 一网通": <https://gaj.sh.gov.cn/crj/24hr/web/zcbd/login?relogin=true> or the self-service declaration system for overseas personnel's accommodation registration of WeChat and Alipay mini app, and there is no need to go to local police station to apply for accommodation registration.
- International students who live on campus should finalize the formalities of on-campus accommodation registration at the service desks of their dormitory buildings. After registration, please keep the Registration Form of Temporary Residence (On Campus) you get from the service desks.

办理在华学习签证
Apply for Study Visa in China

Q3

办证地点：上海市出入境管理局及各区出入境受理点
International students should apply for the residence permits in person at Exit-Entry Administration Bureau of Shanghai or the branch offices as follows:

咨询电话：12367 Hotline: 12367



单位 Branch Office	地址 Address
上海市出入境管理局（浦东新区） Shanghai Exit & Entry Administration Bureau (Pudong District)	浦东新区民生路1500号 No.1500 Minsheng Road
出入境杨浦受理点 Office of Yangpu District	淞沪路605号 No.605 Songhu Road
出入境嘉定受理点 Office of Jiading District	嘉戡公路118号 (嘉定区新行政服务中心二楼北厅) No. 118 Jiajian road
出入境静安受理点 Office of jingan District	汉中路188号二楼 2nd Floor, No.188 Hanzhong Road
出入境黄浦受理点 Office of Huangpu District	蒙自路701号 No.701 Mengzi Road
出入境徐汇受理点 Office of Xuhui District	南宁路999号徐汇行政服务中心一楼 1st Floor, No.999 Nanning Road
出入境长宁受理点 Office of Changning District	长宁区古北路788号2号楼 Building No2, No.788 Gubei Road
出入境普陀受理点 Office of Putuo District	府村路125号 No.125 Fucun Road
出入境闵行受理点 Office of Minhang District	中春路4099号 No.4099 Zhongchun Road
出入境宝山受理点 Office of Baoshan District	友谊路1688号 No.1688 Youyi Road

注意事项

- 外国留学生只有在同济大学留学生办公室完成了规定的报到手续，学校方可出具办理居留证件的文件。
- 在读期间将进行校外实习的国际学生，必须办理校外实习签证加注。（具体参同济大学外国留学生校外教学实习活动管理办法<http://study.tongji.edu.cn/index.php?classid=10969>）
- 《外国籍学生办证申请函》仅作为学校出具的证明函件，不等同于居留证件或签证。国际学生须持此函件及其他材料至上海市公安局出入境管理局办理居留证件

Please note

- International students cannot apply for any application of residence permit or visa without registration at the International Students Office of Tongji University.
- International students who will undergo an off campus internship during their studies must apply for an internship remark on their current residence permit. . (Please refer to Internship Regulation for International Students of Tongji University at <http://study.tongji.edu.cn/index.php?clas- sid=11011>)
- The Introduction Letter issued by Tongji University is not equal to residence permit or visa. International students should take the Introduction Letter with other documents and apply for residence permit or visa at Shanghai Exit & Entry Administration Bureau.

Q4 银行开户 Open a Bank Account

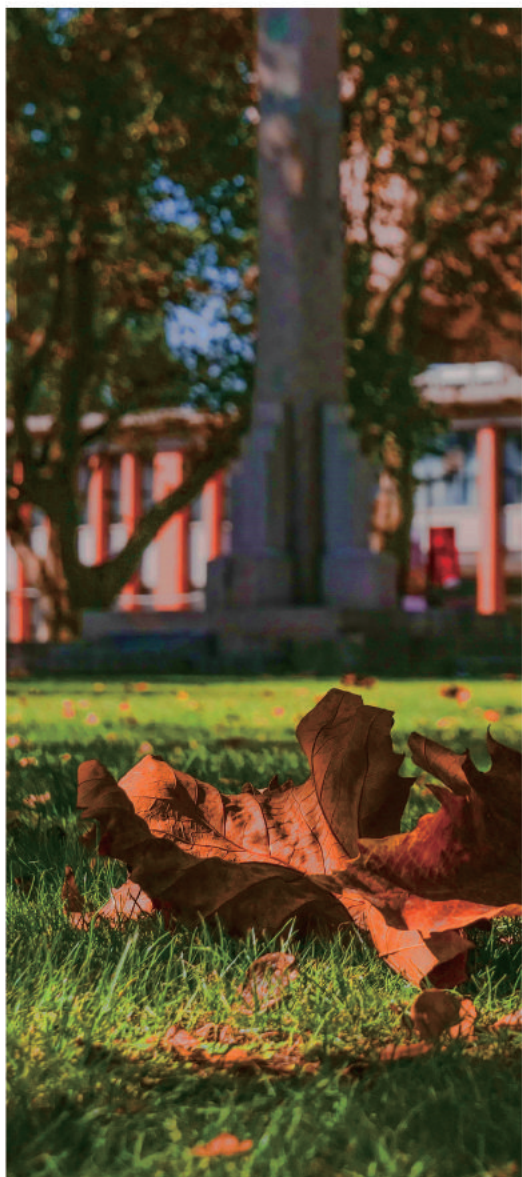
■ 所有奖学金生（除同济大学-中国银行全球菁英奖学金生）均需要在开学注册报到前办理好招商银行卡

■ 办理招商银行或中国银行卡所需材料：

- ◆ 有效签证的护照
- ◆ 同济大学录取通知书
- ◆ 来华签证申请表
- ◆ 境外人员临时住宿登记单或租房合同
- ◆ 中国办理的手机号

注：同济大学-中国银行全球菁英奖学金生需要在开学注册报到前办理好中国银行卡。

■ 其他类别的学生可以根据自己的需求选择不同的银行办理银行卡，方便在华生活。



■ All scholarship students (Except holders of Tongji University & Bank of China Global Talent Scholarship) need to open a China Merchant Bank account before registration.

■ Document list for opening a China Merchant Bank or Bank of China account:

- ◆ Passport with a valid Chinese visa page
- ◆ Admission Letter of Tongji University
- ◆ JW201/202 form
- ◆ Registration Form of Temporary Residence or lease contract
- ◆ Mobile phone number of the Chinese mainland

Please note: Tongji University & Bank of China Global Talent scholarship holders need to open a Bank of China account before registration.

■ For a convenient stay in China, students of other types can choose any Chinese bank according to their own needs



招商銀行
CHINA MERCHANTS BANK



中國銀行
BANK OF CHINA

Q5 体检 Physical Examination

自行前往体检中心（需提前网上预约）

- ◆ 机构名称：上海市出入境检验检疫局国际旅行卫生保健中心
- ◆ 机构地点：上海市长宁区金浜路15号 或
上海浦东新区金桥路2090号
- ◆ 体检网上预订：<https://online.shhg12360.cn/sithc>
或搜索微信号“SITHC-SHCIQ”关注上海国际旅行
卫生保健中心微信公众号
- ◆ 电话：0086-21-62688851

International students should go for the physical examination in person (online appointment is required)

- ◆ Medical Center: Shanghai International Travel Health Center
- ◆ Address: No.15 Jinbang Road, Changning District, Shanghai OR
No.2090 Jinqiao Road, Pudong District, Shanghai
- ◆ Booking website: <https://online.shhg12360.cn/sithc/> OR you
can search "SITHC-SHCIQ" on WeChat
- ◆ Tel: 0086-21-62688851



申请体检及验证所需材料：

- ◆ 护照原件及复印件
- ◆ 录取通知书原件及复印件-同济大学
- ◆ 护照照片(4张)
- ◆ 体检费验证费(人民币): 600元

在中国境外体检的所有原始材料（医院盖章）（《外国人体格检查记录》（原件）、血液化验单（原件）等）（如在境外已参加过体检者）；未通过体检者，需在中国重新接受体检。

Examination please bring:

- ◆ Passport (Original and Copy)
- ◆ Admission Letter (Copy)-Tongji University
- ◆ Passport Photo (4 photos)
- ◆ Physical Examination Fee: 600 RMB

For those that have physical examination certificates and blood test results from their home countries, please bring the original materials (with hospital stamp). Those who fail in the authentication of their physical certificates will need to be re-examined in China.



报到迎新

REGISTRATION AND ORIENTATION

注册报到日期及地点

Registration date and location

国际学生新生应按同济大学录取通知书规定的日期到学校报到注册。因故无法按时报到注册的新生，须事先以邮件的形式向留学生办公室提出书面请假，方可延期报到注册。事先未请假、逾期两周不报到者将视其为自愿放弃，并将取消其在校学习的资格。

请务必关注同济大学留学生办公室微信公众号或官方网站，我们将及时更新报到预约方式。

International students are required to register on the date specified by the Admission Letter of Tongji University. Those who are unable to register on time will have to request for a leave in advance via e-mail. If the students fail to register within two weeks after the registration date, their registration into the program will be cancelled.

Please pay attention to the ISO WeChat account or official website, we will update the registration appointment method in time.

报到注册时间

Registration time

- ◆ 2023年09月04日 - 09月08日 04-08 September 2023
- ◆ 8:30-11:00AM, 1:30-4:00PM



报到注册提供材料

Materials provided for registration

- | | |
|--------------------------|--|
| ◆ 个人普通护照原件 | ◆ Normal Personal Passport |
| ◆ 录取通知书原件及复印件 | ◆ Admission Letter (Original and Copy) |
| ◆ JW201或JW202签证申请表原件及复印件 | ◆ JW201 or JW202 Form (Original and Copy) |
| ◆ 护照照片2张 | ◆ Passport Photo (2 photos) |
| ◆ 全部申请材料原件 | ◆ Original copy of all application documents |

报到注册地点

Registration place

- ◆ 四平路校区地址:上海市杨浦区四平路1239号同济大学
Siping Road Campus Address: Tongji University, No. 1239, Siping Road, Yangpu District, Shanghai
- ◆ 嘉定校区地址:上海市嘉定区曹安公路4800号同济大学
Jiading Campus Address: Tongji University, No. 4800 Cao'an Road, Jiading District, Shanghai
- ◆ 自费生、奖学金生（含获得中国政府奖学金的校际交流生）请至同济大学四平校区衷和楼705留学生办公室报到注册
Self-supported students and Scholarship students (including exchange students with CSC scholarship): Please register at Room 705, Zhonghe Building on the Siping Campus.
- ◆ 非中国政府奖学金校际交流生请至各学院注册报到注册，报到地点见下表：
Non CSC Scholarship Exchange students: Please register at your own colleges/schools. For detailed contact information, please refer to the following table.

四平校区

Siping Campus

新生报到注册地点 Location		联系人 Contact
同济大学四平路校区：四平路 1239 号 Siping Campus of Tongji University, No. 1239 Siping Road		
同济大学留学生办公室 International Students Office of TJU	表和楼 705 Room 705, Zhonghe building	王曦萌、方笑枝、侯延昌 Wang Ximeng, Fang Xiaozhi, Hou Yanchang iso-zhaosheng@tongji.edu.cn
土木工程学院 College of Civil Engineering	土木大楼 A102 室, Room A102 Civil Engineering Building	武贵 Wu Gui tjwg@tongji.edu.cn, 021-65980619
IESD 联合国环境规划署-同济大学环境与可持续发展学院	表和楼 903 Room 903, Zhonghe building	宋舒微 Song shuwei sswangel@tongji.edu.cn, 008618616384331
法学院 Law School	表和楼 13 楼 13th floor, Zhonghe building	曾彩霞 Zeng Caixia jenniferlaobo@163.com, 021-65981765
上海国际知识产权学院 Shanghai International College of Intellectual Property	表和楼 1001 Room 1001, Zhonghe building	崔晓晨 Raul Cui raul@tongji.edu.cn, 021-65983113
政治与国际关系学院 School of Political Science and International Relations	表和楼 1404 Room 1401, Zhonghe building	吴笛 WU Di diwutj@tongji.edu.cn
建筑与城市规划学院 College of Architecture and Urban Planning	城规 B 楼 122 CAUP Building B Room 122	刘舒馨 LIU Shuxin (校际交流项目 Exchange Program) caup@tongji.edu.cn, 021-65983592
	明成楼 B117 教务科 B117 Mingcheng building	董碧静 Dong Bijing (学历学位项目 Degree Program) bijing@tongji.edu.cn, 021-65983592
环境科学与工程学院 College of Environmental Science and Engineering	明净楼 203 Room 203, Mingjing Building	徐静 Xu Jing xujing@tongji.edu.cn, 021-65985679
海洋与地球科学学院 School of Ocean and Earth Science	海洋楼一楼-Lobby, Ocean Building	陈琼 Chen Qiong qiongchen@tongji.edu.cn, 021-65985251
测绘与地理信息学院 College of Surveying and Geo-Informatics	测绘馆 217 室 Room 217, Surveying building	刘莉君 Liu Lijun lijun@tongji.edu.cn, 021-65981085
生命科学与技术学院 School of Life Sciences and Technology	医学楼 1003 室 Room 1003, Medical Building	张小白 Zhang Xiaobai zhangxb@tongji.edu.cn, 008618202159618
数学科学学院 School of Mathematical Sciences	宁静楼 207 室 Room 207, Ningjin Building	孙琪 Sun Qi qsun_lrl@tongji.edu.cn, 021-65983241-2207
化学科学与工程学院 School of Chemical Science and Engineering	工程体验馆 Engineering testing laboratory	热依拉 Reyila 20666516@tongji.edu.cn, 021-65982758
人文学院 School of Humanities	云通楼 301 室, Room 301, Yuntong Building	沈家佳 Shen Jiajia shenjiajia@tongji.edu.cn, 021-65981282
物理科学与工程学院 School of Physics Science and Engineering	物理馆 515 室 Room 515, physics building	丁云霞 Ding Yunxia dingyunxia@tongji.edu.cn, 008618116153066
外国语学院 School of Foreign Languages	同文楼 115 Room 115 Tongwen Building	杨耀婷 Yang Yaoting yaotingyang@tongji.edu.cn, 021-65981264
国际足球学院 International College of Football	新体育馆 403 室 Room 403 New stadium	胡小丽 Hu Xiaoli 21175@tongji.edu.cn, 021-55135078
中德学院 Sino-German School for Postgraduate Studies (CDHK)	中德楼 606 Room 606, Sino-German Building	刘欣 LiuXin liuxin@tongji.edu.cn, 021-65980765
航空航天与力学学院 School of Aerospace Engineering and Applied Mechanics	Room 209, Tongfei Building, Zhangwu Campus	金亚斌 Jin Yabin 083623jinyabin@tongji.edu.cn
国际文化交流学院 International School	南校区国际文化交流学院 103、107、108 Room 103, 107, 108 International School, south campus, No. 67 Chifeng road (outside of Tongji siping campus)	李钰倩 Li Yuqian liyuan@tongji.edu.cn, 021-65987003
	南校区国际文化交流学院 206 Room 206, International School, south campus, No. 67 Chifeng road (outside of Tongji siping campus)	姚伟嘉 Yao Weijia yedda_83@163.com, 021-65981978
经济与管理学院 School of Economics and Management		范盈琛 Fan Yingchen (国际学生交换项目 Exchange Program) spencerfan@tongji.edu.cn, 021-65981143
		徐霞 Xu Xia (国际学生学历学位项目-本科 Degree Program-Undergraduate) karen_xu@tongji.edu.cn, 021-65987832
		陈禹卓 Chen Yuzhuo (国际学生学历学位项目-硕博 Degree Program-Master, PhD) Yuzhuo_chen@126.com, 021-65984892
		黄询沁 Huang Xunbi (企业管理项目 Master of Global Management) clairehuang@tongji.edu.cn, 021-65983063
		胡素茜 Hu Suhan (IMBA 学历学位项目) shhu@tongji.edu.cn, 021-65982778-816
设计创意学院 College of Design and Innovation	四平路 1500 号同济大厦 A 楼 6 楼 (在四平路校园外) 6th floor, Tongji Building A, No.1500 Siping Road (outside of Tongji siping campus)	罗诗韵 Luo Shiyun (EMBA 学历学位项目) sylvio@tongji.edu.cn, 021-65980875
	中法中心 C402 Sino French Center	王子筠 Wang ziyun (本科 Undergraduate) 22666090@tongji.edu.cn, 021-65987366
	中法中心 C404 Sino French Center	曹蕾 Cheryl Cao (硕士 Master) 21666014@tongji.edu.cn, 021-65987366
	阜新路设计创意学院 College of Design and Innovation, Fuxin Road (outside of Tongji siping campus)	王力丹 Linda Wang (博士 PhD) wanglidan@tongji.edu.cn, 021-65983432

嘉定校区

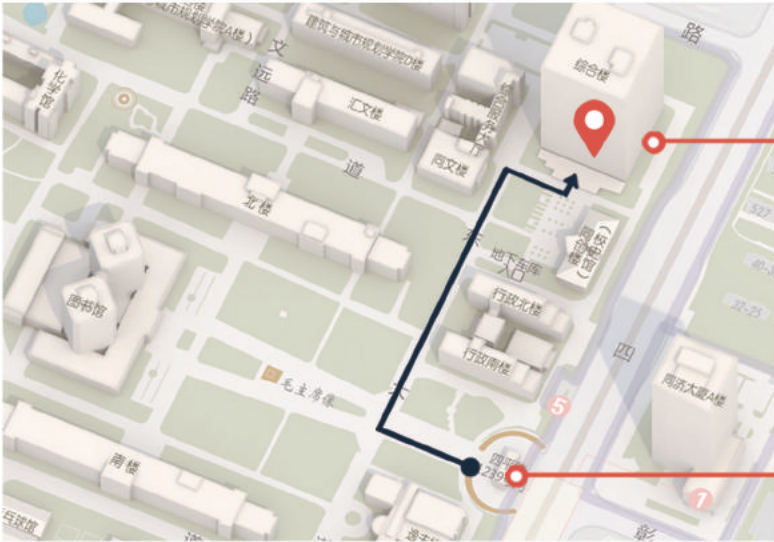
Jiading Campus

新生报到注册地点 Location		联系人 Contact
同济大学嘉定校区：嘉定区曹安公路 4800 号 Jiading Campus of Tongji University, No.4800 Cao an road, jiading district		
材料学院 School of Materials Science and Engineering	同心楼 316 Room 316, Tongxin building	官文佳 Guan Wenjia guanwenjia@tongji.edu.cn, 021-69580112
艺术与传媒学院 College of Arts and Media	惟新馆 112 室 Room 112 weixin building	周雨卉 Zhou Yuhui · 刘术一 Liu Shuyi 624413085@qq.com · teacafe_2006@qq.com 021-65984351/69584745
机械与能源工程学院 School of Mechanical Engineering	开物馆 D304 · Room D304, Kaiwu Building	吴雅婧 WU Yajing 20666053@tongji.edu.cn, 021-69108205
电子与信息工程学院 College of Electronics and Information Engineering	智信馆 304 室 Room 304, Zhixin building	王云姣 Wang Yunjiao wangyunjiao@tongji.edu.cn, 021-69589979
软件学院 School of Software Engineering	济事楼 446 室 Room 446, Jishi Building	杜博闻 Du Bowen bowendu@tongji.edu.cn, 021-69589331
汽车学院 School of Automotive Studies	汽车学院 School of Automotive Studies	林思嘉 Lin Sijia linsijia@tongji.edu.cn, 021-69589204
中意学院 Sino Italian college	智信馆 103 Room 103 · Zhixin Building	余宙 Yu Cristina sinoitaliancampus@tongji.edu.cn · 021-65983721
交通运输工程学院 College of Transportation Engineering	通达楼 462 Room 462, Tongda building	万小华 Wan Xiaohua wanxiaohua0309@163.com, 021-69589487
中德工程学院和职业技术教育学院 Sino-German College of Applied Sciences	济事楼 255 室 Room 255, jishi building	李晶晶 Li Jingjing lijingjing@tongji.edu.cn, 021-69583929

沪西校区

Huxi Campus

新生报到注册地点 Location		联系人 Contact
同济大学沪西校区：普陀区真南路 500 号 Huxi Campus of Tongji University, No.500 Zhennan road · Putuo district		
医学院 School of Medicine	沪西校区图书馆三楼北大厅 North Hall · 3rd floor of Library	翟佳 Zhai Jia jzhai@tongji.edu.cn, 021-51030717



报到地点
Registration place
衷和楼
Zhonghe Building

你在这里！
YOU ARE HERE!
同济四平路1239号正门
Main Entrance, No.1239 Siping Road

同济大学留学生新生报到流程 Registration Procedure

 衷和楼四楼
4th Floor of Zhonghe Building

- STEP 1** Pick up queue number (registration date and time) or show the appointment page.
- STEP 2** Go to Lecture Hall (Room 410) to check whether you have all the registration materials.
- STEP 3** Follow the instruction by our staffs and go to the international student office (7th floor; 705 Zhonghe Building)

 留学生办公室 衷和楼七楼 705, Zhonghe Building
International Students Office

- | | |
|--|--------------------|
| STEP 1 Register
Check your personal information | TABLE 2/3/4 |
| STEP 2 Scholarship registration and Tuition Fee and Medical Insurance | TABLE 9 |
| STEP 3 Visa and Residence Permit | TABLE 1 |
| STEP 4 Education Affairs | TABLE 5/6 |
| STEP 5 Photo Collecting | ROOM 704 |



健康教育

HEALTH EDUCATION

同学你好,欢迎来到同济大学学习,你将在这里开始新的人生旅途。
请仔细阅读以下告知:

Welcome to Tongji University. During the study period at Tongji University, the international students should abide by Chinese laws as well as Tongji University's rules and regulations.
Please read the following instructions carefully:

饮食安全 Food Safety

食品的安全问题关乎人们的身体健康,甚至会威胁到生命安全,因此要注意饮食卫生,严把“病从口入”关。
具体措施有:

Food safety is of concern to your health; it could be detrimental to your life safe if it is neglected. Therefore, we must pay attention to food sanitation and prevent foodborne illness. Specific measures are:

- ◀ 外出用餐尽量选择具有卫生许可证和营业执照资质的正规餐馆和酒楼,不到卫生条件差的大排档。
- ◀ 购买和食用罐头、定型包装食品时,请查看有无生产日期、保质期和生产单位,不食用超过保质期和腐败变质的食品。
- ◀ 养成良好的个人卫生习惯,在烹调食物和进餐前要注意洗手,接触生鱼、生肉和生禽后必须再次洗手。上厕所后,更要彻底地清洁双手。
- ◀ 食物必须煮熟煮透,不生吃海鲜、河鲜、肉类,隔夜的食品在食用前必须加热煮透后方可食用。
- ◀ 如若食物中毒,应尽可能吐出,并及时到医院就医。用塑料袋留好呕吐物或大便,带到医院检查,有助于诊断。不要輕易服用止泻药,以免贻误病情。
- ◀ Choose regular restaurants and restaurants with hygienic license and business license qualifications for dining out, and do not buy from food stalls with poor hygienic conditions.
- ◀ Please check the production date, shelf life and production factory of the canned and packaged food.
- ◀ Keep aware of your personal hygiene. Wash your hands before cooking and dining as well as touching raw fish, meat and poultry. After using the toilet, you should thoroughly clean your hands.
- ◀ Food must be thoroughly cooked. Do not eat raw seafood, river fish or meat. Leftover food must be reheated.
- ◀ If you eat poisoned food, spit it out as much as possible and go to hospital for medical treatment immediately. Keep the vomit or stool in a plastic bag and take it to the hospital for diagnosis. Do not take antidiarrheal drugs

预防传染病 Prevention of infectious

流行性感冒 Influenza

◀ 流行性感冒简称流感,主要是指由普通流感病毒引起的一种病毒性急性呼吸道传染病。流感传染性强,传染迅速。主要的预防措施有:

- (1) 搞好室内外环境卫生,经常开窗通风换气,多喝开水。
- (2) 勤洗手、勤洗澡、勤洗被褥,在天气好时经常翻晒一切可以翻晒的物品。
- (3) 经常开窗通风,适量运动、充分休息,避免过度疲劳。
- (4) 咳嗽、打喷嚏要掩住口鼻,流感病人须佩戴口罩。
- (5) 发现自己出现相关症状时,及时到医院就诊。一旦感染流感,则应戴上口罩,以免再次传染给他人。

◀ Influenza, abbreviated as the flu, is a contagious respiratory illness caused by influenza viruses. The main preventive measures are:

- (1) Keep your indoor environment clean and ventilated; it is important to note that in China, the tap water, although it looks clear, is not safe for drinking unless it has been boiled.
- (2) Wash your hands and take shower regularly; wash and hang out your beddings in sunny days.
- (3) When you are indoors, keep proper ventilation; work out regularly and have sufficient rest.
- (4) You should cover the nose and mouth when coughing and sneezing.
- (5) If you have the symptoms of the flu, please keep your face covering on and go to hospital immediately.

■ 非典型肺炎 Atypical pneumonia

◆ 非典型肺炎具有一定的传染性，可通过密切接触病人、短距离空气飞沫以及呼吸道分泌物等途径传播，大学生要预防，采取的措施主要有以下几个方面：

- (1) 保持良好的个人卫生习惯，注意个人卫生，加强个人防护。
- (2) 多人一起进餐时，应用公用筷和公用匙。
- (3) 咳嗽、打喷嚏要掩住口鼻，勤洗手。
- (4) 切勿与他人共用毛巾等物品。
- (5) 杜绝随地吐痰的不良习惯。
- (6) 加强锻炼，提高免疫力。

◆ As a contagious disease, atypical pneumonia can be transmitted through close contact with patients, short-range air droplets, and respiratory secretions.

The main measures to prevent such a disease are as follows:

- (1) Keep aware of your personal hygiene and heighten your personal protection against the virus.
- (2) When dining together, please use communal chopsticks and spoons.
- (3) Cover your nose and mouth when you coughing or sneezing; wash your hands regularly.
- (4) Do not share towels and other personal items with others.
- (5) Do not spit.
- (6) Work out regularly to improve immunity

■ 病毒性肝炎 Viral hepatitis

◆ 乙肝的预防：

- (1) 接种乙肝疫苗是预防乙型肝炎的最有效的措施。
- (2) 慎用血液制品。
- (3) 不能与人共用未经消毒的剃须刀、穿耳针等。
- (4) 不要用未经消毒的剃须刀。
- (5) 不要和乙型肝炎病人或乙肝病毒携带者共用毛巾、牙刷等

◆ Prevention of hepatitis B:

- (1) Vaccination against hepatitis B is the most effective measure for prevention.
- (2) Use blood products with caution.
- (3) Unsterilized razors, ear pins, etc. cannot be shared with others.
- (4) Do not use an unsterilized razor.
- (5) Do not share towels, toothbrushes, etc. with hepatitis B patients or virus carriers.



◆ 甲肝的预防：

- (1) 接种甲肝疫苗。
- (2) 注意个人卫生，餐前便后要用流动水洗手。
- (3) 不到无卫生许可证的餐厅就餐。
- (4) 甲肝病人的餐饮器具要专用，消毒要彻底。
- (5) 要经常打开门窗通风换气。
- (6) 平时要加强锻炼，提高机体免疫力。
- (7) 如不慎接触甲肝病人，要及时去医院检查或接种甲肝疫苗。

◆ Prevention of hepatitis A:

- (1) Vaccination against hepatitis A.
- (2) Pay attention to personal hygiene; wash hands with running water before and after meals.
- (3) Do not eat in the restaurant without health permit.
- (4) Do not use the tableware used by patients with hepatitis A.
- (5) Make sure your room has proper ventilation.
- (6) Working out regularly is a good way for improving your immunity.
- (7) If you are inadvertently exposed to hepatitis A patients, you should go to the hospital for examination or vaccination against hepatitis A in time.

心理健康 Mental health

引发大学生心理问题的因素有很多，如交往困难、情感危机、角色转换与适应大学生活、学习与生活压力、就业压力等。大学生正处在世界观、人生观、价值观的形成阶段，对事物的认识和对问题的看法往往有失偏颇。如果不注意完善，提高自我，就会陷入情绪化、不理智，长此以往，可能形成不健全的心理。因此大学生要注意调整自己的情绪，不妨采取以下办法：

For college students, there are many factors that can result in psychological problems, such as communication difficulties, emotional crisis, role reversal and difficulty in adaptation to college life, learning and life pressure, and employment pressure. College life is a period for forming a comprehensive outlook on the world, life and values, some of which, however, may not be correct. If those factors are not treated properly, emotional dysregulation could set in, and in the long run, unhealthy mentality could form. Therefore, college students need to adjust their emotions. You may try the following measures:

调整认识角度

如果改变了非理性观念，调整了对诱发事件的认识和评价，领悟其中的理性，情绪困扰就会消除。现实生活中的许多情绪困扰都是这样，如果从非理性的角度去认识某一事物或问题，会使人恨恨不已；如果换个角度去认识，理性一些去认识，就会使人豁然开朗。

合理进行宣泄

人的情绪处于压抑状态时，应该加以合理宣泄，这样才能调节机体的平衡，缓解不良情绪的困扰和压抑，恢复正常的情绪情感状态。如遇到挫折和失败，内心苦闷难受时，畅快地哭一场，或者找人诉说一通，都是缓解情绪压抑的好办法。

通过活动转换

利用环境的调节和活动的转移来排忧解难，例如，苦闷烦恼时，出去散步或听听音乐，会使人心情舒畅一些；当怒不可遏时，可强迫自己做一些别的事情，分散注意力，从而稳定情绪；失恋中的男女，可以把学习或工作的日程排得满一些，紧凑一些，使自己沉浸于繁忙的学习和工作中。



Change the way you think

To get rid of emotional problems, you can first try to change the way you think. Stop thinking negatively and look on the positive side of the situation.

Proper venting

When you are in a state of depression, you should vent properly. You may feel perplexed when facing drawbacks and failure; to get rid of those upsetting feelings, you can try a good long cry or talk them over with someone.

Find distractions

You can look for an outlet to distract yourself from negative thoughts. For example, when you are upset, you can go out for a walk or listen to music. When you feel angry, find things to do for distraction. After a breakup, you may try to busy yourself for distraction.

远离毒品 Stay away from drugs

近期我校出现数起国际学生因吸食大麻或涉嫌吸食，被司法机关处以行政拘留处罚。我校经研究决定对该两名国际学生作退学处理。

我国《刑法》第357条的规定：毒品是指鸦片、海洛因、甲基苯丙胺（冰毒）、吗啡、大麻、可卡因以及国家规定管制的其它能够使人形成瘾癖的麻醉药品和精神药品。

Recently, several international students in our university were sentenced to administrative detention for marijuana smoking and drug abuse. At the same time, the University expelled the two students.

According to Article 375 in the Criminal Law of PRC, the term "narcotic drugs" as used in this Law means opium, heroin, methylaniline (ice), morphine, marijuana, cocaine and other narcotic and psychotropic substances that can make people addicted to their use and are controlled under State regulations.



《同济大学学生违反校纪校规处分条例（2016年修订）》第一章第十五条“凡参与吸毒、贩毒者，给予开除学籍处分，并移交司法机关处理。”

毒品危害人们的身心健康，吞噬人们的肉体 and 灵魂，直接毁灭我们的美好生活。我们每一个人，都应该远离毒品、珍爱生命。

大学生远离毒品，主要应做到以下几方面：

- ◆ 接受毒品基本知识和禁毒法律法规教育，了解毒品的危害，懂得“吸毒一口，掉入虎口”的道理；
- ◆ 树立正确的人生观，不盲目追求享受，寻求刺激，赶时髦；
- ◆ 不听信毒品能治病，毒品能解脱烦恼和痛苦，毒品能给人带来快乐等各种花言巧语；
- ◆ 不结交有吸毒、贩毒行为的人。如发现亲朋好友中有吸、贩毒行为的人，一定要劝阻，二要远离，三要报告公安机关；
- ◆ 不充许进入歌舞厅，决不吸食摇头丸、K粉等兴奋剂；
- ◆ 不随便接受陌生人的食物、物品等，不随便跟随他人外出、游玩等；
- ◆ 即使自己在不知情的情况下，被引诱、欺骗吸毒一次，也要珍惜自己的生命，不再吸第二次，更不要吸第三次。

According to Article 15, Chapter I of the Regulations on the Disciplinary Actions of Students of Tongji University (Revised in 2016), any person who is involved in drug abuse or drug trafficking will be dismissed from the University and further handed over to the judiciary.

Drugs can alter a person's brain structure and function, resulting in long-term psychological effects. For your own safety, please never take drugs.

Tips to stay away from drugs:

- ◆ Make sure you're aware of how drugs can affect you;
- ◆ Cultivate a positive mindset and avoid looking for detrimental excitement;
- ◆ Never believe that narcotic drugs can serve as medication;
- ◆ Stay away from those who take drugs and are engaged in drug trafficking. If your friend or family member is using drugs, you should persuade him/her to quit it and call 110 (the police);
- ◆ You are not allowed to go to illegal dance halls and use stimulants such as ecstasy, K powder;
- ◆ Do not accept food or objects from strangers, and do not hang out with strangers;
- ◆ If you are tempted to take drugs once without knowing it, you could never use it for the second time.

禁毒告知书 Anti-drug notification

同学们你们好：

据世界卫生组织统计，每年全世界约有10万人死于吸毒，另有约1000万人因吸毒而丧失正常的智力和工作能力，毒品时时刻刻威胁着我们。为了您的身体健康和家人的幸福，请每一位同学珍爱生命、拒绝毒品。我们特此告知：

Dear students:

According to the World Health Organization, about 100,000 people worldwide die from drug abuse every year, and about 10 million people lose their intelligence and work ability because of drug abuse. Drugs threaten us all the time. For your health and family happiness, please cherish life and refuse drugs. We hereby inform you:



同济大学国际学生禁毒协议

Anti-Drug Agreement for Tongji University International Students

毒品危害人们的身心健康，吞噬人们的肉体 and 灵魂，直接毁灭我们的美好生活。我们每一个人，都应该远离毒品、珍爱生命。

Drugs can alter a person's brain structure and function, resulting in long-term psychological effects. For your own safety, please never take drugs.

《中华人民共和国刑法》第357条的规定：毒品是指鸦片、海洛因、甲基苯丙胺（冰毒）、吗啡、大麻、可卡因以及国家规定管制的其它能够使人形成瘾癖的麻醉药品和精神药品。

According to Article 375 in the Criminal Law of PRC, the term "narcotic drugs" as used in this Law means opium, heroin, methylaniline (ice), morphine, marijuana, cocaine and other narcotic and psychotropic substances that can make people addicted to their use and are controlled under State regulations.

注意：无论在哪个国家使用毒品，一旦在中国境内毒品检测呈阳性，均视作违法行为。

Attention: Regardless of the country in which drugs are used, once a drug test in China is positive, it is regarded as an illegal act.

《中华人民共和国治安管理处罚法》第72条的规定：对于吸食、注射毒品的，处十日以上十五日以下拘留，可并处二千元以下罚款；情节较轻的，处五日以下拘留或者五百元以下罚款。

According to Article 72 of the Public Security Administration Punishments Law of the People's Republic of China, anyone who commits taking or injecting any drug shall be detained for not less than 10 days but not more than 15 days, and could be concurrently fined not more than 2,000 yuan. If the circumstances are relatively lenient, he/she shall be detained for not more than 5 days or shall be fined not more than 500 yuan.

《同济大学学生违反校纪校规处分条例（2016年修订）》第一章第十五条“凡参与吸毒、贩毒者，给予开除学籍处分，并移交司法机关处理。”

According to Article 15, Chapter I of the Regulations on the Disciplinary Actions of Students of Tongji University (Revised in 2016), any person who is involved in drug abuse or drug trafficking will be dismissed from the University and further handed over to the judiciary.

我已认真阅读并知晓上述规定。在此我郑重承诺，在中华人民共和国期间遵纪守法，拒绝有任何吸毒涉毒行为。

I have carefully read and fully understood the above regulations. Here, I solemnly promise to obey the law and regulations of the People's Republic of China, and refuse any drug-related behaviors during the stay of the People's Republic of China

承诺人(Signature):

日期(Date): 年(Y) 月(M) 日(D)

