

Dear students:

On behalf of Tongji University College of Design and Innovation, we would like to extend our welcome to you all.

Herein we would like to introduce some practical information before your departure to Shanghai.

1. REGISTRATION

Time: 2:00-3:00pm, September 11th, 2017. Please be on time for the registration.

Venue and Address: IS107 Graduate Classroom

Tongji University College of Design and Innovation (D&I).

No. 281 Fuxin Road , Shanghai , China , 200092.

(Please refer to the D&I map attached.)

Tel: 0086 21 65986693 (Ms. Zhang Tiantian, Helen)

For registration, please bring the following documents with you:

- Passport;
- 300 CNY (cash only) which is used to purchase the insurance (300 CNY for each semester) (Please refer to **4. MEDICAL INSURANCE** below);
- JW202;
- Admission Notice

2. Academic Calendar

Please refer to the details in Attachment 2.

3. ACCOMMODATION

Currently the dormitories are fully booked, and there's no on-campus dorms available for the coming students of next semester.

You may find accommodation information from the Websites, such as:

- www.smartshanghai.com

- www.easycomer.com

- <https://www.thatsmags.com/shanghai>

- www.bonapp.cn

- www.timeoutshanghai.com

- https://www.cjia.com/

ATTENTION: Accommodation Registration

- International students should go to the local police station to apply for the Registration Form of Temporary Residence within 24 hours after entering China. Please refer to the sample of Registration Form of Temporary Residence (off campus) as below:

境外人员临时住宿登记表
REGISTRATION FORM OF TEMPORARY RESIDENCE

编号: L20130218000777

英文姓名 Surname in English	[REDACTED]		英文名 Name in English	[REDACTED]	
性别 Sex	男性	出生日期 Date of Birth	1986 年 7 月 29 日 (Y) (M) (D)	国家或地区 Country or Region	美国
中文姓名 Name in Chinese		入境日期 Date of Entry	2013 年 1 月 29 日 (Y) (M) (D)	入境口岸 Port of Entry	浦东
上海住址 Address in Shanghai	天宜路558弄2号[REDACTED]室			抵住宿地日期 Date of Arrival at Present Residence	2013 年 2 月 14 日 (Y) (M) (D)
	证件种类 Type of Travel Document	证件号码 No. of Travel Document	证件有效 Validity of Document	签证/签注种 Type of Visa/Endorsement	签证/签注有效期 Validity of Visa/Endorsement
外国人 Foreigners	普通护照	[REDACTED]	/	居留许可(200 31114)	2013年05月21日 2014年04月30日 B090034
台湾居民 Taiwan Residents			/		
华侨、港澳居民 Overseas Chinese Hongkong/Macao Residents			/		
备注 Remarks	联系电话 Tel.	[REDACTED]		离宿日期 Date of Leaving Present Residence	年 月 日 (Y) (M) (D)
	迟报处理情况				

填表日期: 2013 年 (Y) 2 月 (M) 18 日 (D)

派出所盖章
Police Stamp

虹口分局嘉兴路派出所

Local police station

上海市公安局出入境管理局监制

Supervised by Bureau of Exit-Entry Administration
Shanghai Municipal Public Security Bureau

- If you check in one hotel first after arrival, please directly ask for this registration at the hotel reception.
- International students who live off campus should first get a Record of Living off Campus for Tongji International Students from the International Student Office (Ms. Wu Shucheng or Mr. Xu Minjie, Room 705, Zonghe Building, No. 1239, Siping Road) (Please refer to the Siping Campus Map attached), and register with relevant documents at the local police stations. Please refer to the sample of Record of Living off Campus for Tongji International Students as below:

同济大学外国留学生校外住宿登记表
RECORD OF LIVING OFF CAMPUS FOR TONGJI INTERNATIONAL STUDENTS

姓名 Name	中文 Chinese				国籍 Nationality	
	英文 English				性别 Sex	
出生日期 Date of Birth		类别 Type		专业 Major		
护照 Passport	号码 No.			居留许可 Residence Permit	有效期 Expiration	
	有效期 Expiration					
校外住址 Address				电话号码 Telephone		
同住住宿人员 Roommates	姓名 Name	出生日期 Date of Birth	性别 Sex	国籍 Nationality	与申请人关系 Relations	
住宿情况 Status	<input type="checkbox"/> 租房/Renting		<input type="checkbox"/> 住直系亲属家/Living with Relatives			
	<input type="checkbox"/> 住宿舍/Living at Hotel		<input type="checkbox"/> 其他/Others			
为何住宿校外/ Why living Off Campus?						

我声明：我提供的以上情况是真实的，住宿校外是本人的意愿。我愿意遵守中国的法律和各项规定，遵守社会公德，尊重中国的传统习俗，并承担相应的法律责任。 / I hereby affirm: all information I provide is true and correct. Living outside campus is in accord with my will. I will observe laws, regulations and social morality, respect Chinese customs and bear the relevant legal responsibilities.

填表人签名/Signature: _____ 年__月__日



同济大学留学生办公室
_____年__月__日

请携带护照、护照及租赁合同到住宿地所属派出所(警署)办理《外国人临时住宿登记表》(粉红色单子)。/ Please take the form, your passport and the renting contract to the Police Office at the place of your residence to apply for Registration Form of Temporary Residence (blue slip).

- International students who live on campus should get the Registration Form of Temporary Residence (on campus) at the receptions of international students' dormitory buildings. Please refer to the sample of Registration Form of Temporary Residence (on campus) as below:

境外人员临时住宿登记单
REGISTRATION FORM OF TEMPORARY RESIDENCE
编号 D1000090106 14100304

英文姓 Surname in English	REMLE		英文名 Name in English		
性别 Sex	女	国家或地区 Country or Region	法	出生日期 Date of Birth	1994年1月9日 (Y) (M) (D)
入境日期 Date of Entry	2014年9月2日 (Y) (M) (D)	入境口岸 Port of Entry	浦东	抵住宿地日期 Date of Arrival at Present Residence	2014年9月2日 (Y) (M) (D)
中文姓名 Name in Chinese	伊洛蒂	房号 Room number	2# 509	离宿日期 Date of Leaving Present Residence	年 月 日 (Y) (M) (D)
	证件种类 Type of Travel Document	证件号码 No. of Travel Document	证件有效期 Validity of Document	签证/签注种类 Type of Visa/Endorsement	签证/签注有效期 Validity of Visa/Endorsement
外国人 Foreigners	P		2014.5.11	X1	2014.10.2
台湾居民 Taiwan Residents					
华侨、港澳居民 Oversea Chinese HongKong&Macao Residents					
备注 Remarks	接待单位 Reception Unit	同济大学	联系电话 Tel.	管辖单位 Unit	文保分局 浦东高校派出所

填表日期: 2014年(Y) 9月(M) 2日(D)

宾馆、旅馆盖章
Hotel Stamp

上海市公安局出入境管理局监制
Supervised by Bureau of Exit-Entry Administration
Shanghai Municipal Public Security Bureau

4. MEDICAL INSURANCE

International students must purchase a medical insurance plan for their study in China after arrival. This plan is compulsory for all international students and prerequisite to the registration.

Each insured student will be offered a service card. Before you use this card or make request for any insurance service, please read carefully the enclosed International Students Insurance Instruction Manual.

You are required to dial 4008105119 EXT 1 to make a diagnosis inquiry first before you go to see a doctor.

Please NOTE:

- Medical organizations which are involved in the medical liabilities are limited to the public hospitals;
- Ward area for foreigners, ward area for special treatment and needs, ward for special treatment and needs, ward for high-ranking officials, or similar ward area or VIP ward room or separate ward room, shall be excluded from the insurance.
- There are totally three attachments with regard to international students insurance, namely International Students Insurance Instruction Manual, Comprehensive Insurance

& Protection Scheme for Foreigners 1, and Comprehensive Insurance & Protection Scheme for Foreigners 2. Please be sure to read through them carefully.

- For more information, please visit: www.lxbx.net/lxbx-eng.html

5. PHYSICAL EXAMINATION

The international students should make an appointment online for the physical test as soon as possible after receiving their admission Notice from Tongji University. The students must either take the physical examination in Shanghai or have their previously completed physical examination (completed in your home country) authenticated at the Shanghai International Travel Health Center. Only after you complete the physical examination, can you proceed to study and apply for the study visa (residence permit) in China.

Booking website: <http://sithc.shciq.gov.cn/>

Address: No.15 Jinbang Road, Chang Ning District, Shanghai

Tel: 0086-21-62688851

For Physical Examination, please bring the documents*:

- Passport (both Original and Copy);
- Visa (Copy)
- Admission Letter (Original and Copy);
- Passport Photo (4 photos);
- Physical Examination Fee: 406 RMB (There are possibility to waive the fee of examination for those who study in Tongji over one year. It will be dealt with case by case.)

For Physical Certificate Authentication, please bring all documents mentioned above and:

- All original physical examination certificates and results from the home country;
- Authentication Fee: 500 RMB;

International Students who fail in the authentication of their physical certificates are asked to redo examination in China. If he/she refuses to take the physical examination or fails the physical examination, the student will not be accepted as an international student studying in the Chinese university. The relevant expense cannot be reimbursed to the students.

* Please refer to the updated information on their official website and the information on site.

6. RESIDENCE PERMIT

According to the regulations issued by the Exit & Entry Administration Departments, the international students should apply for residence permits for legal residence if the study period in China more than 6 months.

Before departure, international students who are going to study in China should prepare admission letter, yellow sheet of JW201 or JW202 form, medical report and other documents, and apply for an entry visa of X1 (long-term study) or X2 (short-term study) at the Chinese Embassy or Consulate in the students' home countries. In order to apply for Residence Permit in China after entry, international students must get back the admission letter, yellow sheet of JW201 or JW202 form and other documents after applying for entry visa from the Chinese Embassy or Consulate.

Who shall apply for Residence Permit?

- International students with X1 visas are required to get the residence permit within 30 days of their entry.
- International students with X2 visas: If the X2 visas can cover the study period of this semester, international students can choose to maintain the X2 visas. But they cannot apply for extra entries. Or they can apply for residence permits with multiple entries which will be valid till Jan.31 2018. And physical examination reports are requested.

Please be noted:

- International students can not apply for any application of residence permit or visa without registration.
- International Students with short-term study in Tongji University are suggested to apply for residence permits. Otherwise they will have problem for visa application if they want to extend study for next semester.
- International Students who are going to apply for internship during the study in Tongji University must apply for residence permits.

To apply for residence permits in Fall 2017, international students must collect all the requested documents and get introduction letters from International Student Office before Oct.20th 2017 and within valid period of current visas (only on working days). Otherwise, any application for residence permit will not be accepted.

If international students continue to study at Tongji University for next semester, they should pay for the tuition and insurance of next semester and apply for residence permit extension before end of this semester. Otherwise, they must apply for entry visas by themselves. Tongji University will not supply any document for the entry visa application for former/existing students.

How to apply Residence Permit?

International students should apply for the residence permits in person at Exit and Entry Affairs Offices.

Website: <http://crj.police.sh.cn/>

Address:

- No. 605, Songhu Road, Yangpu District, 021-22170246, Monday-Saturday 8:30-17:00
- No. 1500, Minsheng Road, Pudong New District, 021-28951900. Monday-Saturday 9:00-17:00

For Residence Permit application, please bring the documents:

- Passport
- Admission Notice issued by Tongji University (Original and Copy)
- Yellow sheet of JW201 or JW202 Form issued by Tongji University (Original and Copy)
- Official Physical Examination Report in China issued by Shanghai International Travel Health Center (Please refer to the above **5. PHYSICAL EXAMINATION.**)

 中华人民共和国出入境检验检疫
ENTRY-EXIT INSPECTION AND QUARANTINE
THE PEOPLE'S REPUBLIC OF CHINA
境外人员体格检查记录验证证明
CERTIFICATE OF VERIFICATION
(FOR PHYSICAL EXAMINATION RECORD FOR FOREIGNER OR OVERSEAS CHINESE)

正本

编号 No. 210001051409233538

姓 / Surname	名 / Given names
性别 / Sex	出生日期 / Date of birth
国籍 / Nationality	证件号码 / Passport or ID No.
职业 / Occupation	
公司 / 学校 / 其它 Company / school / others	
通讯地址[中国] / Mailing address (China)	
电话号码[中国] / Telephone Number (China)	

兹证明此申请人所持健康检查记录, 经过验证, 符合要求。
本证明自签发之日起, 有效期为六个月。
This is to certify that the health examination record held by this applicant accords with the requirement as a result of verification.
This certificate is valid for six months from the date of issue.


医生姓名 / Name of Doctor	医生签名 / Signature of Doctor
签发日期 / Date of issue	签发地点 / Place of issue





中国上海金浜路15号(原哈密路1701号) No.15 Jinbang Rd.(No.1701 Hami Rd.), Shanghai, P.R.China

[5-7(2003.1.1)*1]



- Registration Form of Temporary Residence (Original and Copy): on campus, issued by reception of international students' dormitory building; off campus, issued by local police station (Please refer to the above **3. ACCOMODATION**)
- A passport photo
- The Introduction Letter for visa application (issued by International Students Office of Tongji University, Room 705, Zonghe Building, No. 1239 Siping Road). The Introduction Letter issued by Tongji University does not equal to residence permit or visa. To get The Introduction Letter, please bring:
 - ✓ Passport
 - ✓ Admission Notice issued by Tongji University (Original and Copy)
 - ✓ Registration Form of Temporary Residence (Original and Copy)
 - ✓ Payment receipt issued by Financial Office of Tongji University

Please refer to the sample of The Introduction Letter as below:

外国籍学生办证申请书

编号: 0004783

上海市出入境管理局:

兹有 德国 籍学生(中文名) [REDACTED] (英文名) [REDACTED]

在我校学习,学习期限自 2014 年 02 月 24 日起至 2014 年 07 月 31 日,其家属(英文名) [REDACTED] (中文名) [REDACTED], 敬请根据有关规定给予办理相关签证,居留许可为盼。

学生类别为:

自费本科生 自费硕士生 自费博士生 自费普通生 自费高进生 自费访问学者

公费本科生 公费硕士生 公费博士生 公费普通生 公费高进生 公费访问学者

幼儿 中、小学生 其它 校际交流

住宿情况:

(校内) 区/县 [REDACTED] 派出所, 我校留学生宿舍

(校外) 区/县 [REDACTED] 派出所 上海市公平路768弄7号 [REDACTED] 室

申请签证、居留许可项目:

<input checked="" type="checkbox"/>	居留许可申请	有效期至 2014 年 07 月 31 日
<input type="checkbox"/>	居留许可变更申请:	
	<input type="checkbox"/>	变更住址为 区/县 [REDACTED] 派出所
	<input type="checkbox"/>	变更学校名称为 [REDACTED]
	<input type="checkbox"/>	变更身份为 [REDACTED]
	<input type="checkbox"/>	变更护照号码为 [REDACTED]
<input type="checkbox"/>	迁往外省、市(说明: [REDACTED])	
<input type="checkbox"/>	其它 [REDACTED]	
<input type="checkbox"/>	签证申请: 签证种类 [REDACTED] 次数 [REDACTED] 有效期至 [REDACTED] 年 月 日	
<input type="checkbox"/>	家属签证申请: 签证种类 [REDACTED] 次数 [REDACTED] 有效期至 [REDACTED] 年 月 日	
<input type="checkbox"/>	监护人: 国籍: 中文/拼音 [REDACTED] 证件号码: [REDACTED]	
<input type="checkbox"/>	其它: [REDACTED]	

此致

敬礼!

(此申请函有效期为10日)

(This letter is only valid for ten days.)

注: 浦东新区民生路1500号(二号线上海科技馆站下) 上海市出入境管理局
1500 MINGSHENG Road, Pudong New District, Shanghai (Take Metro Line2, and get off at Shanghai Science & Technology Museum Station)



Validity of Residence Permit

- For scholarship students: 2 years at most for each application
- For self-supported students: same with the semesters of paid tuition and insurance
- For exchange students: same with the paid period of insurance

The validity of residence permit cannot exceed the validity of passport and study at Tongji University. Normally the residence permit is valid till Jan. 31st for autumn semesters and Jul. 31st for spring semesters.

Fees and Collecting of Residence Permit

- Residence Permit application fee: 400 RMB (validity within 1 year); 800 RMB (validity between 1-2 years)
- Residence Permit collecting: 7-10 working days
- Please see detail information at Shanghai Exit & Entry Administration Bureau
- Fees of residence permit or visa application and relevant documents preparation should be paid by international students themselves, no matter self-supported or scholarship students.

Relevant Information Update of Residence Permit

- Residence Permit Holders who have changed the off campus address, should get Record of Living off Campus for Tongji International Students at International Students Office of Tongji University, and report to local police station within 24 hours after the change.
- Residence Permit Holders who have changed the name, reason of residence (including dropping out and graduating in advance), passport no., accompanying persons, school and so on, should get The Introduction Letter in International Students Office of Tongji University, and apply for an update at Shanghai Exit & Entry Administration Bureau within 10 days after the change.

Loss of Passport

- International students, who have lost the passports, should go to Shanghai Exit & Entry Administration Bureau with relevant certificates (photo copy of passport, certificate of study etc.) as soon as possible, and get the certificate of passport loss.
- Apply for new passport at the embassy or consulate of home country.
- After received the new passport, go to International Students Office and get The Introduction Letter.
- Apply for new residence permit or visa at Shanghai Exit & Entry Administration Bureau.

7. EXTENSION OF STUDIES

Generally speaking, exchange students are not allowed apply for extension of studies before agreed by official letters between two schools.

8. COURSES

Non-degree exchange students can select courses from D&I and International School of Tongji University. Please refer to Attachment 4 for the D&I Courses in Fall semester, 2017.

9. INTERNSHIP

International students who apply for internship in China during their study should meet the following requirements.

- Must be registered as full-time students studying at Tongji University.
- Must obtain a residence permit (study type) issued by Shanghai Exit and Entry Administration Bureau including the written remark of internship information.
- More than two internships at the same time for one international student are not permitted.
- The internship should meet the requirements of the educational plan in Tongji and be relevant to the major of international students.
- No record of breaking Chinese Law or rules of Tongji University.
- A paid internship is not permitted (except subsidy for transportation and meals).

If you wish to do internship during Fall semester, please submit your application in advance. The application deadline is October 21st, 2017.

Please note that internship before or during application is forbidden. It is stipulated by Shanghai Municipal Bureau of Public Security that if an international student would like to work as an intern, he/she must apply for such eligibility and get such ratification added in his/her passport. Internship without ratification records in the passport's visa page will be viewed as illegal, and the student would have to bear legal liability. Internship regulations and procedures can be found in Attachment 5.

10. CONTACTS

- For Academic Affairs, please contact Helen Zhang at zhangtiantian@tongji.edu.cn or 0086 21 65986693 if any further inquiries.
- For Non-academic Affairs, please contact D&I Student Affairs Office upon arrival.
- For more information, please refer to the website of International student office at <http://study.tongji.edu.cn/index.php?classid=6767>

Attachments

1. D&I map
2. Academic Calendar Fall 2017
3. Siping Campus Map
4. D&I Courses Fall 2017
5. Internship Regulations for International Students