

*International Students Office,
Tongji University*

Address Room 705, Zhonghe Building,
1239 Siping Road, Shanghai,
P.R. China

Postcode 200092

Tel +86-21-65983611

Website <http://study.tongji.edu.cn>

Contact <https://study.tongji.edu.cn/gywm/lxwm.htm>

2025 TONGJI UNIVERSITY

**ON-SITE REGISTRATION GUIDE FOR
TONGJI UNIVERSITY
INTERNATIONAL STUDENTS**

Designed by
MELINA TAI YUIN KEI

Edited by
INTERNATIONAL STUDENTS OFFICE

◀▶ 2025同济大学
秋季国际学生新生到校报到指南



Welcome to Tongji!

欢迎国际学生来同济大学学习。国际学生在同济大学学习和生活期间,应严格遵守中国的法律和法规,遵守同济大学的规章和制度。违反法规和制度的学生,将按相关法规和制度予以处理。

Welcome to Tongji University. During the study period at Tongji University, the international students should abide by the Chinese law as well as the rules and regulations of Tongji University. Violators will face legal consequences as prescribed by law and regulations upon discovery.



Follow us on WeChat

同济大学留学生办公室微信公众号为国际学生及时提供最新的咨询、通知、新闻及活动安排,请扫描上方二维码或搜索微信号“isotju”关注同济大学留学生办公室微信公众号。

You can find the latest information, notices, news, events and activities in our official WeChat account. Follow our office by searching "isotju" on the app or scan the following QR code.



01

来华前准备

Before you leave home

- ◆ 申请入华签证 Applying for Entry Visa
- ◆ 所需携带的文件 Please bring the documents as follows
- ◆ 住宿申请 Accommodation Arrangement
- ◆ 学费 Tuition Fee
- ◆ 保险 Insurance

Page 3-7

02

入境后须知

Upon your arrival

- ◆ 如何从机场前往同济大学 Arrival at Tongji University from the Airport
- ◆ 国际学生住宿登记 Accommodation Registration
- ◆ 银行开户 Open a Bank Account
- ◆ 办理在华学习签证 Apply for Study Visa in China
- ◆ 体检 Physical Examination

Page 8-16

03

报到迎新

Registration and Orientation

- ◆ 注册报到日期及地点 Registration
- ◆ 报到注册时间 Registration Time
- ◆ 报到注册提供材料 Registration Materials
- ◆ 报到注册地点 Registration Location

Page 17-20

04

报到流程

Registration Process

- ◆ 衷和楼二楼 2nd Floor of Zhonghe Building
- ◆ 衷和楼七楼 7th Floor of Zhonghe Building

Page 21-22

来华前准备

Before you leave home

来华前准备 Before you leave home

01 申请入华签证

Applying for Entry Visa

按照中国教育部要求,所有国际学生凭学校发放的电子版录取通知书及外国来华留学人员确认表(JW201/JW202/DQ)申请来华留学签证,学校不再发放纸质版录取材料。

According to China's Ministry of Education, all international students must apply for a study visa using the electronic version of their admission notice and the confirmation form for study in China (JW201/JW202/DQ) issued by their school. Paper versions of admission materials will no longer be issued by the school.

- ◆ 国际学生须凭学校发送的电子版录取通知书、外国来华留学人员确认表(JW201/JW202/DQ)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。
- ◆ 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 the electronic version of the admission letter, confirmation form for study in China (JW201/JW202/DQ), and other documents at the Chinese Embassy or Consulate in the students' home countries.
- ◆ Visa-free is **NOT** permissible for international students.
- ◆ Other documents required by the Chinese Embassy or Consulate.



02 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(与申请时提交的护照一致)
- ◆ 录取通知书打印件(请正反面打印)
- ◆ 外国来华留学人员确认表JW201/-JW202/DQ签证申请表打印件
- ◆ 护照照片2张
- ◆ 提前开通支付宝支付或微信支付(包括奖学金生)
- ◆ 全部申请材料原件(应届毕业生必须提供毕业证和学位证原件,如无法提交申请材料原件验证或材料不符合入学要求将被取消入学资格。)
- ◆ Normal Personal Passport (Original and Copy, the passport you submitted in tongji application system);
- ◆ Admission Letter (print double-sided);
- ◆ The confirmation form for study in China (JW201/-JW202/DQ) (printed document);
- ◆ Two Passport Photos;
- ◆ Open a Alipay or wechat pay account in advance (including scholarship students)
- ◆ Original copy of all the application documents (Fresh graduates must provide the original graduation certificate and degree certificate. If the original application materials cannot be submitted for verification or the materials do not meet the admission requirements, the admission qualification will be cancelled.)

03 住宿申请

Accommodation Arrangement

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、同济大学国际学生卓越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,根据通知内容,分批次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。

Chinese Government Scholarship, Shanghai Municipal Government Scholarship (Class A), International Chinese Language Teachers Scholarship, Tongji University International Student Excellence Scholarship students can check in with the admission notice after their arrival at Tongji University. For exchange program students, please coordinate dormitory arrangements with Tongji University's program coordinators. 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 application number that the students used during their application 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

◆ Unijia International Student Community
Address: No. 2 Building, Leisure Square, #173, Handan Road, Shanghai
Contact info: booking@unijia.net, 0086-15021336008
Website: www.unijia.net

◆ 创价人力资源顾问(上海)有限公司
地址:上海市静安区梅园路77号上海人才大厦2012~2016室
联系方式:info@sokash.cn, 0086 21-52620376
网站:www.sokash.com

◆ Soka Human Resource Management(Shanghai) Co., Ltd
Address: Unit 2012~2016, No77. MeiYuan Road, Shanghai Talent Building, Jing'an District, Shanghai
Contact info:info@sokash.cn, 0086-21-52620376
Website: www.sokash.com

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。
Finding a suitable room takes time. During this period, you may consider staying at a local hotel.



04 学费 Tuition Fee

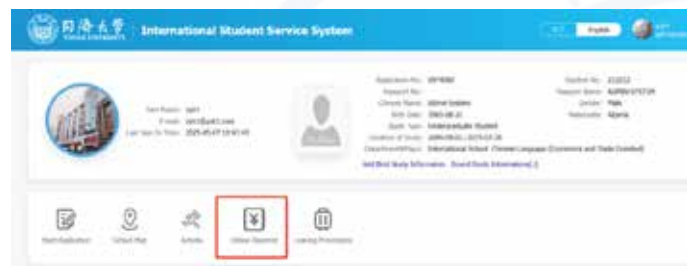
学费缴纳方式
Tuition Payment

学费可按以下方式支付:

Tuition payment can be completed in the following ways:

- ◆ 在线支付: 支持支付宝、微信、交通银行卡
Online payment: Alipay, WeChat, and Bank of Communications card

1. 登录<http://study-info.tongji.edu.cn/>网页
Log on <http://study-info.tongji.edu.cn>
2. 选择 Online Payment
Choose Online Payment
3. 可选择支付一学期(2025-2026学年第1学期)或者一年 (2025-2026学年第1学期+ 2025-2026学年第2学期), 最多支付一年学费
You can choose to pay for one semester (the first semester of the 2025-2026 academic year) or one year (the first semester of the 2025-2026 academic year + the second semester of the 2025-2026
4. 确认金额, 完成在线支付
Confirm the amount and complete the online payment



- ◆ 线下支付 (仅限新生)
Offline Payment (Only for freshmen)

1. 使用银联卡
Union Pay Card

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。

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.

2. 人民币现金
Cash (in RMB)

请注意:
Notes:

- ◆ 学费到校注册报到后缴纳, 不建议提前转账;
Tuition fee shall be paid after you register at Tongji University, please do not pay tuition fee in advance via bank transfer.

关于学费
About Tuition Fee

- ◆ 国际学生新生应在新学期开学二周内付清学费
For new international students, tuition fee has to paid within two weeks after the new semester begins.



05 保险 Insurance

根据中国教育部相关文件，在华国际学生必须购买保险。请准备支付宝、微信或银行卡支付，不接受现金支付。(400元/学期, 800元/年)

According to the regulations of the Ministry of Education, international students are required to purchase insurance. Please prepare Alipay, wechat or bank card for payment. Cash payment is not accepted. (400RMB per semester, 800RMB per year)

注：奖学金生也需要在报道时先行支付保险费，学校将会返还支付费用。

Note: Scholarship students also need to pay the insurance fee when they do the resgistration, and the school will refund the paid amount.



Welcome to SHANGHAI



- 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
- Q3** 银行开户
Open a Bank Account
- Q4** 办理在华学习签证
Apply for Study Visa in China
- Q5** 体检
Physical Examination



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。
- 方法二:2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元左右

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 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元左右
- 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 (No.5 Exit).
Metro fare: 5 RMB.



方法二
Route 2

虹桥国际机场 - 同济大学四平校区
Hongqiao International Airport to Siping campus



浦东国际机场 - 同济大学四平校区
Pudong International Airport to Tongji University Siping Campus

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

- Route1: Take Metro Line 2 to Jiangsu Road Station, transfer for Line 11 to East Changji Road Station, and then take a taxi to Tongji University. Metro fare: 10 RMB; Taxi fare: around 18 RMB.
- Route 2: Take a taxi directly to Tongji University.
Taxi fare: around 280 RMB.



方法一
Route 1

浦东国际机场 - 同济大学嘉定校区
Pudong International Airport to Jiading campus

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10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

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 Changji East 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 Tongji University.
Taxi fare: around 100 RMB.



方法二
Route 2

虹桥国际机场 - 同济大学嘉定校区
Hongqiao International Airport to Jiading campus

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外国留学生在四平路校区留学生宿舍1号楼服务台办理;住宿嘉定校区的国际学生在所在宿舍楼服务台办理。

International students should finalize the Registration of Temporary Residence for Foreigners within 24 hours after entry.

- International students who live off campus can register with passport, housing leasing contracts and other relevant documents at a 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 a 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 reception desks of their dormitory buildings. After registration, please safely keep the Registration Form of Temporary Residence (On Campus) you get from the reception desks.



Q3 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
- 外国来华留学人员确认表JW201/JW202/DQ
- 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.

List of documents required to open a China Merchant Bank or Bank of China account:

- Passport with a valid Chinese visa page
- Admission Letter of Tongji University
- Mobile phone number of the Chinese mainland
- the confirmation form for study in China (JW201/JW202/DQ)
- Registration Form of Temporary Residence or lease contract

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.



Q4 办理在华学习签证

Apply for Study Visa in China

根据国家出入境管理法和管理条例，国际学生进入中国后必须持有相应的学习签证，签证过期将受到处罚。

- 持X1签证入境的国际学生：必须在入境30天内，办理学习类居留许可证件。
- 持X2签证入境的国际学生：在华学习期限内，可适当增加1次再入境次数；
- 在华学习证件相关办理具体以上海市出入境管理局的规定为准

According to the National Exit and Entry Administration Law and regulations, international students entering China must hold the corresponding study visa. Failure to renew your visa before it expires will lead to penalties.

- International students who enter with an X1 visa must apply for a study residence permit within 30 days of entry.
- International students who enter China with an X2 visa: an extra entry visa can be appropriately increased during study period
- The specific procedures for obtaining study permits in China shall be subject to the regulations of Exit-Entry Administration Corps of Shanghai Municipal Public Security Bureau.

办证地点：
上海市公安局出入境管理总队及各
区出入境受理点

International students should apply for the residence permit in person at Exit-Entry Administration Corps of Shanghai Municipal Public Security Bureau or the branch offices as follows:

咨询电话:12367
Hotline:12367

单位 Branch Office	地址 Address
上海市公安局出入境管理总队(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

申请居留证件所需材料：

- 本人护照；
- 同济大学录取通知书(打印件)；
- 外国来华留学人员确认表(JW201/JW202/DQ)(打印件)；
- 《健康证明》(上海出入境检验检疫局国际旅行卫生保健中心出具)；
- 《外国籍学生办证申请函》(留学生办公室出具)；
- 《境外人员临时住宿登记表》；
- 护照照片1张。

For Residence Permit application, please bring:

- Passport;
- Admission Notice issued by Tongji University (printed document);
- The confirmation form for study in China (JW201/JW202/DQ) issued by Tongji University (printed document);
- Official Physical Examination Report in China (issued by Shanghai International Travel Health Center);
- The Introduction Letter for Visa Application (issued by International Students Office of Tongji University);
- Registration Form of Temporary Residence (Original and Copy);
- A passport photo.

注意事项:

- 国际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?classid=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 Exit-Entry Administration Corps of Shanghai Municipal Public Security Bureau.

Q5 体检 Physical Examination



可自行前往体检中心(需提前网上预约)或参加学校统一组织的体检

- ◆ 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:上海市金浜路15号 或 上海浦东新区金桥路2090号
- ◆ 体检网上预订:<https://sithc.shhgts.org.cn> 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

You can go to the physical examination center by yourself (online appointment is required in advance) or participate in the physical examination organized by the school

- ◆ 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://sithc.shhgts.org.cn/> OR you can search "SITHC-SHCIQ" on WeChat
- ◆ Tel: 0086-21-62688851

微信公众号 Wechat Official Account:



上海国际旅行卫生保健中心

上海国际旅行卫生保健中心(上海海关...)

上海



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
- ◆ 护照照片(3张)
- ◆ 体检费/验证费(人民币):500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。

For Physical examination, please bring:

- ◆ Normal Personal Passport (Original and Copy, the passport you submitted in tongji application system)
- ◆ Admission notice and copy
- ◆ Three recent 2-inch photos (full face without hat)
- ◆ Examination fee: 500 RMB
- ◆ You may bring with you the detailed overseas health check report (including Chest X ray film and laboratory result) which should be within 6 months if you have.



报到迎新

Registration and Orientation

注册报到日期及地点

Registration

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

- ◆ 2025 年 09 月 08 日 - 2025 年 09 月 12 日
- ◆ September 08 - September 12, 2025
- ◆ 08:30-11:00AM, 01:30-04:00PM
- ◆ 08:30-11:00 AM; 01:30-04:00 PM

报到注册提供材料

Registration Materials

- ◆ 个人普通护照原件及复印件(与申请时提交的护照一致)
- ◆ 录取通知书打印件(请双面打印)
- ◆ 外国来华留学人员确认表JW201/JW202/DQ签证申请表打印件
- ◆ 护照照片2张
- ◆ 全部申请材料原件(应届毕业生必须提供毕业证和学位证原件,如无法提交申请材料原件验证或材料不符合入学要求将被取消入学资格。)
- ◆ Normal Personal Passport (Original and Copy, the passport you submit in tongji application system);
- ◆ Admission Letter (print double-sided);
- ◆ The confirmation form for study in China (JW201/JW202/DQ) (printed document);
- ◆ Two Passport Photos;
- ◆ Original copy of all the application documents (Fresh graduates must provide the original graduation certificate and degree certificate. If the original application materials cannot be submitted for verification or the materials do not meet the admission requirements, the admission qualification will be cancelled.)

报到注册地点

Registration Location

四平路校区地址:上海市杨浦区四平路1239号同济大学
Siping Campus: No. 1239 Siping Road, Yangpu District, Shanghai, China

嘉定校区地址:上海市嘉定区曹安公路4800号同济大学
Jiading Campus: No. 4800 Cao'an Road, Jiading District, Shanghai, China

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表和楼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, 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.

新生报到注册地点 Location 同济大学四平路校区:四平路1239号 Siping Campus of Tongji University, No. 1239 Siping Road		联系人 Contact
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	李泽怡 Li Zeyi 25666530@tongji.edu.cn, 021-65983786
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1301 1301, 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	邵斐斐 Katrina SHAO sicip_intoff@tongji.edu.cn, 021-65983113
政治与国际关系学院 School of Political Science and International Relations	表和楼1403 Room 1403, Zhonghe building	刘渝梅 Liu Yumei liuyumei@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	王梓婧 WANG Zijing (校际交流项目 Exchange Program) caup@tongji.edu.cn, 021-65983592
	城规B楼128 CAUP Building B, Room 128	杨关 Maggie Yang (全日制学生 Full-time Degree Students) guanyang@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	许斐 Xu Fei feixu@tongji.edu.cn, 021-65982960
测绘与地理信息学院 College of Surveying and Geo-Informatics	测绘馆217室 Room 217, Surveying building	高丛浩 Gao Conghao 23666096@tongji.edu.cn, 021-65981085
生命科学与技术学院 School of Life Sciences and Technology	医学楼510室 Room 510, Medical Building	王宏 Wang Hong wanghong@tongji.edu.cn, 021-65986021



Siping Campus
四平校区

新生报到注册地点 Location 同济大学四平路校区:四平路1239号 Siping Campus of Tongji University, No. 1239 Siping Road		联系人 Contact
数学科学学院 School of Mathematical Sciences	宁静楼207室 Room 207, Ningjin Building	董玉超 Yuchao Dong ycdong@tongji.edu.cn, 13917207574
化学科学与工程学院 School of Chemical Science and Engineering	工程体验馆208室 (本科生) Room 208, Engineering testing laboratory	贺叶 He Ye (本科生) 21666006@tongji.edu.cn, 021-65982591
	工程体验馆210室 (研究生) Room 210, Engineering testing laboratory	吴彬 Wu Bin (研究生) 20159@tongji.edu.cn , 021-65982287
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	刘江瀛 Liu Jiangying jy_liu@tongji.edu.cn, 021-65983380
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
中意学院 Sino Italian Campus	运筹楼Room 401, Yunchou Building	余宙 Yu Cristina yuzhou@tongji.edu.cn, 021-65983721
航空航天与力学学院 School of Aerospace Engineering and Applied Mechanics	Room 209, Tongfei Building, Zhangwu Campus	仓钰 Yu Cang yucang@tongji.edu.cn
国际文化交流学院 International School	本科生、进修生:南校区国际文化交流学院101、108 Undergraduate students and Chinese language students: Room 101, 108 International School, south campus, No. 67 Chifeng road (outside of Tongji siping campus)	时玥 Shi Yue (本科生和进修生 Undergraduate students and Chinese language students) shiyue@tongji.edu.cn, 021-65983393
	硕士生:南校区国际文化交流学院103、108 Graduated students: Room 103, 108 International School, south campus, No. 67 Chifeng road (outside of Tongji siping campus)	李钰倩 Li Yuqian (硕士生 Graduated students) liyuan@tongji.edu.cn, 021-65987003
	预科生:南校区国际文化交流学院103、108 Preuniversity students: Room 103, 108 International School, south campus, No. 67 Chifeng road (outside of Tongji siping campus)	张林华 Zhang Linhua (预科生 Preuniversity students) zhlzlhzy@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	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)	范盈琛 Fan Yingchen (国际学生交换项目 Exchange Program) spencerfan@tongji.edu.cn, 021-65981143
		胡素茵 Hu Suhan (IMBA学历学位项目) shhu@tongji.edu.cn, 021-65982778-816
		黄洵宓 Huang Xunmi (企业管理项目 Master of Global Management) clairehuang@tongji.edu.cn, 021-65983063
	运筹楼501, Room 501 Yunchou Building	李照Li Zhao(国际学生学历学位项目-本科 DegreeProgram-Undergraduate) lizhao@tongji.edu.cn,021-65981403
	运筹楼503, Room 503 Yunchou Building	郝应时 Hao Yingshi(国际学生学历学位项目-硕博 Degree Program-Master. PhD) hsyhao6@tongjiedu.cn,021-65984892
设计创意学院 College of Design and Innovation	阜新路设计创意学院 College of Design and Innovation, Fuxin Road (outside of Tongji siping campus)	王子筠 Wang ziyun (本科 Undergraduate) 22666090@tongji.edu.cn, 021-65987366
		曹蕾 Cheryl Cao (硕士 Master) 21666014@tongji.edu.cn, 021-65987366
		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 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		联系人 Contact
材料科学与工程学院 School of Materials Science and Engineering	同心楼316 Room 316, Tongxin building	沈弘 Shen Hong shenhong1112@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	刘术一 Liu Shuyi 624413085@qq.com, teacafe_2006@qq.com 021-69584745
机械与能源工程学院 School of Mechanical Engineering	开物馆A410, Room A410, Kaiwu Building	吴雅婧 WU Yajing 20666053@tongji.edu.cn, 021-69589485
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
计算机科学与技术学院 School of Computer Science and Technology	济事楼446室 Room 446, Jishi Building	刘鹏飞 Liu Pengfei pfliu@tongji.edu.cn, 021-69589332
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
交通学院 College of Transportation	通达楼460 Room 460, Tongda building	万小华 Wan Xiaohua wanxiaohua0309@163.com, 021-69585702
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

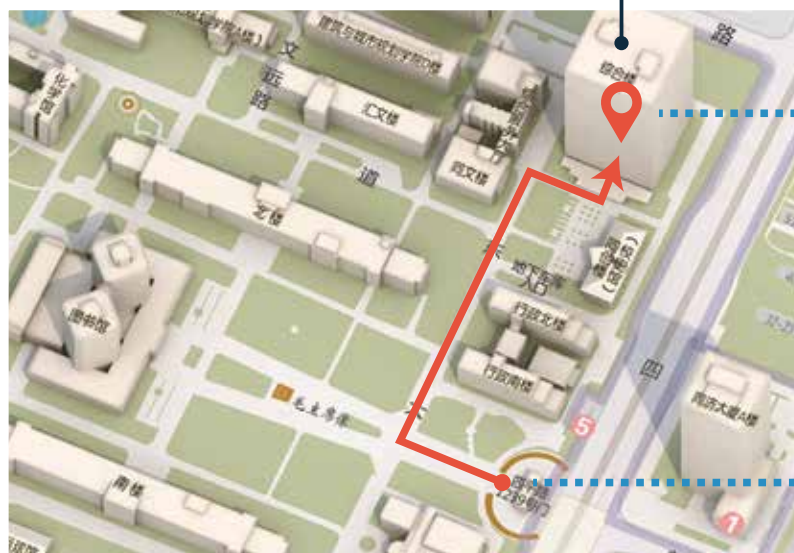
沪西校区

Huxi Campus

新生报到注册地点 Location 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		联系人 Contact
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

报到流程 Registration Process

报到流程 Registration Process



报到地点
Registration Location
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

路线 Route



衷和楼二楼 2nd Floor of Zhonghe Building

- 第一步 领取排队号码
- 第二步 检查报到所需材料是否准备齐全
- 第三步 按照指示到衷和楼7楼705留学生办公室完成注册报到流程

- STEP 1 Pick up queue number (registration date and time)
- STEP 2 To check whether you have all the registration materials at the pre-check points.
- STEP 3 Follow the instruction by our staffs and go to the international students office (7th floor,705 Zhonghe Building)



衷和楼七楼 7th Floor of Zhonghe Building

- 第一步 核对个人信息检查报到材料 5/6/7号桌
- 第二步 缴费(学费、保险费、登记奖学金信息) 4号桌
- 第三步 办理居留许可 8号桌
- 第四步 了解教学相关事项 3/4号桌
- 第五步 照片采集 704室

- STEP 1 Register: Check your personal information TABLE 5/6/7
- STEP 2 Fees, scholarships, insurance TABLE 4
- STEP 3 Visa and residence permit TABLE 8
- STEP 4 Education affairs TABLE 3/4
- STEP 5 Photo collecting ROOM 704