**Registration Guide**

**Tongji Univeristy**

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.

1. **REGISTRATION**

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 have to request in advance a leave via email. If the students fail to register within two weeks of the registration date, their registration into the program will be cancelled.

 **A．REGISTRATION MATERIALS**

Please bring the required documents as follows:

* Passport ;
* Admission Letter (Original and Copy);
* JW201 or JW202 Form (Original and Copy);
* Passport Photo (4 photos) ;
* Merchant Bank Debit card (only to scholarship student).
1. **REGISTRATION TIME**

Scholarship Student : ,

Sept.7/8 8:30-11:00AM 1:30 – 4:00PM

Self-supporting student & Exchange student:

Sept.9/10/11 8:30-11:00AM 1:30 – 4:00PM

 **C．REGISTRATION LOCATION**

The Siping Campus: No 705 Zonghe Building1239 SipingRoad, Shanghai, China,

Tel: 0086-21-65983611/65988388

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

Tel: 0086-21-65983611/65988388

**D. REGISTRATION INFORMATION**

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| **STUDENT** | **LOCATION** | **CONTACT** |
| Scholarship | SipingCampus | InternationalStudent Office  | Room 705Zonghe Building | Ms. ZhangHongliMs. Gao PeiMs. Ye DanT: 0086-21-65983611 |
| Self-supported |
| Exchange | Sino-German College | 606, Sino-German College Building | Ms. Liu XinT：0086-21-65980765 |
| Sino-Italian College | 1801, Zonghe Building | Ms. Li ShuYanT：0086-21-65983561 |
| College of Economics andManagement | No 1 Zhangwu Lu/ Room 1301, Tongji Block A  | Ms. Ma JieT：0086-21-65981143 |
| College of Environmental Science and Engineering | 903, Zonghe Building | Ms. Liu LuT：0086-21-65981837 |
| College of Architecture and Urban Planning | 122, BuildingB,CAUP | Ms. Wu XiuzhiT：0086-21-65983592 |
| College of Design and Innovation | IS101,281 Fuxin Road | Ms. XuYunxiaT：0086-21-65983432 |
| College of Foreign Languages | 123, Huiwen Building | Ms. Dong XiuT：0086-21-65980199 |
| JiadingCampus | Sino-German College ofApplied Sciences | 255, Ji Shi Building | Ms. Zhang ChunyanT：0086-21-69583929 |
| College of Software Engineering | 448, Ji Shi Building | Ms. Li MeihuiT：0086-21-69583730 |
| College of Automotive Studies | A312, Ningyuan Building | Ms. Xiang LiT: 0086-21-69589076 |
| \* Exchange Students in the colleges, not mentioned above, please come to The International Student Office for registration. |

ii. Accommodation registraion

International students should go to the local police station to apply for the temporary accommodation registration within 24 hours after entering China.

* International students who live off campus should get a ***Record of Living off Campus for Tongji International Students*** from the International Student Office, and register with relevant documents at the local police stations.
* International students who live on campus should get ***the Registration Form of Temporary Residence (on campus)*** at the receptions of international students’ dormitory buildings.

**III.PHYSICAL EXAMINATION**

The international students should make an appointment online for the physical examination as soon as possible after receiving their admission letter. The students must have their physical examination or have their previously completed physical examination (completed in home country) authenticated at the Shanghai International Travel Health Center.

The International Students Office of Tongji University will invite Shanghai Entry-Exit Inspection and Quarantine Bureau to offer this service at the Lobby of Zonghe Building on the Tongji Campus on 13 th, 14th, 23 rd, Sept. 2015. The international students who have not enrolled at the specified registration time should arrange the health check or verification by themselves.

Booking website: <http://www.sithc.com/index.asp>

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

Tele: 0086-21-62688851

 **For PHYSICAL Examination, please bring:**

* Passport (Original and Copy);
* Admission Letter (Original and Copy);
* Passport Photo (4 photos);
* Physical Examination Fee: 600 RMB

**For PHYSICAL Certificate Authentication, please bring all of**

 **the above and**:

* All original physical examination certificates and results from the home country.
* Authentication Fee: 600 RMB

International Students who fail in the authentication of their physical certificates are asked to be re-examined in China.

**IV. 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 six months.

**Applying for Entry Visa**

* 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.
* Visa-free is not permissible for international students.

**Applying for Residence Permit**

* International students with X1 visas are required to get the residence permit within 30days 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. But physical examination reports are requested.
* To apply for residence permits, international students must collect all the requested documents and get introduction letters in International Student Office before Oct.20th 2015 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 old students.

**Residence Permit Application Service**

* Tongji University International Students Office has arranged for the Shanghai Exit & Entry Administration Bureau to be on campus to process residence permit applications.

Date: Sep. 22nd, 2015

Time: 9:30-11:00 13:30-15:00

Address: 1st floor of Zonghe Building, Siping campus, Tongji University

* International students can also apply for the residence permits in person at:

Shanghai Exit & Entry Administration Bureau

Address: 1500 Min-Sheng Road, Shanghai Telephone: 0086-21-28951900

**For Residence Permit application, please bring**

* 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
* The Introduction Letter for visa application (issued by International Students Office of Tongji University)
* 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
* A passport photo

**Please pay attention**

* International students can not apply for any application of residence permit or visa without registration.
* The Introduction Letter issued by Tongji University does 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.

**V. Insurance**

According to the regulations of the Chinese Education Ministry, the international students are required to pay 300 RMB per semester for the Chinese comprehensive insurance. Please visit the website: <http://www.lxbx.net>.for details

Reminder:

Tuition fees:

* For new international students, fees have to paid at the beginning of two weeks of the new semester. A 5% fine for those students who delay payment by two weeks.

Study-extension

* If the self-supporting masters or PHD students cannot graduate on time and need to apply for one more semester, half-semester tuition fees have to be paid. Extension is not available for Chinese government scholarship students and Shanghai government scholarship students. Fees are paid by self-supporting students during the extension time. The PhD Chinese government scholarship students’ need to apply before Apr.15th every year, and no application will be accepted after the date.

**CONTACT**

Ms. ZhangHongli, Ms. Gao Pei, Ms. Ye Dan

International Student Office of Tongji University

705 Zonghe Building, 1239 Siping Road, Shanghai, China

Tel: 0086-21-65983611, 65988388; Fax: 0086-21-65987933

Website: [Http://study.tongji.edu](http://study.tongji.edu)

,Email: iso-zhaosheng@tongji.edu.cn; istju@tongji.edu.cn