

# Registration Guide

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Pls visit the following website to get more information about Tongji University:




<http://study.tongji.edu.cn/index.php?classid=6767>

Updates of course information and announcement of College of Architecture and Urban Planning:

<http://en-caup.tongji.edu.cn/>

## How to get to Tongji University

Address: 1239 Si Ping Road, Yang Pu District, Shanghai (In Chinese: 上海杨浦区四平路 1239 号 同济大学)

<p>Hong Qiao Railway Station-Tongji</p> 	<p>A: Taxi</p> <p>B: Take Metro Line 10 to Station “Tongji University”</p>
<p>Pu Dong Airport-Tongji</p> 	<p>A: Taxi</p> <p>B: Take airport shuttle bus line 4 to Wu Jiao Chang(五角场) Station (around 20RMB), and then take a taxi to Tongji University(around 30RMB)</p> <p>C: Take Metro Line 2 to East Nanjing Road(南京东路), then transfer to Metro Line 10 to Station “Tongji University”</p>
<p>Hongqiao Airport –Tongji</p> 	<p>A: Taxi</p> <p>B: Take Metro Line 10 to Tongji University Station</p>

## Registration Information for Fall Semester 2016

(For Exchange Students Only)

When	Where	What	Material required
<b>Dual Master Exchange Students:</b> <b>8:30-11:30 &amp; 13:30-16:30</b> <b>6<sup>th</sup> &amp; 7<sup>th</sup> September, 2016</b>	Room 122, Building B, CAUP Tel: 0086 6598 3592	Enrollment at College of Architecture and Urban Planning	1, Passport & visa page (original and copy) 2, Admission Notice (original and copy ) 3, THREE passport photos 4, Insurance payment: 300RMB for one semester or 600RMB for the year 5, Temporary Accommodation Registration Form (Original and Copy) - on campus: issued by dormitory building reception; - off campus: issued by local police station
<b>Non-Degree Exchange Students:</b> <b>8:30-11:30 &amp; 13:30-16:30</b> <b>8<sup>th</sup> &amp; 9<sup>th</sup> September, 2016</b>			

International students are required to register on the date specified by this registration guide. You are also required to leave around one-month visa application time after your entry into China for registration and visa process. If the students fail to register within two weeks from the registration date, their registration into the program will be cancelled.

**Any early entry before 1<sup>st</sup> September 2016 is strongly not recommended!**

## Concerning 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.

- International students who live off campus should 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.

## Concerning 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 previous completed physical examination (completed in home country) authenticated at the Shanghai International Travel Health Center.

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

Address: **No.15 Jinbang Road, Chang Ning District, Shanghai (Metro Line Nr. 10, Station “Shanghai Zoo”), Tel: 0086-21-62688851**

For PHYSICAL Examination, please bring:

- Passport (Original and Copy);
- Admission Letter (Original and Copy);
- Passport Photo (4 photos);
- Physical Examination Fee: 500 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: 500 RMB

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

**Physical Examination is the compulsory step for students whose study period will be two semesters at Tongji University.**

## Concerning Entry Visa

According to the regulations issued by the Shanghai Bureau of Exit –Entry Administration, the international students should apply for a residence permit for legal residence if the study period in China more than six months.

International students who are going to study in China should prepare admission letter, yellow sheet of JW201 or JW202 form, medical report(if it is required by visa application) and other documents, and apply for an entry visa of X1 or X2 at the local Chinese Embassy or Consulate.

### **ENTRY VISA:**

- International students, whose study period in China is equal to or more than 6 months, should apply for X1 visa for entry.  
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.
- International students, whose study period in China is less than 6 months, should apply for X2 visa for entry.
- Visa-free is not permissible for international students.

## Concerning Residence Permit

International students with X1 visas are required to apply for the residence permit within 30 days of their entry.

To apply for residence permits, international students must collect all the requested documents and get introduction letters from International Student Office before **Oct. 20th 2016** and within valid period of current visas (only on working days). Otherwise, any application for residence permit will not be accepted.

International students should apply for the residence permits in person at:

### Shanghai Exit & Entry Administration Bureau

**Address: 1500 Min-Sheng Road, Pudong District (Metro Line Nr. 2, Station “Shanghai Science and Technology Museum”), Tel: 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 – See “**Concerning Physical Examination**”
- The Introduction Letter for visa application (issued by International Students Office of Tongji University)
- Registration Form of Temporary Residence (Original and Copy) – See “**Accommodation Registration**”
- A passport photo

Please pay attention:

- International students can not apply for any application of residence permit or visa without registration at International Student Office of Tongji University.
- 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.

## **Insurance**

According to the regulations of the Ministry of Chinese Education, 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 detail liability and claims.

## **Links of Course information**

For Course updates please follow these links <http://en-caup.tongji.edu.cn/index.php/admission/semesterschedule.html>

Undergraduate Courses: <http://en-caup.tongji.edu.cn/index.php/admission/info/61/142.html>

Graduate Course: <http://en-caup.tongji.edu.cn/index.php/admission/info/61/141.html>

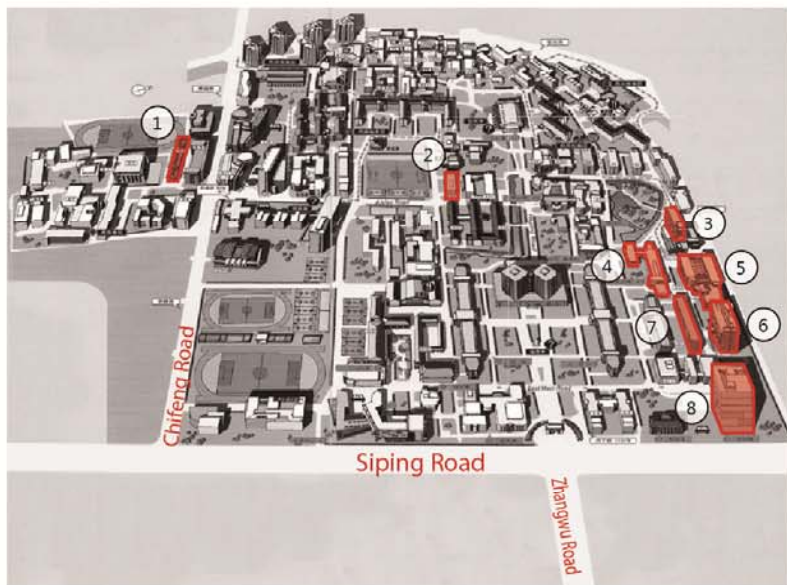
## **Internship**

Any paid or non-paid internship is unlawful employment due to the new regulation issued by "Exit and Entry Administration Law of People's republic of China". In any case against this regulation, the employee and the university are all supposed to pay the penalty up to 5000RMB for each. And you will be then deported.

However, dual degree exchange students and non-degree exchange students with at least two semesters' exchange periods can apply for the permission of off-campus internship at CAUP International Cooperation Office (CAUP B Building, R122). The internship can only start after one semester course learning.

**We look forward to welcoming you all in Shanghai in September!**





- 1.The International School(Language Courses)
- 2.Information Center(Campus Card)
- 3.International Student Dormitory
- 4.CAUP Building A
- 5.CAUP Building B(International Cooperation Office)
- 6.CAUP Building C(Cafe)
- 7.CAUP Building D(Lecture Hall 3)
- 8.Zonghe Building

College of Architecture and Urban Planning  
 CAUP Building B - Room 122  
 TEL: 0086-(0)21-65983592  
 FAX: 0086-(0)21-65986707

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