

# 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 Spring Semester 2017

(Exchange Students Only)

Where	What	Material required	Note
Room 122, Building B of CAUP (the College of Architecture and Urban Planning) Tel: 0086 6598 3592	Registration at CAUP and Course registration	<ol style="list-style-type: none"> <li>1. Passport &amp; visa page (original and copy)</li> <li>2. Admission Notice (original and copy)</li> <li>3. Three photos</li> <li>4. Insurance payment: 300RMB for one semester □</li> <li>5. Temporary Accommodation Registration Form (Original and Copy)                             <ul style="list-style-type: none"> <li>- on campus: issued by dormitory building reception;</li> <li>- off campus: issued by local police station</li> </ul> </li> </ol>	<p><b>New-Coming Students:</b></p> <p><b>8:30-11:30 am</b> <b>14:00-17:00 pm</b></p> <p><b>Thursday 23<sup>rd</sup> &amp; Friday 24<sup>th</sup>, Feb 2017</b></p>
		<ol style="list-style-type: none"> <li>1. For non-degree students: Campus Chip-card</li> <li>2. For dual-degree students: Student ID Book(the blue book)</li> <li>3. Course registration form in case it is ready</li> </ol>	<p><b>Continuing Students:</b></p> <p><b>Double degree students</b> <b>8:30-11:30 am</b> <b>Wednesday Feb 22nd 2017</b></p> <p><b>Exchange students</b> <b>14:00-17:00 pm</b> <b>Wednesday Feb 22nd 2017</b></p>
Information Center (next to the Sports Square)	Campus Chip-Card	Admission Notice (Original and Copy)	Date would be informed in advance

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 of the registration date, their registration into the program will be cancelled.

## 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 Residence Permit and 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.

### A. ENTRY VISA:

- International students, whose study period in China is equal to or more than 6 months, should apply for X1 visa for entry.
- 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.

Please be reminded that visa for earlier entry before the registration date and the expiration of visa for these early entrance shall be the responsibility of the students.

### B. RESIDENCE INFORMATION:

- International students with X1 visa are required to apply for the residence permit within 30days of their entry.
- International students with X2 visa can choose to keep the X2 visa(Single Entry), or change to residence permit(Multi-Entry).

International Students need to apply for residence permit in person at: Shanghai Exit& Entry Administration Bureau. Address: 1500 Minsheng Road, Shanghai (Metro Line 2: “Science & Technology Museum”). Telephone: 0086-21-28951900

### **For Application of Residence Permit, 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 above paragraph “Concerning Physical Examination”)
- The Introduction Letter for visa application issued by Tongji University (Asking your exchange coordinator to get this letter and the deadline for issuing this letter will be **31<sup>st</sup> March 2017**)
- Registration Form of Temporary Residence (Original and Copy)
- A passport photo
- Application fee: 400-1000RMB
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### **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/article/61.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>

### **Extend study period**

International students who would like to extend their study period at Tongji University are required to submit the following documents two months before the end of the semester:

- Application Letter
- Confirmed letter from your home university for agreeing your extension

## **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).

**We look forward to welcoming all of you in Shanghai in February!**