Application Online System Instruction

1. Open the website: http://study-info.tongji.edu.cn/ and click "English".

Click "English".

2. Click "Register" to create a new account.
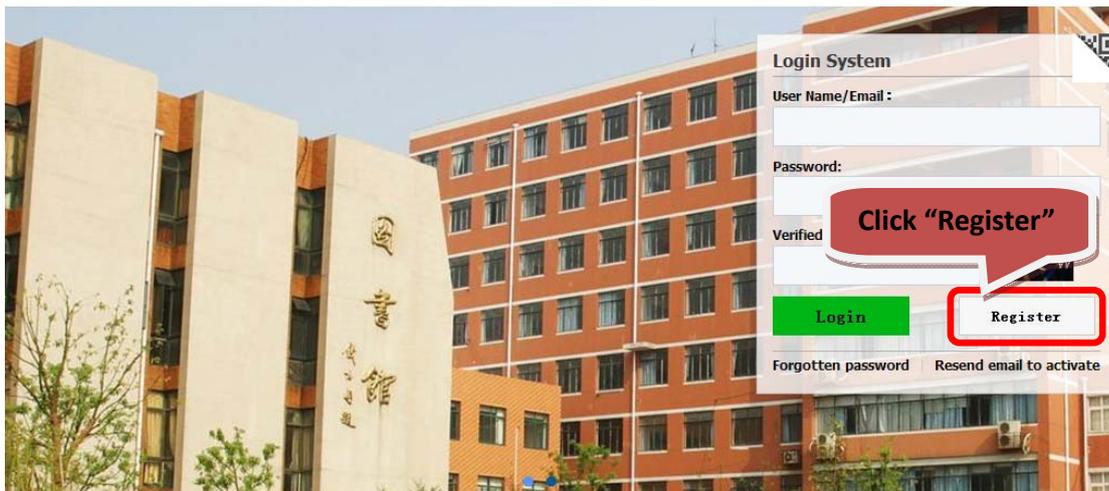
Click "Register"

3. Fill in the blanks and Click "Register".
(Note: One user name and one email can be registered only once)

4. Register successful, Please click "Go to Mail Box" to Active the account.

This is your Email, Please go to your mailbox and open the Active Mail. The latest information will be informed by mail, please keep checking your mailbox.

5. Go to your mailbox and open the Active Mail, click "Entry for activation".

Tongji University Online Application System for International Students

发件人：Tongji University<ISO-ZHAOSHENG@tongji.edu.cn>

收件人：

时 间：2014年10月15日 09:20（星期三）

You have already registered on Tongji University Online Application System for International Students by using this Email address.Please ensure that it is your frequently used email address as the University can email you when necessary.

The registered information is as follows:
User name is   .password is
Please click the link to activate your account within 72 hours.

Entry for activation

For more info   n. please login on the system. **Tongji University Online Application Platform**

您已   请确认此邮箱为您的常用邮箱，以便您能及时收到学校发送的重要通知。
您的

用户名为

请于72小时内点击下面的链接，激活账号。

注册激活链接入口

详情请登录 **同济大学国际学生服务平台** 查看

Click "Entry for activation"

6. Activation Successful.

You have activated, please log in directly!

7. Go to the Homepage, Click "Online Application".

Click "Online Application"

8. Choose "Exchange Student" and Click "Next"

Choose your program:
- The Chinese government scholarship
- The Confucius institute scholarship
- Shanghai government scholarship
- Exchange Student
  Exchange students are officially nominated by their home universities to study at Tongji University under the student exchange agreement.
- Self-sponsored

Next

9. Choose "General Visiting Student（Non Degree program）" and click "Next".

please choose your type :
- PhD Student（Degree program）
- Master's Degree Student（Degree program）
- Undergraduate Student（Degree program）
- Senior Visiting Student（Non Degree program）
- General Visiting Student（Non Degree program）
  Master & Undergraduate Student，Non-degree Program
- Chinese language Student（Non Degree program）

Prior-Back   Next

10. Use the Query System and the list below to find the college and major you want and click "Apply".

Department: Select "College of Architecture and Urban Planning".

Teaching Language: Select "English".

Please pay attention to the Major.

11. Fill in the Basic Information, Add your personal photo and click "Save and Next".

12. Fill in the blanks about how you get the information about "Study in Tongji". If you want to change the college and major, please click "Edit Study Plan", If not click "Save and Next".

13. Fill in the Education and Employment information, submit related documents and click "Save and Next".

14. Fill in the Additional Information and click "Save and Next".

15. Fill in the Contact Information and click "Save and Next".

16. Check your information and click "Submit".

17. Submitted information cannot be revised!

(Cancel)
If you choose Cancel, your information will be saved by the Application System, but WITHOUT submission. You may use your user name and password to edit it later. But you should finish the application within 24 hours once you started.

Click "OK"

18. Application Successful, Remember your application number. Click "Download Application Form".

Click to download the Application Form (PDF).

同济大学
TONGJI UNIVERSITY

外国留学生入学申请表（校际交流项目）
Application Form for International Exchange Students

姓 /Family Name:	名 /Given Name:	
中文姓名 /Chinese Name(if you have)	性别 /Gender	
国籍 /Nationality	护照号码/Passport No.	
健康状况 /Health Status	婚姻状况 /Marital Status	
出生日期 /Date of Birth	出生地点 /Place of Birth	

永久通讯地址 /Permanent Address:	Receiver:	Zip:

电话 /Tel	电子邮件/E-mail

最后学历 /Highest education Level

所在大学 /Home University
大学/University
院、系 /School or Department
专业 /Major
在籍年级 /College Year

汉语　　Chinese	HSK考试等级: /Level of HSK Tests
英语　　English	
其他　　Other Langu	

	普通进修生
留学类别/Categories of International Students	**General Visiting Student**
申请学习时间/Duration of Study : 　2015-09-14	至 /To 　2016-01-31
申请专业/Majors to Apply: 　建筑学 **Architecture**	

20. PDF sheet 2: Signature and Seal.

Note: Please fill in the blanks which are red underlined.

派出大学意见/Decision from the Sending University

负责人签字 /Director's Signature
单位盖章/Seal
日期 /Date

经费来源、机构名称、地址、电话及电邮 /Sponsor's Name, Address,Tel & E-mail if there is

申请人保证/I hereby affirm that

(1) 上述各项中所提供的情况是真实无误的 /All the information i
(2) 在校学习期间遵守中国政府的法规和学校的规章制 /I shall a
regulations of Tongji University.
申请人签字:

Note: Please fill in the blanks which are red underlined.

Applicant's Signature:
日期 /Date

以下为接收单位填写/The Following Columns are to be filled by Tongji University.

接收学院意见 /Decision from the Host College	仅研究生学位项目填写
	导师姓名(工号) _____
负责人签字 /Dean's Signature:	专业代码 _____
单位盖章 /Seal	日期 /Date

[仅学分和学位项目]教务处或研究生院意见 /[Credit or Degree Program only] Decision from Education Office Or Graduate School

负责人签字 /Director's or Dean's Signature
单位盖章 /Seal
日期 /Date

[仅资助项目]外事办公室意见 /[With financial assistant only]Decision from the International Exchange and Cooperation Office

负责人签字 /Director's Signature
单位盖章 /Seal
日期 /Date

留学生办公室意见 /Decision from the International Student Office

负责人签字 /Dean's Signature:
单位盖章 /Seal
日期 /Date

注：1.学院在收到学分或学位交流学生申请材料一周内，签署录取意见，如同意录取，送审教务处或研究生院；在收到非学分或学位交流学生申请材料一周内，签署录取意见，如同意录取，直接送外事办公室。
2.教务处或研究生院在收到学院的交流学生申请材料一周内，签署录取意见。如同意录取，送外事办公室；如不同意录取，材料返回学院。
3.外事办公室在收到交流学生申请材料一周内，签署是否获得资助，并送留学生办公室。
3.留学生办公室收到审批交流学生材料二周内，签署意见。如交流生符合录取条件，发放同济大学录取通知书。

21. PDF Sheet 3.

GUARANTEE LETTER

Note: This paper shall be normally filled by one of your parents.

As guardian of Mr. _____

Nationality of _____

Study period at Tongji University, Shanghai, China _____ to _____ .

Hereby, I affirm that:

1. To supervise my ward not to do anything that is not applicable as an international student studying in China; and my ward to abide by the laws of the Peoples Republic of China;

2. To urge my ward to study well and observe the all rules and regulations of China and the Tongji University;

3. To urge my ward to pay necessary fees for study I will be liable to my ward for the payment which in case my ward is not able to afford to pay;

4. To handle and pay for the accidents and events made against the laws and regulations mentioned above, that my ward meets and makes during his/her study period at Tongji University.

Guardian: _____

Nationality: _____

Name: _____

Passport No: _____

Employer: _____

Address: _____

Telphone: _____

Fax: _____

Relation to my ward: _____

Signature of Guardian: _____

Date: _____