

Application Online System Instruction

1. Open the website: <http://study-info.tongji.edu.cn/> and click “English”

The screenshot shows the homepage of the Tongji University International Student Office. The header includes the university logo, name in Chinese and English, and a navigation bar with '注册向导' and 'English' (highlighted with a red box). The main banner features the text '留学生入学在线申请' and 'Online Application For International Students' with a photo of students. On the right, the '登录' (Login) form is visible, containing fields for '账号' (Account), '密码' (Password), and '验证码' (Verification Code), along with a '立即注册' (Register Now) button. A list of news items is displayed on the left, and a footer contains links for '版权声明', '联系我们', '意见反馈', and '关于同济大学'.

2. Click “Create New Account”

This screenshot shows the same website but with the 'SIGN IN' form on the right. The form includes fields for 'username/email', 'password', and 'verified code', with a 'Sign in' button. Below the form, the 'Create New Account' button is highlighted with a red box. The 'News' section on the left lists various programs, and the footer remains the same as in the previous screenshot.

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

注册向导 / 中文

同济大学 留学生办公室
TONGJI UNIVERSITY International Student Office

SIGN IN

留学生入学在线申请
Online Application

member register

User name :
Password :
Confirm Password :
E-mail :

Please register with valid email address, or you cannot activate your account (do not use @naver email box).

verify Code : U N C X

After successful registration, an account activate link will be sent to your email. Please activate your account by clicking the link.

☒ have read and accept 《Registration Agreement》

Register

Forgot password

H Q Z L

in

account

News Hot

- 2013-04-23 Undergraduate Programs
- 2013-04-23 Foundation Programs
- 2013-04-23 Long-term Chinese Programs
- 2013-04-23 Undergraduate Programs
- 2013-04-11 Visiting Programs
- 2013-04-11 Graduate Programs of Tongji University ...

Copyright statement | Contact us | Feedback | About Tongji University |

4. Register successful, Please Active the account.

• 简体中文 • English • 加入收藏

外国留学生在线申请 (支付) 系统
Online Application and Payment System for International Students

点亮留学梦想

please check your email to activate the account.

will receive the email which can activate the account as soon as possible. Please activate your account by clicking the active link in the email.

Go to Mail Box

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.

Tongji University Online Application System for International Students 精简信息

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 information, please login on the system. [Tongji University Online Application Platform](#)

您已在“同济大学国际学生服务平台”中用此邮箱地址注册。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。
您的注册信息为：
用户名为：_____，密码为 _____
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

6. Activation Successful.

Success

Notice: your activation
is successful

successful activation, redirecting...

7. Go to the Homepage, Click “Online Application”.

同济大学 国际学生管理服务平台
TONGJI UNIVERSITY International Student Management Service Platform

Account No: babenor Logout
Last Login Time:
Unread Message: 0 Show Message List
Change Profile Picture Edit Profile Information Change Password Bind Study Information

[ONLINE APPLICATION](#) [HOUSING RESERVATIONS](#) [AIRPORT PICKUP](#) [APPLICATION NOTES](#) [SCHOOL MAP](#)

- 2013-04-11 Undergraduate Programs of Tongji University 2013/2014
- 2013-04-11 Foundation Program
- 2013-04-11 Long-term Chinese language Program
- 2013-04-11 Undergraduate Program of Chinese Language (economics and trade oriented)
- 2013-04-11 Visiting Programs of Tongji University 2013/2014
- 2013-04-11 Graduate Programs of Tongji University 2013/2014

Copyright statement | Contact us | Feedback | About Tongji University

8. Choose “Self-Sponsored” and Click “Next”



国际学生入学在线申请
Online Application For International Students

Welcome! babenor Logout ·简体中文 ·English

Home Application Application Query Inbox [unread:0] Outbox Message to Administrator

Choose your program:

- ☐ The Chinese government scholarship
- ☐ The Confucius institute scholarship
- ☐ Exchange Student
- ☒ Self-sponsored

Next

9. Choose “Undergraduate Student” and click “Next”.



国际学生入学在线申请
Online Application For International Students

Welcome! babenor Logout ·简体中文 ·English


Home Application Application Query Inbox [unread:0] Outbox Message to Administrator

please choose your type :

- ☐ PhD Student
- ☐ Master's Degree Student
- ☒ Undergraduate Student
- ☐ Senior Visiting Student
- ☐ General Visiting Student
- ☐ Chinese language Student

Prior Next

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



国际学生入学在线申请
 Online Application For International Students

Welcome! **babenor** Logout 简体中文 English

Home
Application
Application Query
Inbox [unread:0]
Outbox
Message to Administrator

Query Option

Department: Please choose

Major: Please choose

Research Field:

Teaching Language: -choose-


find
return

Study Plan List[total:124]

Study Plan Name	Department	Major	Duration From To	Years	Teaching language	Apply deadline	Notes	Operation
Undergraduate Student	School of Mechanical Engineering	Machine Design & Manufacturing and Their Automation	2014-09-15--2018-07-15	4	English	2014-12-31 23:59:59		Apply
Undergraduate Student	Institute Vocational Instructor	Mechanical Engineering and Automation(for teachers of vocational education)	2014-09-15--2018-07-15	4	Chinese	2014-12-31 23:59:59		Apply
Undergraduate Student	School of Mechanical Engineering	Mechanical Manufacture and Automation	2014-09-15--2018-07-15	4	English	2014-12-31 23:59:59		Apply
Undergraduate Student	School of Electronics and Information	Computer Science and Technology	2014-09-15--2018-07-15	4	English	2014-12-31 23:59:59		Apply
Undergraduate Student	School of Electronics and Information	Computer Science and Technology	2014-09-15--2018-07-15	4	Chinese	2014-12-31 23:59:59		Apply
Undergraduate Student	Sino-French Institute of Engineering and Management(Exchange Student only)	Computer Software and Theory	2014-09-15--2018-07-15	4	English	2014-12-31 23:59:59		Apply
Undergraduate Student	School of Mechanical Engineering	Building Environmental and Equipment Engineering	2014-09-15--2019-07-15	4	Chinese	2014-12-31 23:59:59		Apply
Undergraduate Student	Sino-German College of Applied Sciences (Exchange Student only)	Building Service Engineering				4-12-31 59:59		Apply
Undergraduate Student	College of Architecture and Urban Planning	Architecture				4-12-31 59:59		Apply
Undergraduate Student	College of Architecture and Urban Planning	Architecture				4-12-31 59:59		Apply
Undergraduate Student	College of Architecture and Urban Planning	Architecture(Interior Design)			Chinese	2014-12-31 23:59:59		Apply
Undergraduate Student	College of Architecture and Urban Planning	Architecture (International Class)	2014-09-15--2019-07-15	4	English	2014-12-31 23:59:59		Apply
Undergraduate Student	School of Transportation Engineering	Traffic Engineering	2014-09-15--2018-07-15	4	English	2014-12-31 23:59:59		Apply

Choose the Architecture (International class)

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



国际学生入学在线申请
 Online Application For International Students

Welcome! **babenor** Logout 简体中文 English

Home
Application
Application Query
Inbox [unread:0]
Outbox
Message to Administrator

1.Basic Info

2.Education&Employment


3.Study Plan

4.Additional Info

5.Contact Info

6.Submit

***Personal Photo**



Please upload your recent full-faced passport size photo (*.jpg,*.jpeg,*.png).

浏览...

Family Name(as on passport)

Given Name(as on passport)

Chinese Name (if available)

***Gender** ☒ male ☐ female

***Marital Status** ☐ Unmarried ☐ married

***Nationality** Please choose

***Birth Date**

***Country of Birth** Please choose

***Place of Birth (City,Province)**

native language Please choose

***Highest Level of Education** -choose-

***Religion** -choose-

***Employer or Institution Affiliated**

***Occupation** -choose-

Health Status

Are you an immigrant from other country or region? ☐ yes ☒ no

Hobby

Passport And Visa

***Passport No.** ☐ under applying

***Passport Expiration Date**

Save and Next

12. Fill in the Education and Employment information, submit related documents and click “Save and Next”

国际学生入学在线申请
Online Application For International Students

Welcome! babenor Logout 简体中文 English

Home Application Application Query Inbox [unread:0] Outbox Message to Administrator

1. Basic Info
2. Education & Employment
3. Study Plan
4. Additional Info
5. Contact Info
6. Submit

Educational Background Add

*Year Attended (From)	*Year Attended (To)	*School Name	Field of Study & Diploma received	Operation
				delete
				delete

Employment Background Add

*Year Attended (From)	*Year Attended (To)	*School or Company	Job	Operation

Upload Documents Max Size 1M

Documents List	Operation
Passport home page	浏览...
The previous stage of transcript	浏览...
The previous stage of graduation certificate	浏览...
Official Score Report of Chinese or English Language Proficiency Tests	浏览...

Previous Save and Next

13. 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”.

国际学生入学在线申请
Online Application For International Students

Welcome! babenor Logout 简体中文 English

Home Application Application Query Inbox [unread:0] Outbox Message to Administrator

1. Basic Info
2. Education & Employment
3. Study Plan
4. Additional Info
5. Contact Info
6. Submit

Language Proficiency

Chinese Proficiency

Language Proficiency	-choose-	HSK Level	-choose-
New HSK Oral Level	-choose-	New HSK Writing Level	-choose-

English Proficiency

Language Proficiency	-choose-		
TOEFL		GRE	
GMAT		IELTS	
Other Language Proficiency			

Study Plan - General Visiting Student Edit Study Plan


Program	General Visiting Student		
Department	College of Architecture and Urban Planning	Major	urban planning
Teaching Language	English		
*Study Duration	2015-03-02--2015-07-21	Duration of Stay	long term

Recommended by(1)

*Source	-choose-	*Relationship with the applicant	
*Name		Mobile	
*Organization		Email	
*Phone Number		Job	
Nationality	Please choose	Fax Number	
Address			

Previous Save and Next

14. Fill in the Additional Information and click “Save and Next”.



同济大学

TONGJI UNIVERSITY

国际学生入学在线申请

Online Application For International Students

Welcome! babenor Logout ·简体中文 ·English

Home

Application

Application Query

Inbox [unread:0]

Outbox

Message to Administrator

1.Basic Info

2.Education&Employment

3.Study Plan

4.Additional Info

5.Contact Info

6.Submit

Family Status

*Family Members

Father

Mother

*Name

*Phone Number

Email

*Profession

-choose-

*Work Place

Delete

Financial Supporter

*Guarantor name

The guarantor Addr

*The guarantor Tel

Relationship with applicant

*Organization

Email

Emergency Contact in China

*Name

*Mobile

*Phone Number

*Email


Organization

*Address

Previous

Save and Next

15. Fill in the Contact Information and click “Save and Next”.



同济大学

TONGJI UNIVERSITY

国际学生入学在线申请

Online Application For International Students

Welcome! babenor Logout ·简体中文 ·English

Home

Application

Application Query

Inbox [unread:0]

Outbox

Message to Administrator

1.Basic Info

2.Education&Employment

3.Study Plan

4.Additional Info

5.Contact Info

6.Submit

Home Country Address

*Street Address

*City/Province

*Country

Please choose

*Phone Number

Mobile

*Zipcode

Current postal address

Same as the Home country address

Other

*Personal Email

babenor@126.com

*Mobile/Phone Number

*Address

*Zipcode

Mailing the Admission Notification

Collect In Person

Send to Home country address

Send to my current postal address

Send to Another Address

Previous

Save and Next

16. Check your information and click “Submit”.

国际学生入学在线申请
Online Application For International Students

Welcome! babenor Logout 简体中文 English

Home Application Application Query Inbox [unread:0] Outbox Message to Administrator

1.Basic Info
2.Education&Employment
3.Study Plan
4.Additional Info
5.Contact Info
6.Submit

ApplyStatus: filled in Submit Apply No.: Financial Resources for Study: Exchange Student On The Universities

Level Campus:

Given Name(as on passport)
Gender: female
Nationality: Germany
Country of Birth: Germany
native language
Religion: None
Occupation: Student
Hobby

Birth Date: 1990-12-09
Place of Birth (City,Province): Berlin
Highest Level of Education: Bachelor
Employer or Institution Affiliated: TUB
Health Status

Are you an emigrant from other country or region?no

17. Submitted information cannot be revised!

国际学生入学在线申请
Online Application For International Students

Welcome! babenor Logout 简体中文 English

Home Application Application Query Inbox [unread:0] Outbox Message to Administrator

1.Basic Info
2.Education&Employment
3.Study Plan
4.Additional Info
5.Contact Info
6.Submit

ApplyStatus: filled in Submit Apply No.: Financial Resources for Study: Exchange Student On The Universities

Level Campus:

Family Name(as on passport): KAYLA
Chinese Name (if available)

Confirm
Submitted information can not be revised.Are you to submit?

Click OK

Employer or Institution Affiliated: TUB
Health Status

Are you an emigrant from other country or region?no

(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 it should be submitted finally!

18. Application Successful, Remember your application number. Click “Download PDF” to create PDF.

国际学生入学在线申请
Online Application For International Students

Welcome! babenor Logout 简体中文 English

Home Application Application Query Inbox [unread:0] Outbox Message to Administrator

1.Basic Info
2.Education&Employment
3.Study Plan
4.Additional Info
5.Contact Info
6.Submit

ApplyStatus: in process Apply No.: 1570039 Financial Resources for Study: Exchange Student On The Universities

Level Campus:

Family Name(as on passport): KAYLA
Chinese Name (if available)
Marital Status: unmarried
Birth Date: 1990-12-09
Place of Birth (City,Province): Berlin
Highest Level of Education: Bachelor
Employer or Institution Affiliated: TUB
Health Status

Given Name(as on passport)
Country of Birth: Germany
native language
Religion: None
Occupation: Student
Hobby

Are you an emigrant from other country or region?no

Click to create PDF, and Print it out!

19. PDF Sheet 1: The information you fill in are generated automatically by the Application System in this PDF.



同济大学外国留学生入学申请表

Application Form for International Students

请用中文或英文填写此表 /Please complete the form in Chinese or English.

该栏由同济大学填写

This is to be filled out by
Tongji University.

编号_____

类别_____

专业_____

经费_____

1.基本情况 /Personal Information

(本项所有内容申请人必须如实填写 /Personal information about the applicant must be filled in truly and clearly. "照片"请贴护照尺寸照片 /Please steack a passport-sized photo.)

姓 /Family Name:	名 /Given Name:	
中文姓名 /Chinese Name(if you have):	性别 /Sex:	
国籍 /Nationality:	婚姻状况 /Marital Status :	
护照号码 /Passport No.:	护照有效期 /Valid until:	
出生日期 /Date of Birth:	出生地点 /Place of Birth:	
健康状况 /Health Status:	宗教信仰 /Religion(if you have):	
最高学位 /Highest Diploma:	学位证书编号 /Code of Diploma	
最后毕业学校 /Institution Graduated with	毕业时间 /Time of Graduation:	
目前所在机构 /Place of study or work now:	职业 /Occupation:	
电话 /Tel:	电子邮件 /E-mail:	
录取通知书邮寄地址 /Address for Corresspondence: (please inform the International Students Office of Tongji University for any change of this address)		
Receiver:		Zip:

20. PDF Sheet 2

2.教育背景 /Educational background

(请列出已经完成或即将完成的各级教育,从高中填起 /Please provide the following information about your education training.Please fill out from high school.)

学校名称 Name of Institutions	在校时间 Date entered and left	专业 Major	毕业证书 Qualification obtained

特长及爱好 /Special skill or interests

3.工作经历 /Employment Record

(工作经历和目前职位 /Please clarify your work experiences and your current position.)

4.语言能力 /Language Proficiency (请写明你的语言能力,尤其是汉语 /Please state your knowledge of languages,especially Chinese.)

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

5.经费来源 /Source of Funding

自费/Self-supporting	奖学金 /Scholarship	其他 /Other
是 /yes	否 /no 奖学金名称 /Name of Scholarship	

21. PDF Sheet 3.

6. 申请项目 /Application Program

(请按招生简章中的有关信息填写报考志愿/Choose your major and department according to application information from graduate school of Tongji University.)

a. 申请类别/Program:	本科生	Undergraduate Student
b. 留学期限/Enrollment:	至 /To	
c. 申请院系/Department:	1 建筑与城市规划学院	
d. 申请专业/Major	1. 建筑学专业 (国际班)	
e. 研究方向/Research Field		

7. 亲属情况 /Family Members

称谓 Appellation	姓名 Name	职业 Occupation	联系电话 Tel
母亲		家庭主妇	
父亲		职员	

8. 推荐人情况 /Information for Referees

(The person or organization that recommends you for application)

联系人/Contact	工作机构/Organization
电话/传真 Tel/Fax	联系地址/Address

9. 申请人保证 /I hereby affirm that (此申请保证,须申请人本人签字,无本人签名,视为申请无效
The application is invalid without the applicant's signature.)

(1) 上述各项中所提供的情况是真实无误的 /All the information I provided above is true and correct;	
(2) 在校学习期间遵守中国政府法规和学校规章制度 /I shall abide by the laws of the Chinese Government and the regulations of Tongji University.	
日期 /Date:	申请人签字 /Applicant's signature:

Please fill in the blanks which are red underlined.

22. PDF Sheet 4: The application material list and the contact information.

10.申请人在递交本申请表同时, 请提交下列文件

/Please send with this application form the materials below.

- 1)最后学历证明复印件 (如非英语或中文件, 请公证翻译件)
 - 2)学习成绩单 (如非英语或中文件, 请公证翻译件)
 - 3)护照复印件
 - 4)汉语水平考试(HSK)考试成绩单复印件
 - 5)申请费: 410元人民币
- 申请硕士研究生、博士研究生、高级进修生和普通进修生还需提交以下材料
- 1)学习计划
 - 2)推荐信
 - 3)发表文章及工作成果目录, 及院系可能要求的其他相关材料

- 1)An copy certificate of your highest education (if not in English or Chinese, please notarize the translated papers)
- 2)An official transcripts (if not in English or Chinese, please notarize the translated papers)
- 3)One photocopy of passport
- 4)One photocopy of HSK (if you have)
- 5)the Application fee: 410 YUAN RMB

Following documents:

Besides above documents, Master, Doctoral candidates or General/ Senior advanced-study students must submit the following documents:

- 1)research or study plan in China
- 2)Two letters of recommendation (original)
- 3)Catalogue and abstract of published paper, and other documents that can prove academic ability, and special documents required by the target college.

同济大学银行账号/Account number of Tongji

同济大学

Beneficiary's Name: Tongji University

帐号/AC: 433859245525

中国银行上海分行/Beneficiary's Bank: Bank of China, Shanghai Branch

银行代码 /Swift Code: BKCH CN BJ300

无论申请人是否被录取, 上述申请材料及报名费恕不退还。

Whether the candidates are accepted or not, all the application materials and application fee are not refundable.

11.联系方式 /Contact Us

地址 /Address: 中国上海四平路 1239 号综合楼 705 同济大学留学生办公室 (邮编: 200092)

International Student Office, 705 Zonghe Building, No.1239, Siping Road,
Shanghai, P.R. China (Postcode: 200092)

电话 /Tel: 0086-21-65983611

传真 /Fax: 0086-21-65987933

电子邮件 /E-mail: iso-zhaosheng@tongji.edu.cn
istju@tongji.edu.cn

网址 /Website: <http://www.istju.com>

23. PDF Sheet 5.

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 _____

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: _____

Telephone: _____

Fax: _____

Relation to my ward: _____

Signature of Guardian: _____

Date: _____