

EXCHANGE STUDENTS PRE-ARRIVAL INFORMATION

Welcome

Dear student,

Welcome to Tongji University! On behalf of the College of Architecture and Urban Planning (CAUP)

International Cooperation Office, we are pleased to welcome you to Tongji University and the city of Shanghai. This package will provide crucial pre-arrival information such as student visa, registration guide, housing, insurance as well as transportation to Tongji University and course offered by CAUP. Aslo we strongly suggest you save our website (<https://caup.tongji.edu.cn/caupen/main.htm>) for all updates and announcement.

Hope you will enjoy your stay at Tongji!



021-65983592



<https://caup.tongji.edu.cn/caupen/>



1239 Siping Road, Shanghai, China 200092

STUDENT VISA

International students MUST apply for a visa outside of mainland China.

1. Verify all personal information printed on your admission letter if it is correct.
2. Read the visa application procedure thoroughly at the website of Chinese Embassy or Consulate General. Prepare all required documents, for example, admission letter, yellow sheet of JW202 form, medical report (if needed) and other documents.
3. Schedule your visa appointment as early as you can; visa processing time may vary among consulate offices, please plan accordingly.
4. Apply for the right type of student visa

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

International students, whose study period in China is less than 6 months, should apply for **X2** student visa (Single Entry). X2 visa CAN'T change to a multi-entry visa.

Please make sure to take back the original copy of admission notice, yellow sheet of JW202 form and other documents after applying for a student visa from the Chinese Embassy or Consulate.

5. Pay the visa application fee.

CHECK LIST

BEFORE YOU LEAVE

1. Make travel plans. Register at College of Architecture and Urban Planning International Cooperation Office is mandatory for all exchange students, make sure you have enough time for visa application and book your flight. Registration dates are assigned for students from different programs (please refer page 6).

Please don't arrive earlier than 3 days before the check-in dates. Student will be responsible for any consequences caused by an early entry.

2. Obtain student visa (X1 OR X2)

3. Schedule the physical examination (ONLY apply for X1 visa students)--Booking online at <http://61.152.215.248/sithcen>

4. Secure housing

5. Exchange currency to Chinese Yuan

6. Collect all documents and bring them with you:

For example: passport with valid visa and all forms and documents within the admission package.

ACCOMMODATION REGISTRATION

ARRIVAL INFO

Apply "Registration Form of Temporary Residence" within **24** hours after entering China.

International students who live **off campus**:

Make sure to complete the "RECORD OF LIVING OFF CAMPUS FOR TONGJI INTERNATIONAL STUDENTS" enclosed within the admission package and bring it with you.

At private accommodations, obtain the "Registration Form of Temporary Residence" at a local police station.

OR

At a Hotel or Hostel, obtain the "Registration Form of Temporary Residence" at the reception and go the local police station right away.

International students who live **on campus**

Obtain the "Registration Form of Temporary Residence (on campus)" at the reception of international students' dormitory building.

TRANSPORTATION TO TONGJI UNIVERSITY

REMEMBER: register at College of Architecture and Urban Planning is mandatory for all exchange students. Keep this in mind when booking your flight. Students may arrive no more than 3 days before the registration dates listed on the next page. Any visa problems caused by an early entry will be student's responsibility.

Tongji University Main Campus address:

1239 Si Ping Road, Yang Pu District, Shanghai

In Chinese: 上海市杨浦区四平路1239号 同济大学

Transportation from Hongqiao Railway Station:

- a. Taxi
- b. Take Metro Line 10 to “Tongji University” station

Transportation from Hongqiao International Airport (SHA):

- a. Taxi
- b. Take Metro Line 10 to “Tongji University” station

Transportation from Pudong International Airport (PVG):

- a. Taxi
- b. Take airport shuttle bus line 4 to Wu Jiao Chang (五角场) station (approximately 25RMB), and then take a taxi to Tongji University (approximately 35RMB) station

Take Metro Line 2 to East Nanjing Road (南京东路), then transfer to Metro Line 10 to “Tongji University” station

REGISTRATION GUIDE

WHERE:

College of Architecture and Urban Planning (CAUP) Building B Room
122 International Cooperation Office

When:

Dual-degree Exchange students

Date: August 26 (Monday) & August 27, 2019 (Tuesday)

Time: 8:30-11:00; 13:30-16:00

Non-degree Exchange Students

Date: August 28th (Wednesday) -- August 30th, 2019 (Friday)

Time: 8:30-11:00; 13:30-16:00

International students **MUST** come to register on the assigned dates listed above. If a student fails to register within two weeks from the registration date, the admission letter will be revoked.

Required documents **checklists:**

1. Passport information page and visa page (original and copy)
2. Admission Notice (original and copy)
3. Two passport size photos
4. Temporary Accommodation Registration Form (original and Copy)
5. Insurance fee: 400RMB for one semester OR 800RMB for a full year (cash ONLY)

*PLEASE make sure you have copies for all documents listed above, we CAN'T make copies for you.

PHYSICAL EXAMINATION

For X1 student visa holders ONLY

International students with a study period for TWO semesters (X1 student visa holders), should make an appointment with Shanghai International Travel Health Center at :<https://61.152.215.248/sithcen> for the physical examination **before travel to China**. You may also download the app "SITHC" for reservation.

OR

Students may bring their physical examination reports (completed at home country) and authenticate at Shanghai International Travel Health Center (15 Jinbang Road, Chang Ning District, Shanghai (Metro Line 10, "Shanghai Zoo" station; Tel: 0086-21-62688851).

Required documents checklists:

--For physical examination

1. Passport (original and copy)
2. Admission Notice (original and copy)
3. Four passport size photos
4. Examination fee: 500 RMB

--For Physical Certificate Authentication, please bring

ALL documents listed above (1-4) AND:

5. All original physical examination certificates and reports from the student's home country.

6. Authentication fee: 500 RMB

* International Students who failed the authentication of their physical documents will have to schedule a re-examine in China.

Please note: Physical Examination ONLY apply to students whose study period is **two semesters** at Tongji University.

RESIDENCE PERMIT

For X1 student visa holders ONLY

International students with a study period for **TWO semesters** (X1 student visa holders) are required to apply for a residence permit (multi-entry visa) within 30 days from their arrival date. Please allow sufficient time for physical examination and residence permit application, and **DON'T** arrive earlier than August 23rd. **Any visa issues caused by an early entry will be student's responsibility.**

Required documents checklists:

1. Passport with valid student visa
2. Admission Notice (original and copy)
3. Yellow sheet of the JW202 Form (original and copy)
4. Physical Examination report issued by Shanghai International Travel Health Center
5. Registration Form of Temporary Residence (Original and Copy)
6. One passport size photo
7. Introduction Letter for visa application (must stamp by International Students Office of Tongji University)

Please note: students **MUST** collect required documents (1-6) **BEFORE** apply for the introduction letter (7), so please plan accordingly.

Apply Residence Permit at:

Shanghai Exit & Entry Administration Bureau

Address: 1500 Min Sheng Road, Pudong District (Metro Line 2, "Shanghai Science and Technology Museum" station)

Tel: 0086-21-28951900

RESIDENCE PERMIT

OTHER INFORMATION

Insurance:

According to the regulations of the Ministry of Chinese Education, international students are required to purchase the Chinese comprehensive insurance.

The insurance fee(400 RMB per semester)will collect on the registration dates.

For insurance plan information, please visit: <http://www.lxbx.net>

Internship:

According to the new regulation issued by "Exit and Entry Administration Law of the People's Republic of China," any paid or unpaid internship is unlawful employment for student whose study period at Tongji University is less than one year. Violation of this regulation will cause a penalty up to 10,000 RMB for both student and host institution. The student will be deported.

Dual-degree exchange students and non-degree exchange students with at least two semesters' exchange period are eligible to apply for internship permission at CAUP International Cooperation Office (CAUP Building B, RM 122). An internship can starts from the beginning of the 2nd semester with enrollment completes. Apply for an internship permit may take up to one month to prcess. Any internship WITHOUT permission is illegal.

OTHER INFORMATION (CONT.)

Academic Calendar:

<https://caup.tongji.edu.cn/caupen/11062/list.htm>

Course Information:

Course offer: <https://caup.tongji.edu.cn/caupen/11073/list.htm>

Semester Schedule:

<https://caup.tongji.edu.cn/caupen/11074/list.htm>

Announcement:

<https://caup.tongji.edu.cn/caupen/11067/list.htm>

Campus Map:

<https://caup.tongji.edu.cn/caupen/11066/list.htm>

Life in Shanghai

--www.thatsmags.com/shanghai

--www.bonapp.net/?city=21&lang=en_US

--www.smartshanghai.com

--www.timeoutshanghai.com

Shanghai Metro

<http://service.shmetro.com/en/>

**WE LOOK FORWARD TO SEEING YOU IN
SHANGHAI!**