

2017 SJTU New International Student Guide

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1 System Log-in

- 1) Application website: <http://apply.sjtu.edu.cn>
- 2) Please log in the system with your application account and complete the registration process.
- 3) If you don't have an account, please log in with your student ID. The password is the last six digits of your passport NO.
- 4) If you cannot log in the system, please contact with the International Student Center directly.

Contact Information

Admissions Office of International Student Center

Email: isc.d@sjtu.edu.cn Tel: 86-21-54743244

International Mobility Office of International Student Center

Email: isc.exchange@sjtu.edu.cn Tel: 86-21-54744225

2 Registration

2.1 For Degree Students

New international students are REQUIRED to complete the registration process at designated time and place on the admission notice. It is mandatory to contact in advance if you are not able to register on time. Students who fail to register within two weeks after the day of registration without any permission from SJTU will be regarded as surrendering the admission from SJTU.

- a. Undergraduate student: please send email to isc.o@sjtu.edu.cn;
- b. Graduate student: please send email to iso.gs@sjtu.edu.cn.

1) Online Reservation

Step 1: Please log in the application system <http://apply.sjtu.edu.cn/> from July 1st to August 31st and reserve your specific registration time period.

Step 2: Upload one of your certificate photos for making Student ID Card (jpg, 2.2*2.8cm, 300 pixel, ≤ 10k)

Step 3: Upload the scan of your passport for applying bankcard of Bank of China. The bank card will be used for paying tuition fee and receiving living allowance (for scholarship students). Please make sure the passport you upload is the one you will use after entering SJTU.

2) Onsite Registration

You should register with the Admission Notice, Passport, Visa Application for Study in China (JW202/201), Graduation and Degree Certificate at the designated places (see the admission letter) within the specific time period you have reserved. Please contact with us in advance if you are not able

to register on your scheduled time. If you fail to register within two weeks after the registration day without the permission of SJTU, you will be regarded as rejecting your admission offer.

3) Contact Information

Admissions Office of International Student Center

Email: isc.d@sjtu.edu.cn Tel: 86-21-54743244

2.2 For Exchange Students

You need to complete the university registration firstly and then register at your school or college within one week after your arrival. The locations of school registration will be noted on the welcome package.

If you cannot register on time, please submit a formal request to the International Mobility Office before July 31, 2017 by email. (Email: isc.exchange@sjtu.edu.cn). You cannot arrive late unless your request is granted. If you fail to register within two weeks after the day of registration without the permission of university, it will be assumed that you are giving up your place.

1. University Registration

There are two separate locations where you can complete the University registration process – one is on Xuhui campus and one is on Minhang campus (see below for details). For your registration location, please refer to your admission notice.

Xuhui Campus

Time: From 8:30 to 16:00 on 7 September, 2017

Location: Room 1001, Tao Li Yuan, No. 655 Fanyu Road, Xuhui District, Shanghai

Minhang Campus

Time: From 8:30 to 11:30 on 8 September, 2017

Location: Lobby of the New Admin. Bldg. B, No.800 Dongchuan Rd., Minhang District, Shanghai

2. School Registration

When you have completed registration with the university, please register at your school or department at SJTU.

3. Documents you need to bring for the registration

A. Admission Notice (Original Copy)

B. Valid passport and visa (Original Copy)

C. JW 202 or JW 201 Form

4. Contact

International Mobility Office of International Student Center

Email: isc.exchange@sjtu.edu.cn Tel: 86-21-54744225

Address: Room 809, New Admin. Bldg. B, No.800 Dongchuan Rd., Minhang District, Shanghai

3 Tuition Payment

(1) Tuition Plan for International Students

A General Degree Programs

Tuition for one Academic Year: (CNY)

Bachelor ¥24,800 Master's ¥28,900 PhD ¥45,500

B Special Graduate Programs for Students with Type B/C/D Scholarships

The standard tuition of graduate programs for international students is 28,900 CNY/Year for master programs and 45,500 CNY/Year for Ph.D. programs; the tuition of special graduate programs is listed below. For international students admitted in the special graduate programs with Type B/C/D Scholarships, the scholarship will cover the standard tuition (28,900/Year for master programs and 45,500/Year for Ph.D. programs), and students will need to pay the fees other than the standard tuition.

Special Graduate Programs and Tuition

School	Program	Tuition	Contact
Antai College of Economics & Management	Master of International Business Program	64,000 RMB/Year	Tel: +86-21-52301031 liuxfei@sjtu.edu.cn Tel: +86-21-52301352 jingzhou@sjtu.edu.cn
Antai College of Economics & Management	MBA Program	328,000 RMB In total	Tel: +86-21-52302513 linfeng1014@sjtu.edu.cn
Antai College of Economics & Management	International MBA Program	248,000 RMB In total	Tel: +86-21-52302513 linfeng1014@sjtu.edu.cn
Shanghai Advanced Institute of Finance	Master of Finance	94,000 RMB/Year	Tel: +86-21-62932903 zychen2@saif.sjtu.edu.cn
Shanghai Advanced Institute of Finance	Full-time Finance MBA Program	408,000 RMB In total	Tel: +86-21-62932328 xxqiao@saif.sjtu.edu.cn

USC-SJTU Institute of Cultural and Creative Industry	Journalism and Communication (Cultural and Creative Industry Management)	The annual tuition at SJTU is CNY 108,000; Tuition and fees payable to USC will be due by dates set by and subject to the policy of USC.	Tel:+86-21-34205059 icci@sjtu.edu.cn
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(2) Payment Period

For Undergraduate: 2017 undergraduate must pay a one-year tuition fee two weeks from the date of admission list of SJTU publicity (May 9th to May 23rd). If you have a special situation to apply for extension of payment, please contact International Student Center, after the approval you can pay on registration day. Scholarship students(tuition-free) must pay 3000RMB in advance.

For Graduate: June 1st, 2017– August 1st, 2017

(3) Payment Method

Please log in the application system <http://apply.sjtu.edu.cn/> and select one of the payment methods from “Online Payment” and “Bank Transfer”.

(It’s also acceptable to pay by cash or bankcard on the day of registration, if you’re not able to complete the payment within the time limit. But we strongly suggest you to finish the payment in advance to avoid waiting in line.)

(4) Contact

Student Affairs Office of International Student Center

Email: isc.o@sjtu.edu.cn Tel: 86-21-34203849

4 Accommodation

- 1) Students applying for on-campus accommodation should make online reservation and pay the accommodation fee. For details, please see “Notice on the Accommodation Reservation for International Students”.
 - A. For the student with the scholarship covering accommodation subsidy, please see your reservation date in **Notice on the Accommodation Reservation for International Students (Type I)**. You will receive further notice if you fail to receive the admission package before the official online reservation.
 - B. For the student without accommodation subsidy, please see your reservation date in **Notice on the Accommodation Reservation for International Students (Type II)**.
- 2) Students living off-campus should register at the International Service Center and fill in the “Registration Form for International Students Living off Campus”. Meanwhile, by the law of PRC, for **foreigners who reside or stay in domiciles other than hotels, they or the persons who accommodate them shall, within 24 hours after the foreigners’ arrival, go through the registration formalities with the public security organs in the places of residence.** For details, please see “The Notice on the Off-Campus Accommodation for International Student of SJTU”.
- 3) Contact Information
International Service Center
Minhang Campus: issc_minhang@sjtu.edu.cn +86-21-34203955
Xuhui Campus: issc_xuhui@sjtu.edu.cn +86-21-62933305

4.1 The Introduction of On-campus Accommodation for International Student

I . The Dormitory Buildings for International Student

There are 8 dormitory buildings for international student on Minhang and Xuhui Campus and the names of the buildings are listed as follows:

CAMPUS	NAME
Xuhui	No.9 Dorm Building
Xuhui	Lianxing Building
Xuhui	Asian Youth Center (Tao Li Yuan)
Minhang	No.8 Dorm Building
Minhang	No.9 Dorm Building
Minhang	No.10 Dorm Building
Minhang	No.12 Dorm Building
Minhang	No.51 Dorm Building

The equipments and facilities in dormitory vary from room types, buildings and campus, however, air-conditioner, telephone, cable television, self-laundry and internet access service are provided in all dorm rooms and buildings. Moreover, the basic furniture such like bed, desk, chair, wardrobe and bed textiles such like bed linen, pillow, quilt and mattress are also offered for free use. Lianxing Building, Asian Youth Center (Tao Li Yuan) on Xuhui Campus and No. 8, 9, 10 Dorm Building are equipped with individual bathrooms. No.9 Dorm Building on Xuhui Campus and No.12, 51 Dorm Building on Minhang Campus are equipped with shared bathrooms. Moreover, 24-hour hot water is provided in all bathrooms in dorm building.

II. Accommodation Fee Rate for International Student (Unit: RMB Yuan/Person)

BUILDING NAME	ROOM	ROOM TYPE	SHORT STAY (LESS	LONG STAY (MORE THAN 80 DAYS)
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	LOCATION		THAN 80 DAYS, PAY BY DAY)	AUTUMN AND SPRING SEMESTER, PAY BY SEMESTER	VACATIONS AND SUMMER SEMESTER, PAY BY DAY
Lianxing Bldg., Xuhui	South/North Bldg.	Single	120	9300	70
Bldg. No. 9, Xuhui		Single	130	9900	75
		Double	65	4600	35
Asian Youth Center (Tao Li Yuan), Xuhui	East Bldg.	Single	150	11900	90
		Double	80	6600	50
	West Bldg.	Single	140	10600	80
	North Bldg.	Single	140	10600	80
		Double	80	6600	50
	Bldg. No. 8, Minhang		Double	60	5100
Single on 6th floor			110	9300	70
Bldg. No. 9, Minhang		Double	60	5100	40
Bldg. No. 10, Minhang		Single	105	9000	70
Bldg. No. 12, Minhang		Double	50	4500	35
		Single	80	6600	50
Bldg. No. 51, Minhang		Double	50	4500	35

III. The rules of Reservation for International Student Accommodation

- All international students officially enrolled by SJTU are required to login online reservation system to make a reservation (except for some certain programs with agreements in advance) (the website of the system is <http://dormnew.sjtu.edu.cn>). Generally, the student without a successful online reservation is not to be arranged for on-campus accommodation. **Please refer to the Notice on the Off-Campus Accommodation for International Student of SJTU in case of failure to reserve a room on campus.**
- A successful online reservation will expire in two weeks after the registration date. Also, the online reservation of the student who doesn't register on time without application in advance for late arrival will be cancelled automatically.
- After selecting the room in the reservation system, student should pay the full amount of fee by online payment within the certain time period or the reservation will be cancelled automatically.
- The notice on the date, payment and details of online reservation will be delivered with the admission notice and the enrolled students are required to make online reservation after reading the notice carefully.

IV. The Frequently-Asked Questions about Accommodation

- What should I do if I fail to make an online reservation?

The student without a successful online reservation will not be arranged for on-campus accommodation by the policy of the university. Therefore, you should prepare for the off-campus accommodation before your arrival. **Please refer to the Notice on the Off-Campus Accommodation for International Student of SJTU in case of failure to reserve a room on campus.**

- Can I move into the dorm room earlier than the registration day if with a successful reservation?

The earliest check-in date is Sep. 4, 2017 for all new international students in the Fall Semester of 2017.

Moreover, all students living on Campus are required to check in and register within 24 hours after arrival with valid credentials whether the student move into dorm room earlier or on the registration date. The information about check-in and registration is listed as follows:

CAMPUS	CHECK-IN VENUE	OFFICE HOURS	TEL.
Minhang	Room 109, Dorm Building No.8	8:30-11:30 am, 13:30-17:00 pm, Mon. to Fri.	+86-21-54743346
Xuhui	Reception Desk, Asian Youth Center (Tao Li Yuan)	8:30-11:30 am, 13:30-17:00 pm, Mon. to Fri.	+86-21-62933296

Please notice your own room number and building after you reserve the room successfully. If you arrive at the non-office time, you are allowed to get the room key from the manager of your dorm building and move into the room in advance and check in on the next working day.

- How do I commute between Xuhui and Minhang Campus?

The inter-campus shuttle bus service is provided for all students and teachers. Getting on and off the bus at the stop on campus, you usually spend about 40 minutes from one campus to another. Of course, you could also choose public transportation such like metro line 5 and line 1 or bus.

- How can I contact you?

International Student Service Center of SJTU is in charge of the reservation, arrangement and daily management of accommodation for international students. If you have any questions about accommodation, you are welcome to contact us by phone or E-mail:

Minhang Campus: +86-21-34203955, 34202734, issc_minhang@sjtu.edu.cn

4.2 Notice on the Accommodation Reservation for International Students (Type I)

FOR THE STUDENT WITH THE SCHOLARSHIP COVERING ACCOMMODATION SUBSIDY

Dear International Student,

Hello! Welcome to Shanghai Jiao Tong University! International students applying for on-campus accommodation are required to book dormitory online. The information in detail is as follows.

1. Reservation

(1) Time Period of Reservation: 9:00 am, July 12th to 16:30 pm, July 14th, 2017 (Beijing Time, GMT+8)

(2) Website: <http://dormnew.sjtu.edu.cn>

(3) User name: Student ID (On the Admission Notice)

(4) Password: The last six digits or letters of your passport number (From left to right, for example, if your passport number is AK5123B4, and then your password is 5123B4. If your passport number is less than six digits or letters, then add 0 before the first digit of number until the number is six digits or letters, for example, if your passport number is 1236, and then your password is 001236. If you don't have passport number, your password is your birth date with format as: YYYYMMDD)

(5) Please refer **the Reservation Procedures** and **help document on the website** for the detailed information on the reservation.

2. Accommodation Subsidy

The university would like to provide a wider range of housing selection to the student with scholarship covering accommodation subsidy (*the scholarship student* as abbreviation in following part) so that you could choose the dormitory freely in different prices and types and you could also look for an off-campus residence. The information about accommodation subsidy policy for the scholarship student is listed as follows

(1) The scholarship students should pay on-campus accommodation fee by themselves according to the selected room type. (See more details on the back)

(2) The student with scholarship covering accommodation subsidy will receive the accommodation subsidy monthly from SJTU. The subsidy rate is: PhD Student and Senior Scholar 1500 Yuan/month, Master Student and General Scholar 1200 Yuan/month, Undergraduate and Confucius School Scholarship-funded Student 1000 Yuan/month. The subsidy is offered in 12 months of one year and in compliance with the duration of the scholarship.

(3) The university provides the initial subsidy covering from Sept. to Jan. of next year in this Oct. (5 months in total). Afterwards, the university provides the subsidy covering from Feb. of next year to June of next year in every December (5 months in total) and the subsidy covering from July to Jan. of next year in every June (7 months in total).

3. Payment Introductions

You should finish your payment online to finish your reservation. Some suggestions are listed as follow:

a. You are required to pay the full amount of the accommodation fee before you finish the reservation. The reservation shall NOT be valid unless the fee is paid fully and successfully.

b. The online payment should be completed within 12 hours after confirming the reservation, or the system will cancel your reservation automatically.

c. You are required to bear one or more bank cards with logo such like *Union Pay, Master, Visa, JCB, American Express and etc.* Moreover, you should ensure the function of online payment of your bank card works and your credit card has the sufficient balance. You are allowed use only one bank card to finish payment.

d. Some extra commission fee will be charged by the bank if you finish payment by the international credit card (*Master, Visa, JCB, American Express and etc.*). Therefore you are recommended to pay by the *Union Pay* card to avoid the extra commission fee.

e. You are recommended to use Internet Explorer to make reservation and pay the accommodation fee. You could refresh the webpage or change other web explorer in case of webpage errors.

f. After finishing the payment, please wait patiently until the success webpage pops up. You should click "My Account" to confirm the completed order with a successful payment.

g. If you are not able to finish payment online in your country or region, please contact us by E-mail which you should write your student ID (on the admission notice) clearly before 16:30 pm, July 14th, 2017 (Beijing Time, GMT+8) and we will help you finish payment by the other method, or the system will cancel your reservation automatically.

4. Other important information

(1) **The earliest check-in date is Sep. 4, 2017 for all new international students in the Fall Semester of 2017-2018.** You should be responsible for the housing by yourself if you arrive earlier than **Sep. 4, 2017**. The reservation is valid until Sep. 25, 2017 for the Fall Semester of 2017-2018 and will be cancelled automatically in case that you don't check in after that time. You should submit an application to related department if you are not able to register on time.

(2) You will be arranged into a similar room by ISSC in case of the room you reserved with some special situations.

(3) You are suggested to make your reservation as early as possible, or you could be NOT allowed to move into the dormitory in Fall Semester of 2017-2018.

(4) By the policy, the student with successful reservation is not allowed to change to another room except for some special cases. Please take care of religious issue if you would like to choose a double room with a roommate.

(5) No.8 and No.9 Building on Minhang Campus will be closed for the scheduled renovation in Spring Semester of 2018 and please prepare for the non-operation in advance. The detailed work plan will be released in the end of 2017.

(6) You could look up more information about on-campus accommodation in the **help document** on the reservation webpage. The participation of the reservation indicates you are fully aware of and accept this notice and all accommodation regulations and policies of SJTU and you are required to sign a housing contract with SJTU prior to the payment.

(7) If you have financial or other problems, you are welcomed to contact International Student Service Center. We would like to do our best to help every excellent freshman to kick off an academic career in SJTU.

Xuhui Campus: issc_xuhui@sjtu.edu.cn, +8621-62933305

Minhang Campus: issc_minhang@sjtu.edu.cn, +8621-34203955

THE COMPARISON OF THE ACCOMMODATION SUBSIDY AND FEE (BY RMB Yuan)

Type I:

STUDENT TYPE AND SUBSIDY AMOUNT	ROOM TYPE	PRICE FOR SPRING AND FALL SEMESTER	PRICE FOR SUMMER SESSION AND VACATION (BY DAY)	IF YOU STAY IN WHOLE YEAR			IF YOU STAY IN SPRING, FALL SEMESTER AND SUMMER SESSION			IF YOU STAY IN SPRING, FALL SEMESTER		
				HOUSING FEE	EXTRA AMOUNT YOU PAY	SURPLUS	HOUSING FEE	EXTRA AMOUNT YOU PAY	SURPLUS	HOUSING FEE	EXTRA AMOUNT YOU PAY	SURPLUS
PhD Student and Senior Scholar:1500 yuan/month, 18 000 yuan/year	Lianxing, Single	9300	70	26440	8440	/	20560	2560	/	18600	600	/
	Xuhui No. 9, Single	9900	75	28200	10200	/	21900	3900	/	19800	1800	/
	Xuhui No. 9, Double	4600	35	13120	/	4880	10180	/	7820	9200	/	8800
	Tao Li Yuan, Single A	10600	80	30160	12160	/	23440	5440	/	21200	3200	/
	Tao Li Yuan, Single B	11900	90	33880	15880	/	26320	8320	/	23800	5800	/
	Tao Li Yuan, Double	6600	80	18800	800	/	14600	/	3400	13200	/	4800
	Minhang No. 8, Double	5100	40	14680	/	3320	11320	/	6680	10200	/	7800
	Minhang No. 8, Single	9300	70	26440	8440	/	20560	2560	/	18600	600	/
	Minhang No. 9, Double	5100	40	14680	/	3320	11320	/	6680	10200	/	7800
	Minhang No. 10, Single	9000	70	25840	7840	/	19960	1960	/	18000	0	/
Minhang No. 12, Double	4500	35	12920	/	5080	9980	/	8020	9000	/	9000	
Minhang No. 12, Single	6600	50	18800	800	/	14600	/	3400	13200	/	4800	
Minhang No. 51, Double	4500	35	12920	/	5080	9980	/	8020	9000	/	9000	
Master Student and General Scholar:1200 yuan/month, 14 400 yuan/year	Lianxing, Single	9300	70	26440	12040	/	20560	6160	/	18600	4200	/
	Xuhui No. 9, Single	9900	75	28200	13800	/	21900	7500	/	19800	5400	/
	Xuhui No. 9, Double	4600	35	13120	/	1280	10180	/	4220	9200	/	5200
	Tao Li Yuan, Single A	10600	80	30160	15760	/	23440	9040	/	21200	6800	/
	Tao Li Yuan, Single B	11900	90	33880	19480	/	26320	11920	/	23800	9400	/
	Tao Li Yuan, Double	6600	80	18800	4400	/	14600	200	/	13200	/	1200
	Minhang No. 8, Double	5100	40	14680	280	/	11320	/	3080	10200	/	4200
	Minhang No. 8, Single	9300	70	26440	12040	/	20560	6160	/	18600	4200	/
	Minhang No. 9, Double	5100	40	14680	280	/	11320	/	3080	10200	/	4200
	Minhang No. 10, Single	9000	70	25840	11440	/	19960	5560	/	18000	3600	/
Minhang No. 12, Double	4500	35	12920	/	1480	9980	/	4420	9000	/	5400	
Minhang No. 12, Single	6600	50	18800	4400	/	14600	200	/	13200	/	1200	
Minhang No. 51, Double	4500	35	12920	/	1480	9980	/	4420	9000	/	5400	
Undergraduate and Confucius School Scholarship-funded Student:1000 yuan/month, 12 000 yuan/year	Lianxing, Single	9300	70	26440	14440	/	20560	8560	/	18600	6600	/
	Xuhui No. 9, Single	9900	75	28200	16200	/	21900	9900	/	19800	7800	/
	Xuhui No. 9, Double	4600	35	13120	1120	/	10180	/	1820	9200	/	2800
	Tao Li Yuan, Single A	10600	80	30160	18160	/	23440	11440	/	21200	9200	/
	Tao Li Yuan, Single B	11900	90	33880	21880	/	26320	14320	/	23800	11800	/
	Tao Li Yuan, Double	6600	80	18800	6800	/	14600	2600	/	13200	1200	/
	Minhang No. 8, Double	5100	40	14680	2680	/	11320	/	680	10200	/	1800
	Minhang No. 8, Single	9300	70	26440	14440	/	20560	8560	/	18600	6600	/
	Minhang No. 9, Double	5100	40	14680	2680	/	11320	/	680	10200	/	1800
	Minhang No. 10, Single	9000	70	25840	13840	/	19960	7960	/	18000	6000	/
Minhang No. 12, Double	4500	35	12920	920	/	9980	/	2020	9000	/	3000	

4.3 Notice on the Accommodation Reservation for International Students (Type II)

FOR THE STUDENT WITHOUT ACCOMMODATION SUBSIDY

Dear International Student,

Hello! Welcome to Shanghai Jiao Tong University! International students applying for on-campus accommodation are required to book dormitory online. The information in detail is as follows.

1. Reservation

- (1) Time: Period of Reservation: 9:00 am, July 19th to 16:30 pm, July 21st, 2017 (Beijing Time, GMT+8)
- (2) Website: <http://dormnew.sjtu.edu.cn>
- (3) User name: Student ID (On the Admission Notice)
- (4) Password: The last six digits or letters of your passport number (From left to right, for example, if your passport number is AK5123B4, and then your password is 5123B4. If your passport number is less than six digits or letters, then add 0 before the first digit of number until the number is six digits or letters, for example, if your passport number is 1236, and then your password is 001236. If you don't have passport number, your password is your birth date with format as: YYYYMMDD)
- (5) Please refer ***the Reservation Procedures*** and **help document on the website** for the detailed information on the reservation.

2. Payment Introductions

You should finish your payment online to finish your reservation. Some suggestions are listed as follow:

- a. You are required to pay the full amount of the accommodation fee before you finish the reservation. The reservation shall NOT be valid unless the fee is paid fully and successfully.
- b. The online payment should be completed within 12 hours after confirming the reservation, or the system will cancel your reservation automatically.
- c. You are required to bear one or more bank cards with logo such like *Union Pay, Master, Visa, JCB, American Express and etc.* Moreover, you should ensure the function of online payment of your bank card works and your credit card has the sufficient balance. You are allowed use only one bank card to finish payment.
- d. Some extra commission fee will be charged by the bank if you finish payment by the international credit card (*Master, Visa, JCB, American Express and etc.*). Therefore you are recommended to pay by the *Union Pay* card to avoid the extra commission fee.
- e. You are recommended to use Internet Explorer to make reservation and pay the accommodation fee. You could refresh the webpage or change other web explorer in case of webpage errors.
- f. After finishing the payment, please wait patiently until the success webpage pops up. You should click "My Account" to confirm the completed order with a successful payment.
- g. If you are not able to finish payment online in your country or region, please contact us by E-mail which you should write your student ID (on the admission notice) clearly before 16:30 pm, July 21st, 2017 (Beijing Time, GMT+8) and we will help you finish payment by the other method, or the system will cancel your reservation automatically.

3. Other important information

- (1) **The earliest check-in date is Sep. 4, 2017 for all new international students in the Fall Semester of 2017-2018.** You should be responsible for the housing by yourself if you arrive earlier than **Sep. 4, 2017**. The reservation is valid until Sep. 25, 2017 for the Fall Semester of 2017-2018 and will be

cancelled automatically in case that you don't check in after that time. You should submit an application to related department if you are not able to register on time.

(2) You will be arranged into a similar room by ISSC in case of the room you reserved with some special situations.

(3) For the limited on-campus housing resources, you are suggested to make your reservation as early as possible, or you could be NOT allowed to move into the dormitory in Fall Semester of 2017-2018.

(4) By the policy, the student with successful reservation is not allowed to change to another room except for some special cases. Please take care of religious issue if you would like to choose a double room with a roommate.

(5) No.8 and No.9 Building on Minhang Campus will be closed for the scheduled renovation in Spring Semester of 2018 and please prepare for the non-operation in advance. The detailed work plan will be released in the end of 2017.

(6) You could look up more information about on-campus accommodation in the **help document** on the reservation webpage. The participation of the reservation indicates you are fully aware of and accept this notice and all accommodation regulations and policies of SJTU and you are required to sign a housing contract with SJTU prior to the payment.

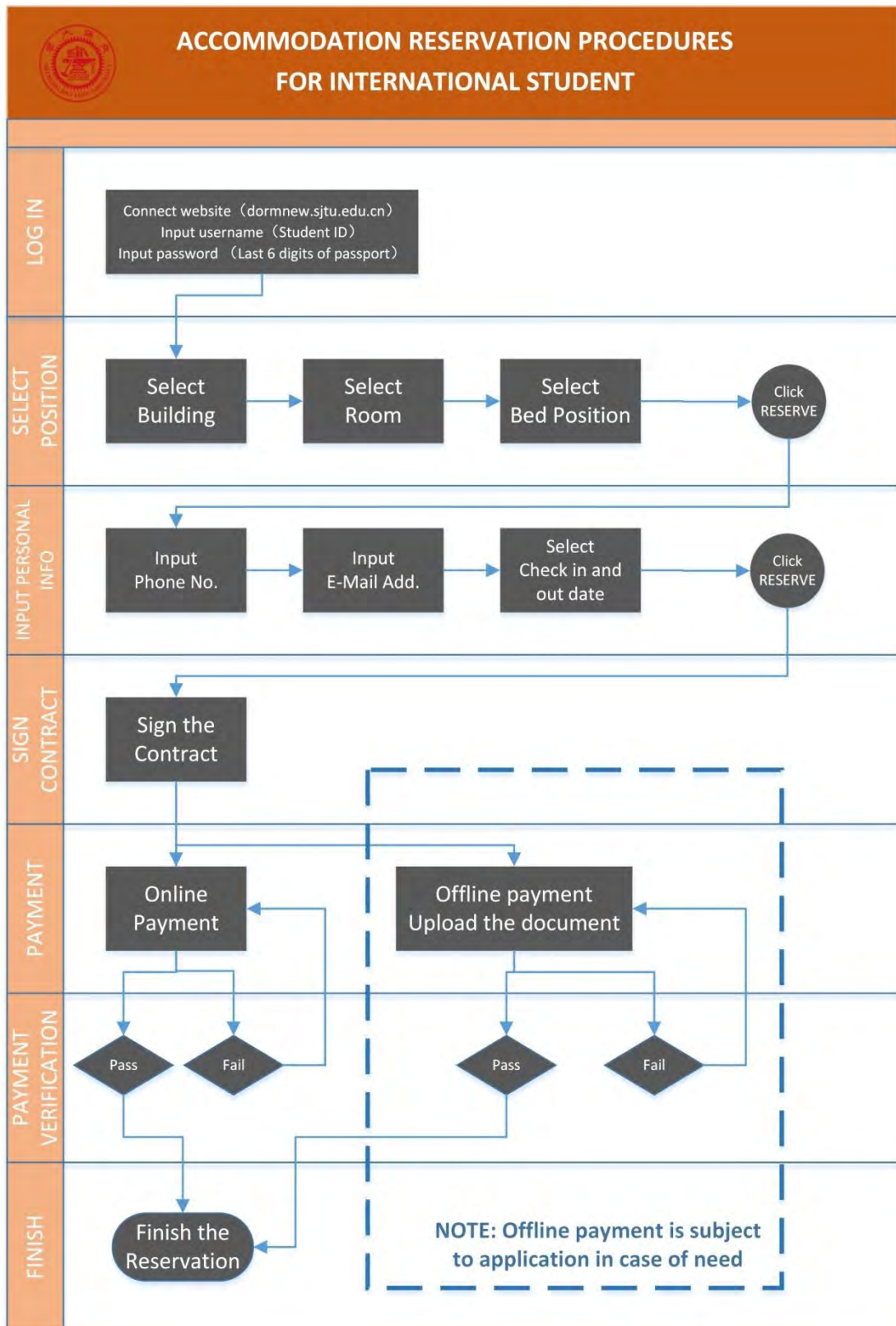
(7) Please contact International Student Service Center if you have any questions. the contacts are listed as follows:

Xuhui Campus: issc_xuhui@sjtu.edu.cn, +8621-62933305

Minhang Campus: issc_minhang@sjtu.edu.cn, +8621-34203955

International Student Service Center, SJTU

ACCOMMODATION RESERVATION PROCEDURES FOR INTERNATIONAL STUDENT



4.4 The Notice on the Off-Campus Accommodation for

International Student of SJTU

1. The student without a successful online reservation will not be arranged for on-campus accommodation by the policy of the university. Therefore, you are kindly suggested to prepare the off-campus accommodation in advance before your arrival if you fail to reserve a room on campus.

2. In accordance with **the Article 39 of The Exit and Entry Administration Law of the People's Republic of China**, where foreigners stay in hotels in China, the hotels shall register their accommodation in accordance with the regulations on the public security administration of the hotel industry, and submit foreigners' accommodation registration information to the public security organs in the places where the hotels are located. **For foreigners who reside or stay in domiciles other than hotels, they or the persons who accommodate them shall, within 24 hours after the foreigners' arrival, go through the registration formalities with the public security organs in the places of residence.**

3. By the relevant regulations of SJTU, you should come to International Student Service Center (hereinafter referred to as "ISSC") with the student card and the apartment leasing contract with your name as a party of the contract to register your off-campus accommodation information in case that: 1. You currently live off campus without registration in ISSC 2. Your off-campus address was changed 3. You currently live on campus, however plan to move out. After claiming the Off-Campus Accommodation Registration Form for International Student of SJTU, you should register at the administrative police station of your housing place with the form and other necessary credentials and documents (passport, leasing contract, etc.) in 24 hours or you could assume the legal responsibility. The information about off-campus accommodation registration of SJTU is listed as follows:

CAMPUS	REGISTRATION VENUE	OFFICE HOURS	TEL.
Minhang	Room B202-204, New Admin. Building	8:30-11:30 am, 13:30-17:00 pm, Mon. to Fri.	+86-21-34203955
Xuhui	Desk 6, Room 1001, Asian Youth Center (Tao Li Yuan)	8:30-11:30 am, 13:30-17:00 pm, Mon. to Fri.	+86-21-62933296
	Student Service Center		+86-2162934784*801

International Student Service Center, SJTU

Appendix: Off-Campus Accommodation Information (For reference only, NOT officially recommended by the university)

CAMPUS	TYPE	NAME	ADDRESS	TEL.	WEBSITE
Minhang	Hotel	Motel 168	No.213, Humin Rd., Minhang	+86-21-64355790 or +86-4008203333	http://motel168.okmk.com/index.html
Minhang	Hotel	Jingjiang Inn	No.319, Humin Rd., Minhang	+86-21-51101999 or +86-4008209999	http://www.jinjianginns.com/
Minhang	Hotel on campus	Academic Exchange Center	On Minhang Campus	+86-21-54740800	

CAMPUS	TYPE	NAME	ADDRESS	TEL.	WEBSITE
Minhang	Apartment	Ziroom apartment	No.368 Duhui Road	+86-400 100 1111 transfer to 777000	http://www.ziroomapartment.com/
Minhang	Hotel	Ji hotel	No. 445 Humin Road	+86-21-60292355	http://www.huazhu.com/quanji
Minhang	Hotel	Leadingmen apartment	No.190 Yongping South Road,	18516526365	
Minhang	Hotel	Leadingmen hotel	No.178 Yongping South Road,	+86-21-33882999	
Minhang	Hotel	Huhua International Hotel	No.300 Qinghe Road	+86-21-61268299	http://www.huhuahotels.com/
Xuhui	Hotel	Hanting Hotel	No.955, Panyu Rd., Xuhui	+86-21-64480808 or +86-4008121121	http://www.huazhu.com/hanting
Xuhui	Hotel	Ibis Hotel	No.858, Panyu Rd., Xuhui	+86-21-62838800 or +86-4006001615	http://www.ibis.com/
Xuhui	Hotel	Xihua Business Hotel	No.1, West Huaihai Rd., Changning	+86-21-52585656	
Xuhui	Hotel on campus	Faculty Club	On Xuhui Campus	+86-21-62822822	
Xuhui	Agency	Wo Ai Wo Jia Real Estate		+86-4008515515	http://sh.5i5j.com/
Xuhui	Agency	Zhong Yuan Real Estate		+86-4008188808	http://sh.centanet.com/
Xuhui	Agency	Pacific Holdings	No.787,Panyu Rd	+86-21-60679046	http://www.pacific.sh.cn
Xuhui	Agency	WKZF	No.278,West Huaihai Rd	+86-4008560306	http://www.wkzf.com
Xuhui	Agency	LianJia	No.595, Hongqiao Rd	+86-21-51125884	http://sh.lianjia.com
Xuhui	Apartment service	Roomin SHANGHAI	Golden City Garden Bldg 16,1310 Dingxi Rd	+86-21-62787996	Ami@roominshanghai.com
Xuhui	Apartment service	L&M	Room324, No1415 Kaixuan Rd	+86-13917974311	www.sh-ignite.com

5 Health Insurance

5.1 Notice on the Insurance Purchase of International Student

Dear International Student:

Hello! The relevant regulations by the Ministry of Education of People's Republic of China and *the Management Regulations for International Student of SJTU* require that:

1. **All international students of SJTU with study duration over 6 months should purchase the Group Comprehensive Insurance in Mainland China** (Excluding the student with scholarship covering Group Comprehensive Insurance).
2. **For the students with study duration less than 6 months: If already insured in the home state**, you are required to prepare the original insurance document which should cover your entire study period in SJTU and its photocopy to be verified by the International Student Service Center (ISSC) of SJTU on the registration date (Or within one week after the registration); **If not insured in the home state yet**, you should still purchase the Group Comprehensive Insurance in Mainland China.
3. The student with scholarship covering the Group Comprehensive Insurance doesn't need to purchase the insurance by self, which will be afforded and purchased by the University or some certain institute after the official registration.
4. The insurance contract or certificate is necessary document for registration of every semester.
5. By the regulations, the student without valid Group Comprehensive Insurance or the student who doesn't submit the valid insurance document to the ISSC **will NOT be allowed to register in a new semester**.

The detailed information on the purchase of group comprehensive insurance is as follows:

I. Introduction of the Group Comprehensive Insurance

1. The name of the Group Comprehensive Insurance: Comprehensive Insurance & Protection Scheme for Foreigners Staying in China of Ping An Annuity Insurance Company, Ltd.
2. The premium of the Group Comprehensive Insurance: RMB800/one year, RMB400/half year
3. Please log in www.lxbx.net to look up and download the detailed information on the Group Comprehensive Insurance such like the articles, insurance liabilities, insurance claims etc.

II. Introductions of Purchase

1. Please log on www.lxbx.net and purchase the insurance through the online payment **from Aug. 14th to Sep. 6th, 2017**.
2. **You are required to download and print the insurance information including service number after the payment and submit on the registration day.**
3. If your insurance record is not found in the system when you login or you fail to complete the purchase before the registration, you may purchase the insurance on the registration date in the International Student Service Center (See location and contacts in Part III). It could cost you long time on the registration date.

III. Contacts

For more detailed information on the insurance, please visit the website www.lxbx.net or call 24-hour hotline 400-810-5119 (press 1). You also could contact International Student Service Center, SJTU to consult with more issues of insurance purchase. (The office time in vacation is subject to further notice)

Xuhui Campus: issc_xuhui@sjtu.edu.cn, 021-62933305 (8:30am-11:30am, 13:30-17:00pm, Mon.- Fri., office hours in vacations subject to further notice)

Minhang Campus: issc_minhang@sjtu.edu.cn, 021-34203955 (8:30am-11:30am, 13:30-17:00pm, Mon.- Fri., office hours in vacations subject to further notice)

IV. Insurance Claim

Please dial 4008105119-1 (24-hour, bilingual) as soon as possible in case of any health problems and emergencies to consult issues regarding with the medical treatment, advance payment for hospitalization, insurance claim and so on. You also could login www.lxbx.net to download the relevant documents.

V. Insurance Premium

Insurance Liabilities	RMB Insurance Amount (Yuan) RMB	Age 6-69 (International Student)	
		Insurance Premium (Yuan per half a year per person)	Insurance Premium (Yuan per year per person)
Liability for Death + Accidental Disability	100000	400	800
Medical Treatment for Accidental Injury	20000		
Medical Treatment for Outpatient and Emergency (With the daily limit of RMB600, beyond the start to pay limit of RMB650, the insured can cover 85% of reimbursement)	20000		
Hospitalization Medical Treatment	400000		

Note: The insurance program information is subject to the update of Ping Annuity Insurance Company, Ltd.

VI. Purchase Procedures

1. Visit the website www.lxbx.net, click on the icon (Student check payment) and log in with "Passport Number" (Capitalize letters and delete non-characters, no space).
2. Select and verify your information.



3. Select preferred insured duration and fee: one year, RMB800. (Half year is only for the non-degree student with study period less than 6 months)
4. Follow the online instructions and complete the payment.

Please be aware that:

1. To complete the payment, you should have at least one of those bank cards with such signs as UnionPay, Master, Visa, JCB, or American Express and make sure that the bank card can be used for on-line payment.
2. If you use international credit cards to complete the payment, additional fees will be charged by the banks as commission fee. Therefore, we suggest that you pay the insurance premium by those bank cards with the sign of UnionPay to avoid the additional fees charged by the banks.
3. You are suggested use Internet Explorer (IE) for the online payment. In case of errors, it is advised to refresh the page or try another browser.
4. The insurance program becomes valid in two weeks after the successful payment and then you can log in the system and check the serial number of your insurance program contract.

International Student Service Center, Shanghai Jiao Tong University
Unichina International Insurance Brokers (Beijing) Co., Ltd.

5.2 The Special Notification on the Insurance for International

Student with Scholarship

Dear international student with scholarship:

Hello! The group comprehensive insurance will be purchased for you by SJTU or some other institution after you officially register and you don't need to pay for the insurance. All kinds of scholarships cover the insurance fee (**Except for the Freshman Scholarship for Undergraduate**). Some information and suggestions regarding with insurance are listed as follows:

I. Introduction of the Group Comprehensive Insurance

1. The name of the group comprehensive insurance: Comprehensive Insurance & Protection Scheme for Foreigners Staying in China of Ping An Annuity Insurance Company, Ltd.
2. The premium of the group comprehensive insurance: RMB800/one year, 400/half year (Covered by your scholarship)
3. Please log in www.lxbx.net to look up and download the detailed information on the group comprehensive insurance such like the articles, insurance liabilities, insurance claims etc.

II. Insurance Claim

Please dial 4008105119-1 (24-hour, bilingual) as soon as possible in case of any health problems and emergencies to consult issues regarding with the medical treatment, advance payment for hospitalization, insurance claim and so on. You also could login www.lxbx.net to download the relevant documents.

III. Contacts

For more detailed information on the insurance, please visit the website www.lxbx.net or call 24-hour hotline 400-810-5119 (press 1). You also could contact International Student Service

Center, SJTU to consult with more issues of insurance purchase. (The office time in vacation is subject to further notice)

Xuhui Campus: issc_xuhui@sjtu.edu.cn, 021-62933305 (8:30am-11:30am, 13:30-17:00pm, Mon.- Fri., office hours in vacations subject to further notice)

Minhang Campus: issc_minhang@sjtu.edu.cn, 021-34203955 (8:30am-11:30am, 13:30-17:00pm, Mon.- Fri., office hours in vacations subject to further notice)

International Student Service Center, Shanghai Jiao Tong University
Unichina International Insurance Brokers (Beijing) Co., Ltd.

6 Visa Affairs

6.1 Visa Application

1) Normally, you can apply for visa only after registration.
2) You may apply for X1 and X2 visa to the local Chinese Embassy or Consulate, and enter into China within one week before the day of registration. Documentation required for Student Visa (X1 or X2 visa) application at Chinese embassies and consulates:

- A. Passport
- B. Admission Notice
- C. Foreign Student Visa Application Form JW201 or JW202

Do make sure that your letter of admission and JW202/JW201 form are handed back to you together with your passport after obtaining your Chinese visa.

3) An international student with an **X1 visa** shall apply for a residence permit **within 30 days after entry** into China. Those who fail to make the application and continue to stay with expired visas are treated as illegal stay and will be imposed the penalty prescribed by the law. The documents required for the application of residence permit are as follows:

- A Passport
- B Admission of Notice
- C Registration Form of Temporary Residence
- D Passport Photo
- E Certificate of Verification of Physical Examination Record for Personnel (See Section 7 Physical Examination) (the certificate is not required if you currently holds the Residence Permit or the previous Residence Permit expired less than three months)
- F Proof of Funds (You may need to provide original bank statements showing your ability to fund your studies)

6.2 Physical Examination

According to Chinese laws and regulations related to international travelers, incoming international students must take physical examination at a designated agency in China. (Or traveler's own physical report must be examined and verified)

Internationals students who have enrolled in Shanghai Jiao Tong University must take physical examination at certain time and place designated by International

Student Center. Students who miss the physical examination organized by school should take it by themselves.

Online reservation: <http://sithc.shciq.gov.cn/>

Agency Address:15 Jinbang Rd., Shanghai

Needed Documents and Fees for the Physical Examination

A Passport, original and photocopy

B Admission Notice, original and photocopy

C Four Passport-sized photos

D Fees: CNY 600

E Besides, students who need verification of their own physical examination document must submit: All original copies of your own physical examination report (hospital sealed) (Physical Examination Record for Foreigner, blood test report, etc.)

Notice:

You may schedule a health screening by yourself on

<http://sithc.shciq.gov.cn/sithcen/> if you come to China so early; or if you may undergo the university-wide health screening arranged by SJTU within ten days from the beginning of the semester, on the condition that your visa validity is more than one month from the date of registration.

6.3 Miscellaneous

1、 Student visas are only available for international students who have been enrolled by SJTU. If you arrive in SJTU prior to the designated date without having applied for any short-term study program, no student visa will be available. Please note the validity period of your visa and do not enter China in advance, lest your legal stay in China be compromised.

2、 The validity of visa or residence permit for an international student will not exceed the period of his/her study.

3、 International students holding visas or residence permits issued by other universities or colleges in China, need to provide the certificates of study completion or transfer issued by the former universities or colleges.

4、 The validity period of visa or residence permit extension is also limited by the study period for which the insurance and tuition are already paid.

5、 International students should leave China before the visa or residence permit expires after completing their study. The stay after the visa or residence permit expires is illegal.

6、 If any newly admitted student, whose visa or residence permit has expired or will expire in too short a time to process any application of extension, he/she will not be accepted for entrance and should first go to the Exit-Entry Administration Bureau of Shanghai Public Security Bureau.

7、 When an international student finds out that his/her passport is lost, he/she must go through the following procedures:

- ✧ Report to the nearby police station where you lose your passport with your valid documentation, and obtain the Confirmation of Reporting the Loss of Passport;
- ✧ Obtain the Police Report for A Lost Passport from the Exit-Entry Administration Bureau of Shanghai Public Security Bureau with the confirmation issued by the police station;
- ✧ Apply for a new passport in your government's embassies and consulates in China with the Police Report for A Lost Passport;
- ✧ Register at the SJTU Service Center for Exit-Entry Administration within ten days of obtaining new passport, and then apply a new visa or Residence Permit at the Exit- Entry Administration Bureau of Shanghai Public Security Bureau. Please note that you must go back to the police station to renew your Registration Form of Temporary Residence.

8、 If an international student plans to renew or replace the passport in the Embassy of his/her home country in China, he/she shall apply to the Embassy 2 months prior to the expiration of the validity period of residence permit. When the new passport is issued, the student shall apply for the alteration of residence permit within 10 days after the issuance of the new passport.

If a new passport is issued to an international student in his/her own country, and he/she enters into China with the new passport and the still valid residence permit on the old passport, he/she shall go through the formalities for alteration of residence permit within 10 days after the entry.

9、 Visa policies may change according to the law. The university process all residence affairs following the official notice from the Exit- Entry Administration Bureau of Shanghai Public Security Bureau.

If you have any question about your passport and visa, do not hesitate to ask the staff in the SJTU Service Center for Exit-Entry Administration. We would like to provide information and necessary assistance.

It is suggested that you leave your latest contact to International Student Center, so that you can be notified of important messages if necessary.

Contact Information

Service Center for Exit-Entry Administration Email: visa_is@sjtu.edu.cn

Tel:

86-21-62933818 (Xuhui Campus) ,

86-21-34206748 /34207946 (Minhang Campus)

Add:

Room 209, Administrative Building (Xuhui Campus)

Room B200, New Admin. Building (Minhang Campus)

7 Opening Ceremony & Orientation

All new students should attend the SJTU Opening Ceremony and Freshman Orientation.

1) Opening Ceremony

Time: 9:00 AM Sep. 10, 2017 (Sunday)

Location: New Gymnasium, Minhang Campus

2) Orientation

Time and Location will be notified on the Application Process Form

8 Apply for a University Network ID

Before October 1st, 2017, new students can visit

<http://jaccount.sjtu.edu.cn/profile/apply.do> and apply for a jAccount (SJTU Unified Network ID), using the student number on the admission notice.

Contact number of SJTU Network & Information Center: +86-21-34206060.

From the third to fourth period week of semester, students must login the

information system to complete required information:

Undergraduate student should use his or her jAccount to login at the Academic Information System: <http://electsys.sjtu.edu.cn/edu/>

Graduate Student should use his or her jAccount to login at Graduate Student MIS: <http://www.yjs.sjtu.edu.cn/ssfw/login.jsp>

If you have any concerns about studies and courses, you may consult with dean's office from each school. You may visit each school's website for contact information.

Besides, once the jAccount is generated, graduate students are able to login management information system for graduate students.

(<http://www.yjs.sjtu.edu.cn/ssfw/login.jsp>)

9 Academic Related

9.1 Schedule for New Student Activities

Time	Event	Venue	Remark
Sep 10 9:30-10:30	Opening Ceremony	Minhang: Fok Ying Tung Sports Center	All New Students are REQUIRED to Attend
Sep 10 13:00-14:00	Orientation	Minhang: Chen-Ruiqiu Building	All New Students are REQUIRED to Attend
Sep 8 13:00-14:00	Introduction on SJTU Campus Life (Topics: Balance Top Up & Usage Directions on Mobile Sim Card, Electric Card, Bank Card, University ID; Gourmet Foods in Campus; Recreational Facilities; Transportation Guide, etc.)	Minhang: New Admin Bldg B418 Xuhui: Engineering Hall 214	Optional Only Need to Attend Once

Sep 8 15:00-16:00 0	Introduction on SJTU Campus Life (Topics: Balance Top Up & Usage Directions on Mobile Sim Card, Electric Card, Bank Card, University ID; Gourmet Foods in Campus; Recreational Facilities; Transportation Guide, etc.)	Minhang: New Admin BldgB418 Xuhui: Engineering Hall 214	Optional Only Need to Attend Once
Sep 9 13:00-14:00 0	Introduction on SJTU Campus Life (Topics: Balance Top Up & Usage Directions on Mobile Sim Card, Electric Card, Bank Card, University ID; Gourmet Foods in Campus; Recreational Facilities; Transportation Guide, etc.)	Minhang: New Admin BldgB418 Xuhui: Engineering Hall 214	Optional Only Need to Attend Once
Sep 9 15:00-16:00 0	Introduction on SJTU Campus Life (Topics: Balance Top Up & Usage Directions on Mobile Sim Card, Electric Card, Bank Card, University ID; Gourmet Foods in Campus; Recreational Facilities; Transportation Guide, etc.)	Minhang: New Admin Bldg B418 Xuhui: Engineering Hall 214	Optional Only Need to Attend Once

9.2 Undergraduate Students

1) Notice of English Placement Test for 2017 International Undergraduates

From the fall term of September 2017, all undergraduate students (except those from [UM-SJTU Joint Institute](#), [SJTU-ParisTech Elite Institute of Technology](#) and Chinese language in [School of Humanities](#)) have to take English placement test. SJTU will divide class by the test result.

Examination schedule:

Test time: 11th September (Monday), 2017, 6p.m.-8p.m.

Test venue: to be determined (It will be published on isc.sjtu.edu.cn before 11th September, 2017)

Attention:

1. English lessons and classes for 2017 international undergraduates will be subject to unified arrangement by the university. International Student Center will no longer organize exemption test for students separately.

2. It is possible for international students as native English speakers to apply exemption from English lesson attendance to [School of Foreign Languages](#) based on his or her scores of English placement test (the score requirement is decided by [School of Foreign Languages](#)).

3. Please arrive at the examination room 10 minutes earlier than the test time with necessary stationery.

2) Instruction for 2017 International Undergraduates (Humanities students) Purchasing common course textbook

a) Part of the to-buy list for common course textbooks: 1 in total Total cost: 35rmb

1. An Introduction to Chinese Culture

b) For English textbook, students will purchase based on own level after the release of result of English level examination in Week 2.

c) For specialized course textbooks, students may purchase in group with the class or (after attending the class in Week 1), or go to teaching material Division by themselves to purchase the textbook required by respective course tutor. (Starting from 2nd semester, all textbooks required by respective course tutor shall be purchased in teaching material Division.

Address of teaching material Division: Qiu Shi Road, beside campus printing shop (Close to East Second Door)

Address of teaching material Division: Qiu Shi Road, beside campus printing shop (Close to East Second Door)

Purchasing Time : 12th September, 9.00am to 2.00pm

Attention: Students who study at Chinese language in [School of Humanities](#) should consult [college](#).

9.3 Graduate Students

Chinese Test for Graduate Students

The admitted international postgraduate students (including master and doctoral students) shall attend the Chinese Language Placement Test organized on September 12, 2017 (Tuesday).

Note: Students who have never learned Chinese language before are not required to take the examination and will be automatically enrolled in the *Chinese* class in beginner level.

Time: 18:00 - 20:00 on September 12, 2017 (Tuesday)

Venues:

Minhang Campus: Room 114, 117 in Chen Ruiqiu BLD

Xuhui Campus: Room 202, 204, 207, 208 in Engineering Hall

Remarks:

- Please arrive 30 minutes earlier before the test for preparations. Those being 20 minutes late will not be allowed to take the exam.
- Please join above classrooms for the test upon arrival. But if one classroom is fully seated, please move to another room for vacancies.

9.4 Exchange Students

1) Course Enrollment Guidance for Semester Exchange Students

The course registration at SJTU is very strict; you must enroll and drop courses within the scheduled time, otherwise, you need to bear all the consequences. We will notify you about the time and website for course registration via email at the beginning of the semester. Should you have any doubt about the course registration, please turn to help from your Buddy or the department/school at SJTU.

Please do complete the course registration before the deadline and contact faculty staff from the department or school at SJTU prior to your course registration.

For detailed course information, please refer to the following website.

http://isc.sjtu.edu.cn/EN/content.aspx?info_lb=50&flag=3

2) Chinese Language Course

A. All the incoming exchange students with no foundation in Chinese will have the opportunity to take FREE Chinese language courses at the beginning's level for 4 class hours/week (courses taught at night). The website to enroll this course is listed below.

<http://electsys.sjtu.edu.cn/edu/>

B. University-level exchange students and non-degree scholarship students are free to choose Chinese language courses for 8-class hours/week, consisting of various levels of learning and training, which normally is one or two modules from the intensive Chinese language program. Courses usually start at the first week of each semester.

3) Official Transcript Delivery

We will try our best to send your transcripts within the first month at the beginning of the next semester to your outbound coordinator at your home university.

Postal Time:

Fall Semester: Between March and April

Spring Semester: Between September and October

Please go to the following locations to print your transcript under no special circumstances.

For undergraduate study, please print at the Registration & Students' Affairs Office, Office of Undergraduate Education, Room 108, New Admin. Bldg.B., Minhang Campus

For postgraduate study, please print at the International Affairs Office at Graduate School, Room 331, Chan Sui Kau Hall, Minhang Campus

For Chinese Language study, please print at Center for International Chinese Education, Room103, Lecture Building No. 1, Xuhui Campus

Change of Major or Study Duration

Please consider carefully when you request to change your major or study duration. Please seek the permission from your home university firstly, and then complete the application form from the following website.

http://isc.sjtu.edu.cn/EN/content.aspx?info_lb=50&flag=3

Your request will be evaluated by the corresponding school/department, the Office of Undergraduate Education or Graduate School and International Student Center respectively. If it is granted, you could start the process.

10 Scholarship Students Issues

10.1 The Regulations of Registration and Issue of Living

Subsidies for International Scholarship Students

In order to regulate the issue of scholarship, international scholarship students are required to register at the beginning of each semester and every month from September, 2015; scholarships mentioned above refer to all types of scholarships. Details are as followed:

I. Regulations of Registration

- i. **Semester's Signing:** Scholarship students are required to sign within 5 working days from the registration day, please bring student card to International Student Center, Xuhui Campus: Registration Venue or Room 1001, Tao Li Yuan; Minhang Campus: Registration Venue or Student Affairs Office (Room 807, New Administration Building B) .
- ii. **Monthly Signing:** From the second month after semester's signing, it is required for scholarship students to go to the college and sign monthly (normally from 10th to 15th each month, within 5 working days only, not including weekends).

iii. Regulations of Particular Cases:

1) In principle, those who miss the deadline of registration, it is not allowed to make up for registering later, and the scholarship will be suspended.

2) Semester's Signing:

- a) Those who can NOT register on time because of illness, it is required to inform of the college, submit a certificate from the hospital and an explanation letter approved and signed by college and supervisor; ISC will review all the documents collected by the college.
- b) Those who can NOT register on time because of attending academic research, such as international seminar, project business trip, it is required to inform of the college, submit an explanation letter approved and signed by college and supervisor; Before 10th, July, 2017, the college submit all the documents to ISC for reviewing.

Except these two situations mentioned above, no other special case is acceptable by ISC (because of personal reasons, flight tickets etc.), after receiving the documents ISC releases the result to the college within 10 working days, students can get result from the college.

3) Monthly Signing: Those who can NOT sign on time monthly, it is required to report and submit related documents to the college, after

verifying the college sign instead of student before the deadline of registration.

II. Regulations of Distribution

1. Time of Distribution

Months	Dates
January and February: will be granted together	Before 10 th , January
March and April: will be granted together after Semester's Signing	Before 20 th , March
May and June: will be granted monthly	Before 10 th of Each Month
July and August: will be granted together	Before 10 th , July
September and October: will be granted together after Semester's Signing	Before 30 th , September
November and December: will be granted monthly	Before 10 th of Each Month

III. Notes

1. **If scholarship students break the disciplines of university, the scholarship is suspended or canceled depending on the punishment level (implemented from the next month of the school's issuance date), as follows:**
 - 1) **Warning: scholarship is suspended for three months**
 - 2) **Serious Warning: scholarship is suspended for six months**
 - 3) **Record a Demerit: scholarship is stopped one year**
 - 4) **Detention: scholarship is canceled**
 - 5) **Expulsion: scholarship is canceled**
2. All the international scholarship students should obey International Student Accommodation Regulatory Rules of Shanghai Jiao Tong University and other related regulations of accommodation subsidies for the international scholarship students. The living subsidies of those who live in the dormitories but refuse to pay accommodation fee will be withheld for the deduction of the accommodation fee.
3. Standard of accommodation subsidy: SJTU will add extra subsidy on the basis of the standard of appropriation for Chinese Government Scholarship (PhD Student and Senior Scholar 1000 Yuan/month, Master Student and General Scholar 700 Yuan/month, Undergraduate 700 Yuan/month). New standard of accommodation subsidy is: PhD Student and Senior Scholar 1500 Yuan/month, Master Student and General Scholar 1200 Yuan/month, Undergraduate 1000 Yuan/month, Confucius College Scholarship student 1000yuan/month. The subsidy is offered in 12 months. Subsidy will be distributed one year and in compliance with the duration of the scholarship.
Time of distribution: SJTU provides the part of the subsidy covering from July to Jan. of next year in every July (7 months in total) and the rest of subsidy covering from Feb. of next year to June of next year in every December (5 months in total).

4. Those who suspend, quit or graduate study in advance, it is required to return the rest of accommodation subsidies to the university, accommodation subsidies are suspended during the study suspension.
5. **Those who have doubts about scholarship distribution (living, accommodation etc.), could contact with ISC within two weeks after the scholarship was deposited, there's no acceptance of any application of checking and making up later.**
6. All rights reserved by International Student Center.

10.2 The Schedule of Signing from September, 2017 to June,2019

Signing	Time	Place	Scholarship for
Autumn, Semester's Signing, 2017-2018	8 th ~15 th , September, 2017	Registration Venue / Room 807, New Administration Building B	September & October, 2017
October, 2017, Signing Monthly	9 th ~13 th , October, 2017	College	November, 2017
November, 2017, Signing Monthly	10 th ~16 th , November, 2017	College	December, 2017
December, 2017, Signing Monthly	11 th ~15 th , December, 2017	College	January & February, 2018
Spring, Semester's Signing, 2017-2018	26 th February~2 nd March, 2018	Registration Venue / Room 807, New Administration Building B	March & April, 2018
April, 2018, Signing Monthly	10 th ~16 th , April, 2018	College	May, 2018
May, 2018, Signing Monthly	10 th ~16 th , May, 2018	College	June, 2018
June, 2018, Signing Monthly	11 th ~15 th , June, 2018	College	July & August, 2018
Autumn, Semester's Signing, 2018-2019	10 th ~14 th , September, 2018	Registration Venue / Room 807, New Administration Building B	September & October, 2018
October, 2018, Signing Monthly	10 th ~16 th , October, 2018	College	November, 2018
November, 2018, Signing Monthly	12 th ~16 th , November, 2018	College	December, 2018
December, 2018, Signing Monthly	10 th ~14 th , December, 2018	College	January & February, 2019
Spring, Semester's Signing, 2018-2019	25 th February~1 st , March, 2019	Registration Venue / Room 807, New Administration Building B	March & April, 2019
April, 2019, Signing Monthly	10 th ~16 th , April, 2019	College	May, 2019
May, 2019, Signing Monthly	10 th ~16 th , May, 2019	College	June, 2019
June, 2019, Signing	10 th ~14 th , June, 2019	College	July & August,

Monthly			2019
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International Student Centre
November, 2017

I have read, understood ‘The Regulations of Registration and Issue of Living Subsidies for International Scholarship Students, Shanghai Jiao Tong University’, and I agree and obey the regulations.

Name:

Student No.:

___date/___month/___year

11 Transportation Guide

11.1 How to Arrive

1) To Minhang Campus

A. From Pudong International Airport: Take airport line 7 (CNY 20) and get off at the terminal station-Shanghai South Railway Station. Take Metro Line 1, transfer to Line 5 at the terminal station - Xinzhuang Station, and get off at Dongchuan Road Station. Then take a taxi or bus (Jiangchuan No.3 or No.5) to Minhang campus.

B. From Shanghai Railway Station/South Railway Station: Take Metro Line 1, transfer to Line 5 at the terminal station-Xinzhuang Station, and get off at Dongchuan Road Station. Then take a taxi or bus (Jiangchuan No.3 or No.5) to Minhang campus.

C. From Shanghai Hongqiao Hub: Take Bus No.4 of Hongqiao Hub and get off at Dongchuan Road Station.

2) To Xuhui Campus

A. From Pudong International Airport: Take metro line 2, and transfer to line 10 at the station of East Nanjing Road, and get off at Jiao Tong University station.

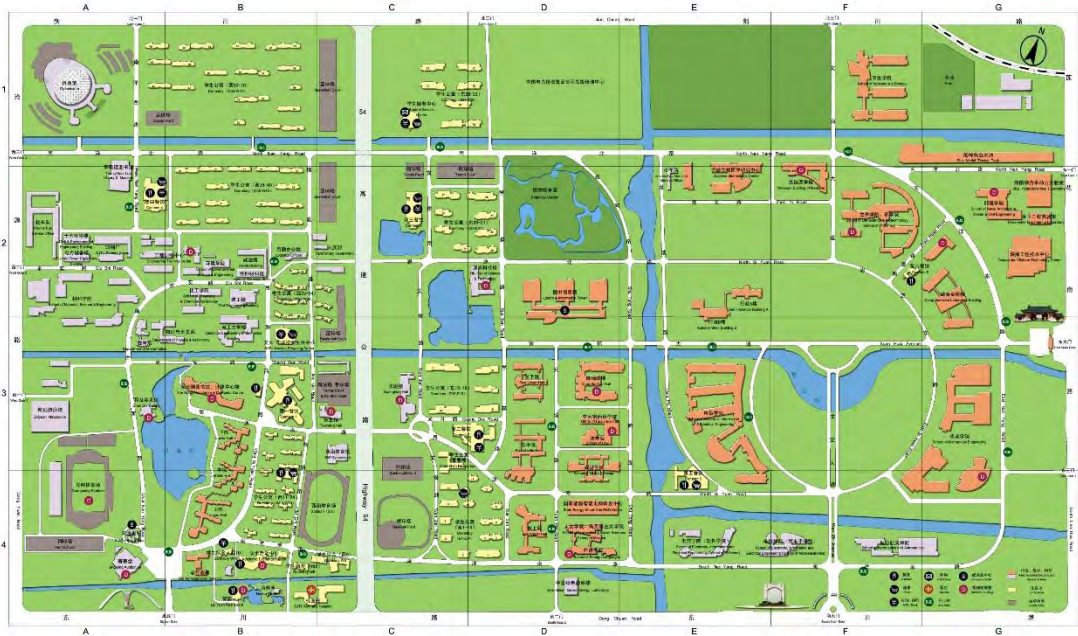
B. From Shanghai Railway Station/South Railway Station: Take metro line 1 and get off at Xujiahui Station

C. From Shanghai Hongqiao Hub: Take metro line 10 and get off at SJTU station.

(For reference only. Any changes, please refer to notice issued by public transportation authority for latest information)

11.2 SJTU Map

(1) Minhang



(2) Xuhui



12 Contact Us

International Student Center

Admissions Office

Responsibility	Telephone	Address	E-mail
Undergraduate Admission	+86-21-54743244	New Admin. Bldg. 100A	isc.d@sjtu.edu.cn

International Mobility Office (删除了 Outbound Advising)

Responsibility	Telephone	Address	E-mail
Inbound Advising	+86-21-54744225	New Admin. Bldg. B809	isc.exchange@sjtu.edu.cn
Short-term Programs	+86-21-34205135	New Admin. Bldg. B808	isc.mobility@sjtu.edu.cn

Student Affairs Office

Responsibility	Telephone	Address	E-mail
Scholarship Issues & Enrollment Changes	+86-21-34203847	New Admin. Bldg. B807	isc.o@sjtu.edu.cn

International Services Center

Responsibility	Telephone	Address	E-mail
Minhang Affairs(Activities, Housing, Insurance, etc.)	+86-21-34203955	New Admin. Bldg. B204	issc_minhang@sjtu.edu.cn
Xuhui Affairs(Activities, Housing, Insurance, etc.)	+86-21-62933305	Taoliyuan (Xuhui) 1007	issc_xuhui@sjtu.edu.cn

Service Center for Exit-Entry Administration

Responsibility	Telephone	Address	E-mail
Visa-related affairs for international students	+86-21-34206748	New Admin. Bldg. B200	cgkvisa@sjtu.edu.cn

Graduate School, International Affairs Office

Responsibility	Telephone	Address	E-mail
Admission for graduate students, scholarship issues, exchange programs, etc.	+86-21-34208238	Chen-Ruiqiu Bldg. 331	iso.gs@sjtu.edu.cn

For each school's contact person of international students affairs, please refer to the school's website.

13 About Study@SJTU

News, notification and information related to international students can be found on Study@SJTU website and ISC WeChat public platform.

Website: <http://isc.sjtu.edu.cn>

Follow us on Wechat:



Degree Students



Exchange Students