

2019 Spring Semester

SJTU New International Student Guide

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1 Registration

All the students should register both at the university and the school/college after arrival.

If you cannot register on time, please submit a formal request to the Student Mobility Office before 15 Feb, 2019 by email. (Email: isc.exchange@situ.edu.cn)

The place will be canceled unless your request is granted. Besides, considering the online course enrollment period, any kind of delay for more than 2 weeks after the day of registration is not acceptable.

1. University Registration

There are two separate locations where you can complete the University registration process –Xuhui campus and 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 22 Feb, 2019

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

Minhang Campus

Time: From 8:30 to 16:00 on 22 Feb, 2019

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

2. School Registration

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

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
- D. Group Comprehensive Insurance

4. Contact information

Student Mobility Office

Email : isc.exchange@situ.edu.cn

Tel : 86-21-34203803

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

2 Accommodation

➤ Attention

The on-campus accommodation cannot be guaranteed. Due to the dormitory maintenance, There are very limited on-campus accommodation in Minhang Campus. So if you cannot make the online reservation successfully you can consider the [Homestay Program] or to arrange the off-campus accommodation by yourself. You can refer to the “The Notice on the Off-Campus Accommodation for International Student of SJTU” for the off-campus accommodation options.

Also, the on-campus accommodation is very short of in Xuhui campus. Due to the Space limit, only student who will study in Xuhui Campus will have the opportunity to make the online reservation in Xuhui Campus.

(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**”.

(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 check “The Notice on the Off-Campus Accommodation for International Student of SJTU”.

➤ 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

2.1 Notice on the Accommodation Reservation for International

Students

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- 16:30 pm, Jan. 3, 2019 (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 have any difficulties in the online payment, please contact us for help by E-mail titled with your student ID (on the admission notice) clearly before 16:30 pm, Jan. 3, 2019(Beijing Time, GMT+8) or the system will cancel your reservation automatically.

3. Other important information

(1) The earliest check-in date is Feb. 19, 2019 for all new international students in the Spring Semester of 2018-2019. You should be responsible for the housing by yourself if you arrive earlier than the earliest check-in date. The reservation is valid until Mar. 3, 2019 for the Spring Semester of 2018-2019 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 Spring Semester of 2018-2019.

(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 daily habits if you would like to choose a double room with a roommate.

(5) 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.

(6) 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

2.2 The Introduction of On-campus Accommodation for

International Student of SJTU

I . The Dormitory Buildings for International Student

There are 7 dormitory buildings for international student on Minhang and Xuhui Campus and the names of the buildings are listed as follows:

CAMPUS	NAME
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, 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.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 LOCATION	ROOM TYPE	SHORT STAY (LESS THAN 80 DAYS, PAY BY DAY)	LONG STAY (MORE THAN 80 DAYS)	
				AUTUMN AND SPRING SEMESTER, PAY BY SEMESTER	VACATIONS AND SUMMER SEMESTER, PAY BY DAY
Lianxing Bldg., Xuhui	South/North Bldg.	Single	120	9300	70
		Double	60	4250	32
Asian Youth Center (Tao Li Yuan), Xuhui	East Bldg.	Single	150	11900	90
		Double	80	6600	50
	North Bldg.	Single	140	10600	80
		Double	80	6600	50
Bldg. No. 8, Minhang Bldg. No. 9, Minhang		Single	150	11900	90
		Double	80	6600	50
Bldg. No. 10, Minhang		Single	105	9000	70

BUILDING NAME	ROOM LOCATION	ROOM TYPE	SHORT STAY (LESS THAN 80 DAYS, PAY BY DAY)	LONG STAY (MORE THAN 80 DAYS)	
				AUTUMN AND SPRING SEMESTER, PAY BY SEMESTER	VACATIONS AND SUMMER SEMESTER, PAY BY DAY
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

1. All international students officially enrolled by SJTU are required to login online reservation system to make a reservation (some certain programs subject to the agreements) (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.**
2. A successful online reservation will expire in one week 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.
3. After selecting the room in the reservation system, student should pay the full amount of fee by online payment with 12hours or the reservation will be cancelled automatically.
4. The notice on the date, payment and details of online reservation will be published online and the enrolled students are required to make online reservation after reading the notice carefully.

IV. The Frequently-Asked Questions about Accommodation

1. 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.**
2. Can I move into the dorm room earlier than the registration day if with a successful reservation?

The earliest check-in date is Feb. 19, 2019 for all new international students in the Spring Semester of 2019. 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	Reception Desk of No.8/9 Dorm Building	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 after Feb. 19, 2019, 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.

3. 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.

4. 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

Xuhui Campus: +86-21-62933305, 62933296, issc_xuhui@sjtu.edu.cn

2.3 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	Student Service Center	8:30-11:30 am, 13:30-17:00 pm, Mon. to Fri.	+86-2162934784*801

International Student Service Center, SJTU

Appendix: Off-Campus Accommodation Information (For reference only, based on the info from the Internet and the validity upon the further confirmation by yourself)

CAMPUS	TYPE	NAME	ADDRESS	TEL.	WEBSITE
Minhang	Apartment	TOMAHO	No.227, Humin Rd., Minhang	+86-400-006-8683or 86-21-55699873	contact@tomaho.com
Minhang	Apartment	Ziroom apartment	No.368 Duhui Road	86-400 100 1111 transfer to 777000	http://www.ziroomapartment.com/
Minhang	Apartment	Leadingmen	No.190, Yongpingnan Rd., Minhang	17621742522 or 17621799422	http://www.lanngshiyu.com
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.jingjianginns.com/
Minhang	Hotel on campus	Academic Exchange Center	On Minhang Campus	+86-21-54740800	
Minhang	Hotel	Ji hotel	No. 445 Humin Road	+86-21-60292355	http://www.huazhu.com/quanji
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	Boxue Building	No.1859, Huashan Rd., Xuhui	+86-21-31200354	http://hotel.0335info.com/39028/yudingkefang.html
Xuhui	Hotel on campus	Faculty Club	On Xuhui Campus	+86-21-62822822	
Xuhui	Agency	LianJia	No.595, Hongqiao Rd	+86-21-51125884	http://sh.lianjia.com

3 Health Insurance

1. All international students of SJTU with study duration over 2 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 2 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 Feb. 1 to Feb. 18, 2019.**

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. 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-17:00pm, Mon.-Fri.)

Minhang Campus: issc_minhang@sjtu.edu.cn, 021-34203955 (8:30am-17:00pm, Mon.- Fri.)

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.



4 Visa Affairs

4.1 Visa Application

(1) You must hold valid Student Visa (X1 visa or X2 visa) for entry.

(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

Please 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)

4.2 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) . You can have more information at the registration date or contact the Service Center for Exit-Entry Administration.

Online reservation: <http://sithc.shciq.gov.cn/>
Agency Address:15 Jinbang Rd., Shanghai

Required 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.)

4.3 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)

5 Study @SJTU

5.1 Orientation

Time: 23 Feb, 13:30-15:00

Location: Room 418, New Admin Building B, Minhang Campus.
Shanghai Jiao Tong University. No.800, Dongchuan Road.

5.2 Campus Card & jAccount Application

(1) Campus Card

Your Campus Card is well prepared and topped up 50RMB in advance, you'll receive your Campus Card on the registration day.

Xuhui Campus

Location: Room 1001, Tao Li Yuan, No. 655 Panyu Rd., Xuhui District, Shanghai

Minhang Campus

Location: Lobby (or Room809) of the New Admin. Bldg. B, No.800 Dongchuan Rd., Minhang District, Shanghai

➤ **Soft Reminder:**

The Campus card is important for daily life on the SJTU campus. The campus card can be used to pay for your meals in the canteen and for the school bus traveling between the Xuhui and Minhang campus. In some dormitories, the campus card is also required for your showers.

To top up your campus card: Your campus card can be topped up at the various top-up machines around the campus, both in Xuhui and in Minhang. You can find these machines at each canteen both in Xuhui and Minhang Campus.

The mobile application "Alipay" can also be used to top up your card! However, should you top up your card with the "Alipay" application, do note that the amount you top up will not be reflected on your card immediately. *The amount will be reflected only after you have made a spending in the canteens.*

(2) jAccount

After having registered at the university, students can apply for JACCOUNT at the following website. Then, by using his JACCOUNT, one can use free WIFI on campus.
<http://jaccount.sjtu.edu.cn/profile/apply.do>

➤ **Soft Reminder:**

You will need the jAccount to log into the system to enroll in the courses.

5.3 Course Enrollment

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 contact faculty staff from the department or school at SJTU prior to your course registration.

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

5.4 Change of Major & 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




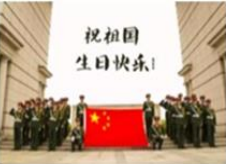




Your request will be evaluated by the corresponding school/department, the Office of Undergraduate Education or Graduate School and International Student Center respectively. If it is granted, you could start the process.

5.5 Semester Schedule

Spring Semester: 25 Feb, 2019- 30 Jun, 2019

http://isc.sjtu.edu.cn/EN/content.aspx?info_lb=20&flag=3

Dec.	<ul style="list-style-type: none"> • Campus Singer Competition 	<ul style="list-style-type: none"> • Christmas Party 	<ul style="list-style-type: none"> • Countdown Party 
Jan.	<ul style="list-style-type: none"> • Exam week 	<ul style="list-style-type: none"> • Winter Holiday 	
Feb.	<ul style="list-style-type: none"> • Spring Festival 	<ul style="list-style-type: none"> • Orientation (Spring Semester) 	<p> Winter</p>

Sept.	<ul style="list-style-type: none"> • Orientation (Autumn semester) 	<ul style="list-style-type: none"> • Mid Autumn Festival Celebration 	<ul style="list-style-type: none"> • A Welcome Evening Party 
Oct.	<ul style="list-style-type: none"> • National Holiday 	<ul style="list-style-type: none"> • Meet & Mingle 	<ul style="list-style-type: none"> • Halloween party 
Nov.	<ul style="list-style-type: none"> • Chinese Culture Week 	<ul style="list-style-type: none"> • Hiking Trip 	<p> Autumn</p>

Mar.

· Girl's Day



· The school athletic meet



· Chinese Culture Week



Apr.

· Music Festival



· College's Anniversary



· Hiking Trip



May

· Situer' s Day



· Meet & Mingle



| Spring

Jun.

· Summer Theatre Festival



· Exam week



· Summer Vocation



· Summer School



Jul.

· Military Training



· Summer Practice Activities



Aug.

| Summer

6 Transportation Guide

➤ **PUDONG International Airport — Xuhui Campus (About 50 km)**

Option 1: By Taxi. It will take about 200 yuan at the daytime (5:00am to 11:00pm) and 250 yuan at the nighttime (11:00pm to 5:00am).

Option 2: Take the Metro Line 2, transfer to Line 1 at People's Square stop to the Xujiahui stop (About 10 minutes' walk to Xuhui Campus). It will cost 7 yuan.

Option 3: Take the Airport bus line No.3, get off at Zhaojiabang & Tianping Rd.(Xujiahui-徐家汇) Stop, then take a taxi to Xuhui Campus. (About 15 minutes' walk to Xuhui Campus). It will cost 16-24 yuan.

➤ **PUDONG International Airport — Minhang Campus (About 50 km)**

Option 1: By Taxi. It takes about 200 yuan in the daytime (5:00am to 11:00pm) and 250 yuan at night (11:00pm to 5:00am). It takes about 40 minutes by taxi if no traffic jam occurs.

Option 2: Take the Airport bus line No. 7 which directly goes to the South railway station, then

Option 3: take the Shanghai urban bus Line No.180 to Minhang Campus.

Option 4: Take to Metro Line 1 to terminus: Xinzhuang Stop, transfer to the Metro Line 5 to DongChuan Road Stop, then take a taxi to Minhang Campus

*** The Fare for Airport bus Line No.7 is 20RMB, there will be a bus every 10 - 25min. You can take the bus at Pudong International Airport between 7:30 -23:00; and at South Railway Station between 6:30~21:30**

Option 3: Take the Metro Line 2, transfer to Line 1 at People's Square Stop to the terminus: Xinzhuang Stop, transfer to the Metro Line 5 to DongChuan Road Stop, then take a taxi to Minhang Campus. It takes about 2 hours to have option 3.

7 Setting Your Life @ SJTU

7.1 On getting a mobile number in China

There are a few telecommunications companies in China and each company has varying prices for the different packages available. You can sign up for a line at the official shops (营业厅) of these companies along with your passport or identification documents. To ensure that you always have a working line, be sure to keep a balance in your account!

CAMPUS	TELCO SHOP NEARBY	OPERATING HOURS
Minhang	China Mobile 821 -829 Dongchuan Rd.(Opposite to the Campus Gate at the No.800 Dongchuan Rd.) 上海市闵行区东川路 821-829 号(交通大学东川路 800 号斜对面)	10am-6pm
Xuhui	China Mobile 519 Xin Hua Road, No. 1 新华路 519-1 号 969 Zhao Jia Bang Road 肇家浜路 969 号	10am-10pm
	China Unicom West Guang Yuan Road 45-5 广元西路 45-5 号	11am-10pm

7.2 On setting up a bank account in China

A bank account is very useful and convenient during your stay in China. There are bank branches in and around the campuses where you can set up your bank account. ATMs are also spread out around the campus. Exchange students may request to set up a deposit account. No fee is required to set up the account.

*Bank branches:

CAMPUS	BANK	LOCATION	OPERATING HOURS
Minhang	Bank of China (BOC)	Next to Canteen 4 (第四餐饮)	9am - 5pm
	ICBC	Next to Canteen 3 (第三餐饮)	9am - 5pm
Xuhui	Bank of China (BOC)	Exit the campus from gate 5 (Next to family mart)	9am - 5pm
	ICBC	Exit the campus from gate 5 (Next to family mart)	9am - 5pm

Transferring money from your home country to your bank account in China requires the bank account details which will be provided to you on the day you set up your account. However, do note that money transferred may only be in USD, and the amount will be exchanged using the latest exchange rate of USD-> RMB.

➤ **Estimated Costs:**

Average cost of living: RMB 2000/month

Food: RMB 30-50/ day at school canteen

Health insurance: 400RMB/half year, 800RMB/year(compulsory)

8 Contact Us

➤ **International Student Center**

Student Mobility Office

Responsibility	Telephone	Address	E-mail
Inbound Advising	+86-21-34203803	New Admin. Bldg. B809	isc.exchange@sjtu.edu.cn
Short-term Programs	+86-21-34205135	New Admin. Bldg. B808	isc.mobility@sjtu.edu.cn

➤ **International Student 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
(Minhang Campus) Visa-related affairs for international students	+86-21-34206748	New Admin. Bldg. B200	Visa_is@sjtu.edu.cn
(Xuhui Campus) Visa-related affairs for international students	+86-21-62933818	General Office 209	Visa_is@sjtu.edu.cn

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

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