



上海交通大学  
SHANGHAI JIAO TONG UNIVERSITY

**GUIDE for SJTU**

**2023' INTERNATIONAL STUDENTS**

**2023**

# Preface

Dear International Students:

Welcome to Shanghai Jiao Tong University (SJTU) and the beginning of your new journey in your study life.

Shanghai Jiao Tong University has always adhered to the spirit of being inclusive and welcomes students from all over the world to join the SJTU family.

SJTU plans to start the 2023-2024 academic year from 11<sup>th</sup> September 2023. We have specially prepared this guidebook for studying at SJTU, and hope that through this guidebook, students will be informed about the latest notification arrangements of our university, the relevant regulations for university life, and related Chinese laws and regulations, so as to make full preparations for studying at SJTU. If any changes occur, please pay close attention to our latest arrangement as we will notify you via our website or email as soon as possible.

Wish you a fruitful, happy, progressive, and memorable stay in Shanghai Jiao Tong University.

See you at SJTU soon!

July 2023

Shanghai Jiao Tong University  
International Student Center



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# 1 Registration

## 1.1 Students Registration

All new international students are **REQUIRED** to complete the online and offline registration process, including document verification at the designated time. It is mandatory to contact in advance if you are unable to register on time. Students who fail to register within two weeks after the registration day without any permission from SJTU will be regarded as giving up the offer of admission from SJTU. Please contact the relevant office in advance, in case you need to register at a later date.

1. Undergraduate student: please send an email to [isc.o@sjtu.edu.cn](mailto:isc.o@sjtu.edu.cn)
2. Graduate student: please send an email to [gs.admission@sjtu.edu.cn](mailto:gs.admission@sjtu.edu.cn)
3. Exchange students: please send an email to [isc.exchange@sjtu.edu.cn](mailto:isc.exchange@sjtu.edu.cn)

### 1.1.1 Online Registration



Please log in to [My SJTU Online Portal](#) or scan the QR-code to download the “Task Center” APP to complete the online registration in steps.

**Online Registration Time: August 22<sup>nd</sup> to August 23<sup>rd</sup>, 2023 (before 17:00, GMT+8)**

### 1.1.2 On-site Registration

All new international students must complete the on-site registration after completing the online registration. The specific time and place are as follows:

**Undergraduate Student & Exchange Student:**

Time: 9:00 am-3:00 pm, September 8<sup>th</sup>, 2023 (GMT+8)

Place: Minhang Campus: Building 8/9, International Student Dormitory  
Xuhui Campus: Lobby on the 1st floor of Taoliyuan

**Graduate Students:**

Time: 9:00 am-3:00 pm, September 8<sup>th</sup>, 2023 (GMT+8)

Place: Minhang Campus: Nanyang Beiyuan (No.360 ZhangJiali Rd)

Xuhui Campus: Lobby on the 1st floor of Taoliyuan

**Undergraduates should submit the following documents for verification:**

- A. The Admission Notice (Original);
- B. Application form (log into the Online Portal, print and sign);
- C. A valid passport and visa (Original and Copy);
- D. High school transcripts, including all courses taken (Original or Notarized Copy);
- E. High school graduation certificate (Original and Copy);
- F. Relevant international test scores such as SAT/ACT/IB/GCE AI, etc. (Original and Copy);
- G. Chinese language proficiency certificate (Original and Copy);
- H. English language proficiency certificate (Original and Copy);
- I. Self-statement with signature (Original);
- J. Recommendation letter with signature (Original, in Chinese or English);
- K. Award certificates or other supportive materials (Original);
- L. Related materials if one or both parents of the applicant are Chinese citizens (Original)
- M. Guardian's Letter of Guarantee (applicants under 18 years old until Sep. 11, 2023);
- N. Receipt of Group Comprehensive Insurance (Please check more information in the insurance section).

**NOTE:** All original documents are just for checking. Materials G/I/J are not required for English-taught undergraduate students; Materials F/G/H are not required for French-taught undergraduate students.

**All new graduate students shall submit the following documents for verification when coming to the university for registration:**

- A. Original Letter of Admission;
- B. Original passport and visa;

C. Original Degree Certificate(s) of previous degree study for on-site review

Please note that all students should come to the university and shall complete both online and on-site registrations. If there are any changes, the university will adjust relevant arrangements based on the actual situation and issue a notice in time.





## 2 Tuition Payment

### 2.1 Tuition

**1. Undergraduate Program taught in Chinese:** 24,800 RMB/academic year;  
Undergraduate Program taught in English: 80,000 RMB/ academic year;  
Undergraduate Program taught in French: 45,000 RMB/ academic year.

**2. General Master' s Programs:** 28,900 RMB/year; Doctoral Programs: 45,500 RMB/year. Please note that specific master's programs charge different tuition fees and the exact tuition of these programs is listed at:

**Master Programs taught in English:**

[http://isc.sjtu.edu.cn/kindeditor/Upload/file/20221008/20221008102943\\_1273.pdf](http://isc.sjtu.edu.cn/kindeditor/Upload/file/20221008/20221008102943_1273.pdf)

**Master Programs taught in Chinese:**

[http://isc.sjtu.edu.cn/kindeditor/Upload/file/20221008/20221008103009\\_5685.pdf](http://isc.sjtu.edu.cn/kindeditor/Upload/file/20221008/20221008103009_5685.pdf)

### 2.2 Payment Time

**Undergraduates:** Tuition for the first academic year must be paid within two weeks after the announcement of admission.

**Graduate Students:** July 1 - August 20, 2023.

### 2.3 Payment Method

Please log in to the [Online Portal](#) for the payment. Please contact the International Student Center, in case you cannot complete the payment successfully or need a late payment. Late payment only for some special cases will be approved. After approval, you can extend the payment until the day of registration. The payment method is limited to "Online Payment".

### 2.4 Refund

Undergraduates with scholarships including tuition need to pay 3,000 RMB, the whole amount which will be returned after registration. Please keep the payment voucher for the refund.

Students who abandon their enrollment and do not complete the registration may apply for a full refund of the prepaid tuition.

After international students have completed the registration, tuition refunds

will be made in accordance with the regulations of Shanghai Jiao Tong University Student Handbook.

Refund applications should be sent by email to [isc.o@sjtu.edu.cn](mailto:isc.o@sjtu.edu.cn) during the 1st and 2nd weeks of the new semester for consultation and processing.

## 2.5 Contact

### **Student Affairs Office, International Student Center**

Email: [isc.o@sjtu.edu.cn](mailto:isc.o@sjtu.edu.cn)

Tel: 86-21-34203849

### **Admission Office, International Student Center**

Email: [isc.d@sjtu.edu.cn](mailto:isc.d@sjtu.edu.cn)

Tel: 86-21-54743244



## 3 Accommodation

### 3.1 On-campus Accommodation and Booking Instructions

To whom it may concern:

Hello. Welcome to Shanghai Jiao Tong University. If you are going to apply for the international student **apartment**, please make your reservation online.

Detailed information is as follows:

#### 3.1.1 About Apartment Buildings for International Students

**Minhang Campus:** Nanyang Bei yuan International Student Apartment, No 9. Apartment Building;

**Xuhui Campus:** Tao Li Yuan;

All rooms are equipped with an air conditioner, basic furniture, a private bathroom with hot water (24 hours), and a campus network. Equipment and bathroom facilities in each room would differ due to different room types in varied buildings and campuses.

**Note: No.9 apartment building in Minhang Campus is only available for first-year undergraduate international students and school-level exchange students in Minhang Campus.**

#### 3.1.2 Charging Standard for Accommodation (unit: yuan (RMB)/person)

Campus	Location	Type	Accommodation Fee for a Semester (18 weeks)	Short-term Accommodation Fee
Minhang	Nanyang Bei yuan	Single room (a bathroom shared by two)	10080 yuan	125 yuan/day
		Single room (private bathroom)	12600 yuan	155 yuan/day
	No. 9 Apartment Building	Double room	6600 yuan	80 yuan/day

Xuhui	Tao Li Yuan	Double room	6600 yuan	80 yuan/day
		Single room	10600-11900 yuan	140-150 yuan/day

**Notes:**

1. The charging standard was approved by the 2<sup>nd</sup> Financial Leadership Group Meeting in 2020.
2. The on-campus international student dormitory only accepts complete bookings based on fixed periods (i.e., booking for the entire autumn semester).

### 3.1.3 How to Reserve

- 1 Reservation Time: **August 22<sup>nd</sup>, 2023, 9:00am - August 23<sup>rd</sup>, 2023, 4:30pm (Beijing Time, GMT +8)**, reservations will be made on a first-come, first-served basis.
- 2 Website: <http://dormnew.sjtu.edu.cn>
- 3 Username: Student Number (please refer to the offer)
- 4 Password: The last six digits of your passport number (from left to right; for example, if your passport number is AK5123B4, the password will be 5123B4; if the passport number is shorter than six digits, 0 should be added before the first digit. For example, if your passport number is 1236, the password will be 001236; if you do not have a passport, the password would be your birthday in the form of YYYYMMDD)

### 3.1.4 Payment Instructions

To complete the reservation, you need to pay in advance. Please pay attention that:

1. Full payment of the accommodation fee is required at the time of booking. The reservation would only be valid after the payment.
2. **Payment should be made before 4:30 pm August 23<sup>rd</sup>, 2023 (Beijing time, GMT +8)**, otherwise the system would be automatically inaccessible and the order will be invalid.
3. You can pay the fee via **Alipay, WeChat**, or with a bank card with logos

such as UnionPay, Master, Visa, American Express, etc. Please make sure your account has been authorized for online payment service.

4. If you pay by credit card through an international card organization channel such as Master, Visa or American Express, you will be charged a certain commission by the international card organization and bank. Therefore, it is recommended to pay via Alipay, WeChat or any bank card with the UnionPay logo so that you can enjoy a free handling fee.
5. It is advisable to make reservations and payments via Internet Explorer. If any error occurs during the payment process, you can try to refresh the webpage or use another browser.
6. Once the payment is finished, please wait until the page automatically jump to the “payment success page”. Click “Personal Center” and if you can see the paid order, it indicates that the reservation has been finished successfully.
7. If you have any problems during the payment, please contact us through email before **4:30 pm August 23rd, 2023** (Beijing time, GMT +8) and indicate your student number (refer to the admission letter) in the subject of the email. We will try our best in order to assist you.

### 3.1.5 On-Campus Accommodation Registration

According to the relevant laws of China, international students are required to complete the check-in registration by presenting valid documents such as their passport, admission letter, and registration certificate. Detailed information is as follows:

Campus	Registration Location	Time	Phone No.
Minhang	Reception Desk of No. 9 Apartment Building	Monday-Friday 8:30 am-11:30 am 1:30 pm-5:00 pm	+86-17821134498
	Reception Desk of Nanyang Beiyuan		+86-18016051842
Xuhui	Reception Desk of Tao Li Yuan		+86-21-62933282

You will receive the *Registration Form of Temporary Residence for Foreign Visitors* after finishing the registration. Please keep it well after receiving it.

### 3.1.6 Other Instructions

1. **The earliest check-in date is September 8<sup>th</sup>, 2023.** If you arrive before September 8<sup>th</sup>, 2023, you shall arrange your accommodation on your own. The reservation will be valid till September 25<sup>th</sup> 2023. If you fail to arrive on time, the reservation would be canceled automatically. If you wish to keep the reservation, please contact us through email.
2. If the room you book is not available due to special circumstances, we will arrange a similar room for you.
3. Students who have made their reservation successfully could not switch rooms as long as the order is valid. **Please respect your roommate's habits if you have chosen a double room.**
4. For information regarding the introduction of international student dormitories, fee management regulations, and dormitory management regulations, please refer to the help documentation available at <http://dormnew.sjtu.edu.cn>. **You are deemed to have understood and agreed with the aforesaid information and regulations when you make the reservation.** You are expected to sign an accommodation contract with us before making the payment. Please read carefully and follow the provisions in the contract.
5. According to Article 8 in *Measures for Accommodation Management of International Student Apartment of Shanghai Jiao Tong University*, we will give priority to the accommodation demands of freshmen, which means **students in their second year or beyond will not be guaranteed.**
6. According to the decision approved by the 2<sup>nd</sup> Financial Leadership Group Meeting 2020, the accommodation fees for international students do not include bedding. You can go to the supermarkets around the campus to buy

bedding: Minhang Campus: Auchan Supermarket (Minhang Store), Yonghui Supermarket (Longhu Store), Wumart (Wujing Store); Xuhui Campus: Jishengke Supermarket (Panyu Road Store), Walmart Supermarket (Tianlin Store)). You can also buy bedding at the apartment. Please refer to the annex for detailed information about the bedding on offer at the apartment.

7. The on-campus international student dormitory only accepts complete bookings based on fixed periods (i.e., booking for the entire autumn semester). Full payment is required before check-in. Requests for check-in prior to payment, due to reasons such as delayed scholarship disbursement, lack of credit cards, or not having a bank account, will not be accepted.
8. Students who have made a reservation successfully and wish to give up their stay due to personal reasons can apply for a full refund of the accommodation fee before the contract takes effect. Otherwise, they will need to pay a total of 15 days' accommodation fee. **So please make reservations carefully.** If there is a legitimate reason for early check-out (for reasons such as suspension, dropout, illness, etc.), a refund can be requested by emailing the International Student Service Center at least five days in advance. The refund amount will be calculated as follows: Refund Amount = Total Payment Amount - Actual Accommodation Days \* Short-term Accommodation Fee. **Refund requests will not be accepted for early check-out caused of personal reasons.**
9. During winter or summer breaks, students who have not made room reservations are required to complete the check-out process at the front desk. It is necessary to remove all personal belongings and luggage from the dormitory, as any items left behind will be deemed abandoned and subjected to clearance procedures.
10. Water and electricity charges within the dormitory need to be paid and recharged using the campus card, please ensure that your campus card

balance is sufficient.

If you have any questions, feel free to contact the International Student Service Center. The contact information is as follows:

**Xuhui Campus:** [issc\\_xuhui@sjtu.edu.cn](mailto:issc_xuhui@sjtu.edu.cn), +86-21-62933305

**Minhang Campus:** [issc\\_minhang@sjtu.edu.cn](mailto:issc_minhang@sjtu.edu.cn), +86-21-34203955

Please contact us through email during the holidays.

### 3.2 Information on Off-campus Accommodation

Students who did not successfully apply for on-campus dormitory should **prepare for off-campus accommodation** (the following off-campus accommodation locations are listed for your reference) and fill in the **“Off-campus Accommodation Registration Form for International Students”** (refer to the **annex**) in advance.

The following information is only for your reference:

Type	Name	Address	Phone No.	Campus
Apartment	Longfor Goyoo Apartment	No. 227 Humin Rd (Hanting Hotel)	+86-18918806693	Minhang
Apartment	Qiling Ziru Apartment	No. 368, Duhui Rd	+86-17621631173	Minhang
Apartment	Leidingman Apartment	No. 190 South Yongping Rd	+86-15601853340	Minhang
Hotel	JINJIANG Hotel	No. 319 Humin Rd	+86-21-51101999	Minhang
On-campus hotel	Academic Activity Center	Inside Minhang Campus	+86-21-54740800	Minhang
Hotel	Ji Hotel	No. 445 Humin Rd	+86-21-60292355	Minhang
Hostel	Hotel Ibis	No. 858 Panyu Rd	+86-21-62838800	Xuhui
Hostel	Xihua Business Hotel	No. 1 West Huaihai Rd	+86-21-52585656	Xuhui
On-campus hostel	Faculty Activity Center	Inside Xuhui Campus	+86-21-62822822	Xuhui
Hostel	Hanting Hotel	No. 955 Panyu Rd	+86-21-64480808	Xuhui
Hostel	Boxuelou Hotel of SJTU	No. 1859 Huashan Rd	+86-21-31200354	Xuhui

*\*Our school has no cooperative relationship with off-campus accommodation. The above information is for reference only.*



### 3.2.1 Off-campus Accommodation Registration Form for International Students

According to Article 39 of the Exit and Entry Administration Law of the People's Republic of China, for foreigners staying 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.

In order to facilitate our international students to register for accommodation, the following procedures have been introduced in consultation with the Shanghai Public Security Administration.

#### Registration Process:

**Online Registration: Scan the following QR code and register according to requirements.**

Step 1: Scan the QR Code;



Step 2: Choose your ID type (passport), and upload the information page of passport and your portrait;

Step 3: Fill in your address and dates of arrival and departure, and check the letter of commitment and submit;

Step 4: Check the result and print the electronic Registration Form.

### 3.3 Q&A

#### 1. What are the international student apartments equipped with?

**No. 9 Apartment Building:** Located in the Minhang Campus of Shanghai Jiao Tong University (800 Dongchuan Rd, Minhang District, Shanghai, close to the university hospital), it's an international student apartment with six floors. All rooms are with double beds with independent bathrooms, air conditioners, a free campus network and essential furniture. The size of the bed is 1.0m \* 2.0m.

**Nanyang Beiyuan Apartment for International Students:** Located two kilometers away from the No.3 North Gate of Minhang Campus of Shanghai Jiao Tong University, in No.360 ZhangJiali Rd. Building No.1 is an international student apartment with 13 floors. There're single rooms (with a private bathroom) and AB rooms (Separated bedrooms with a shared bathroom) equipped with air conditioners, a free campus network and essential furniture. The size of the bed is 1.2 m\*2.0 m. Around the apartment are the campus canteen, supermarket, café, laundry, gym, and meeting room.

**Tao Li Yuan:** Located in the Xuhui Campus of Shanghai Jiao Tong University (No. 655 Fanyu Road, Xuhui District, Shanghai), it's an international student apartment with six floors. There're single rooms and double rooms with private bathrooms, air conditioners, free campus network, and essential furniture for each. The size of bed is 1.2 m \* 2.0 m. In the entrance hall there's a laundry.

#### 2. Can I book a room on the other campus?

Reservations can only be made within your campus, not across campuses.

### **3. How can I travel between Xuhui Campus and Minhang Campus?**

We provide shuttle buses between Xuhui and Minhang campuses with fixed bus stops. A one-way trip between the campuses usually takes about 40 minutes. You can also choose the subways (Line 5 and Line 15) or buses.

### **4. Can I change the room after booking?**

Students who have successfully booked a room normally are not allowed to change the room during the booked period. **If you choose a double room, please be aware of and respect the habits of your roommate.**

### **5. Can I check in to the campus apartment ahead of time?**

The earliest check-in date for the dormitory is **September 8<sup>th</sup>, 2023**, and it is mandatory for students to complete offline registration. Students who arrive before the designated check-in date or fail to complete offline registration will have to make their own accommodation arrangements. Before check-in, please ensure that you have obtained your campus card and have recharged it, as the bathing equipment requires payment with your campus card.

### **6. How can I get the *Registration Form of Temporary Residence for Foreign Visitors*?**

**Students living on the campus** need to register and check in with your valid ID credentials at the reception.

**Students living in apartments or rented houses outside the campus** can refer to the *Accommodation Registration Form for Overseas Students of Shanghai Jiao Tong University*.

**Students living in hotels outside the two campuses** shall register and check-in according to the rules and regulations as the hotels require.

**7. Where can I find the service of luggage storage during winter vacation?**

For luggage storage, please contact:

**Xuhui Campus:** Reception Desk of Tao Li Yuan (+86-21-62933282)

**Minhang Campus:** Reception Desk of Nanyang Beiyuan (+86-18016051842)

## 4 Insurance

### 4.1 Notice of Insurance Purchase for International Students

Dear international students:

According to the relevant regulations by the Ministry of Education of the People's Republic of China and *the Management Regulations for International Students of SJTU*, international students **studying in Chinese mainland** are required to purchase the *Comprehensive Medical Insurance in Chinese mainland*. Please pay attention that students without valid Group Comprehensive Insurance or other valid insurance will not be allowed to register for the new semester after arriving in China.

Please purchase comprehensive group insurance for international students **on time**. Degree students need to purchase one-year insurance and renew it before registering each year to ensure that the insurance covers their study abroad period. Exchange students can purchase insurance for one year or half a year based on the exchange period.

Scholarship students within the validity period also need to purchase insurance on their own. After successful payment, the insurance premiums will be refunded back to your bank account around September 30th, 2023.

**Recommended website for insurance:** [www.lxbx.net](http://www.lxbx.net).

**Insurance purchase period:** August 1<sup>st</sup> - 21<sup>st</sup>

#### Notes:

1. This insurance does not cover claims for medical expenses outside Chinese mainland.
2. If there is a gap between the two insurance periods, any illness or accident that occurs during the previous policy term or in the gap of a policy term will not be covered and the illness will take as anamnesis, even if the illness is treated in the new coverage period.

3. As the insurance data is synchronized to the university database at 24:00 every night, you need to complete the insurance purchase one day before the registration date.

4. The effective date of the insurance is August 22<sup>nd</sup>, 2023, as detailed in the insurance certificate.

**Contact:**

For further detailed insurance information, you can go to [www.lxbx.net](http://www.lxbx.net) or call the customer service hotline: 400-810-5119 (24-hour, bilingual).

For refunding the insurance premiums (scholarship students), you can contact the International Student Center: [isc.o@sjtu.edu.cn](mailto:isc.o@sjtu.edu.cn); 86-21-34203849.

You may also contact the International Student Service Center to get more information about the payment procedure: [issc\\_minhang@sjtu.edu.cn](mailto:issc_minhang@sjtu.edu.cn); 86-21-34203955.

International Student Center  
International Student Service Center  
2023/5/29

## 4.2 Insurance Introduction

### 4.2.1 Insurance Introduction

1. Name of the insurance: Comprehensive Medical Insurance & Protection Scheme for Foreigners Staying in China.

2. Insurance premium: RMB 800 per year, RMB 400 per half year.

3. For more information about the specific terms and conditions of the insurance, liability and claims settlement, please visit [www.lxbx.net](http://www.lxbx.net) to check out and download relevant information.

## 4.2.2 How to purchase

1. Please visit [www.lxbx.net](http://www.lxbx.net) to purchase the insurance. The payment can be finished online. The purchase procedure is attached in “Attachment: Insurance Payment Process”.
2. You are required to download and print all the supporting documents to submit on the registration day.
3. Please pay attention that students who have not purchased valid Group Comprehensive Insurance or submitted valid insurance certifications **will not be allowed to register for the new semester after arriving in China. Please ensure that you complete the insurance purchase within the specified time.**

## 4.2.3 Contact

For more information about insurance, you can visit [www.lxbx.net](http://www.lxbx.net) or call 24-hour customer service hotline 400-810-5119 for consultation.

## 4.2.4 Insurance premium

Visit [www.lxbx.net](http://www.lxbx.net) and click on the “International Student Insurance 800 Yuan Per Year Plan”.

## 4.2.5 Purchase procedure

See “Attachment: Insurance Payment Process” for details

## 4.2.6 Receipt Acquisition

See “Attachment: Instruction of obtaining electronic receipt” for details

### 4.2.7 Insurance Claim

Please dial +86-4008105119 (24-hour, bilingual) as soon as possible in case of any health problems and emergencies.

1. To consult on issues regarding medical treatment, advance payment for hospitalization application, etc.
2. About the insurance claim, if your total payment is under 50000 RMB, you can upload all treatment documents through mobile to apply for the claim. Do not mail the original documents.
3. You can also visit [www.lxbx.net](http://www.lxbx.net) to download relevant documents.
4. See “Attachment: Guidance for medical treatment” for details.



## Attachment: Insurance Payment Process

 来华留学生保险  
**Online payment Instruction.**  
 网上支付看这里  
 轻松缴费我帮你  
 **PC端**  
 PC terminal

**Step. 1** 登录留学保险网  
 Login to lxbx.net



**Step. 2** 输入证件号码和验证码  
 Passport number and verification code



**Step. 3** 方案选择  
 Choose plan



下一步  
Next step

**Step. 7** 支付完成  
 Payment completed



获取凭证  
Get receipt

**Step. 6** 支付  
 Pay



**Step. 5** 信息确认  
 Confirm info



信息确认  
Confirm info


**Step. 4** 查看详情  
 View detail



点击浏览  
Read and click each box

下一步  
Next step

 **联华国际** Unichina International  
 服务支持热线  
 Customer Service  
**400-810-5119**  


 来华留学生保险

# Online payment Instruction.

网上支付看这里  
轻松缴费我帮你

 **手机端**  
Mobile terminal

### Step. 1

扫描二维码或  
浏览器访问留学保险网  
Scan the QR code or  
input lxbx.net into your  
browser



### Step. 2

点击登录  
Click to login



### Step. 3

输入证件号码和验证码  
Passport number and  
verification code



### Step. 4

选择学校和方案  
Choose school  
and plan



### Step. 8

获取凭证  
Get receipt



### Step. 7

支付  
Pay



下一步  
Next step

### Step. 5-1

立即缴费  
Pay now



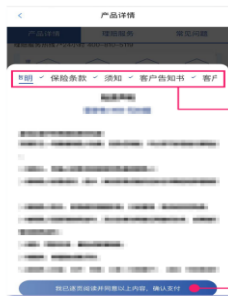
### Step. 6

信息确认  
Confirm info



### Step. 5-2

点击浏览  
Read and click  
each box



下一步  
Next step



服务支持热线  
Customer Service

400-810-5119



## Attachment: Instruction of Obtaining Electronic Receipt

# 保险凭证获取指引

## Instruction of downloading insurance receipt

### Step.1

扫描二维码或访问留学保险网  
Scan the QR code or input lxbx.net



### Step.2

点击“我的订单”  
Click "My order"



手机端  
Mobile terminal

PC端  
PC terminal

微信公众号  
Wechat official account

我的订单

Click to change language

### Step.3

输入证件号码和验证码  
Passport number and verification code



留学保险  
留學保險

输入证件号码  
输入验证码

验证码

### Step.4

发送或下载保险凭证  
Download insurance receipt or send it to a email address



手机端  
Mobile terminal

PC端  
PC terminal

SEND

DOWNLOAD

**Attachment: Guidance for Medical Treatment**



## 5 Visa and Residence Permit

### 5.1 Visa Application

All international students studying at Shanghai Jiao Tong University are required to have a valid student visa and must comply with Chinese laws and related visa policies during their period of study.

#### 5.1.1 Visa Application for International Students

##### 1. International students outside China

1. Please comply with all relevant immigration laws and abide by the Chinese Embassy's policies to apply for an X1 or X2 visa at the local Chinese Embassy or Consulate. Please remember to bring the following documents:
  - (1) Valid Common Passport
  - (2) *Admission Notice*
  - (3) *Visa Application Form* (JW201/202 Form)
  - (4) Physical Examination Report (if needed)
2. When you receive your passport and the Chinese visa, **please check the visa information and make sure that the embassy or consulate returns the *Admission Notice* and JW202 Form to you.** These are important documents that you will need to submit at the Shanghai Exit-Entry Administration Bureau when you deal with your visa conversion (to residence permit) inside China.
3. University only provides visa services for students who have already undergone registration. **It is compulsory that you hold an X1 or X2 visa to enter China before the registration date. As a student, if you enter China with a visa other than X1 or X2 or without a visa, you will not be able to enroll in the university.**

- 4. The school can only apply for Residence Permit for international students who have completed the enrollment procedures**

## **2. International students in China**

International students in China must register with a study visa (including an X visa and the student's Residence Permit), otherwise they would not be able to go through the enrollment procedures.

International students who are in China shall go to Shanghai International Travel Healthcare Center for a physical examination before registration. (see more details in 5.1.4).

### **5.1.2 Important Reminder for International Students who Enter China with X1 Visa**

1. For all international students who hold an X1 visa, you can only stay in China for 30 days since your entry with your X1 visa. Please make sure that when you register, your visa is still valid.
2. When you decide on your date of entry, please visit the website of Shanghai International Travel Healthcare Center (<https://online.shhg12360.cn/sithc>) **in advance to make an appointment for your physical examination after your entry** (You can get your report after 4 working days). The report of your physical examination will be used to apply for your residence permit.

### **5.1.3 Application for Student's Residence Permit**

1. **The school can only apply for Residence Permit for international students who have completed the enrollment procedures.** Students entering the country with the **X1 visa** must apply for the Residence Permit **within 30 days**. Students who illegally reside due to the expiration of visas shall be liable for the consequences and pay the fine themselves. Additionally, if you will stay or have stayed in China for more than six months, you will have to apply for a residence permit.

## 2. International Student Visa Application Online Guide



International students who have finished the registration process can apply for a “Visa Application Letter” online through “[my.sjtu.edu.cn](http://my.sjtu.edu.cn)” or “交我办 APP”. (scan the QR code below)

To make your visa application, you are required to prepare the following documents:

1. Passport photo page and Visa page (Original and Copy)
2. **Visa Application Letter for International Students in Shanghai** issued by SJTU (color printing)
3. One passport photo (2 inches by 2 inches)
4. The original and one copy of the Registration Form of Temporary Residence for Visitors
5. Admission Notice
6. JW201/202 Form issued by SJTU
7. Certificate of Verification of Physical Examination Record for Personnel from Overseas (You do not need to provide the residence permit if your previous one has not expired for more than 3 months (Except for the students who have not done the physical examination during their study in high school in China))
8. Proof of Funds (Proof of Funds shall be prepared by international students, which might be needed for visa application. Generally, international students without scholarships are required to provide a certificate of deposit of 100,000 yuan according to the entry and exit requirements of Shanghai).

### 5.1.4 Physical Examination

According to Chinese laws and regulations related to international travelers, incoming international students must take a physical examination at a designated agency in China (or the traveler’s own physical report must be examined and verified). The Physical Verification Certificate will be used for the application for the student’s Residence Permit.

## 1. Who needs to take the physical examination or verification?

1. International students with X1 visa.
2. International students with X2 visa, and will be studying for over six months in China.
3. International students who apply for a residence permit for the first time.
4. International students whose residence permits have expired for more than 3 months, and have to be re-applied.
5. The International students who have not done the physical examination during their study in high school in China.

## 2. Documents needed (For reference only):

1. Valid common passport and a copy
2. *Admission Notice*
3. The whole set of physical examination report for verification (for those who have taken the physical examination in their own country)
4. 4 passport-sized photos (2'\*2')
5. Around RMB 500 for physical examination or RMB 70 – 400 for verification.

**NOTE:** Before taking the physical examination, you should keep an empty stomach.

Besides, students who need verification of their own physical examination document must submit: all original copies of the Physical Examination Report (hospital sealed) (Physical Examination Record for Foreigners, Blood Test Report, etc.) (if the student has taken a physical examination abroad). The health center shall issue the Certificate of Verification (For Physical Examination Record for Foreigners or Overseas Chinese) to students whose examination record accords with the requirement. If a student does not meet the requirements, (s)he shall make a supplementary examination or carry out a new physical examination. After passing



the examination, the health center shall issue the Certificate of Verification (For Physical Examination Records for Foreigner or Overseas Chinese).

**3. Shanghai International Travel Healthcare Center provides the service of physical examination and verification.**

Address: 15 Jinbang Road, Changning District, Shanghai.

Service Hours: Monday to Friday, 8:00 am - 11:00 am.

Tel: 86-21-62688851

Reservation website: <http://sithc.chinaport-sh.com.cn>

\*The explanation above is for your reference only. However, please be aware that the regulations are subject to change and you should check with the relevant authorities prior to making arrangements.

## **5.2 Miscellaneous**

1. According to Measures for the Enrollment and Cultivation of International Students by Schools in Order No. 42 of the Ministry of Education Administrative, all international students studying in our school must hold a study visa.
2. SJTU will only issue the Application Letter for students' Residence Permit for international students who have completed the enrollment procedure.
3. International students holding visas or Residence Permit issued by other universities or colleges in China need to provide the Certificate of Study Completion or Transfer Certificate issued by the former universities or colleges.
4. International students are requested to pay close attention to the validity of entry visa to avoid early entry. Those who need to apply for Residence Permit after entering China with remarks on their study visa shall apply for the Residence Permit in the Exit-Entry Administration Bureau of Shanghai within 30 days from the date of entry. Otherwise, the risk of failure to apply for a

Residence Permit due to early entry will be borne by the students themselves.

5. When international students register, they shall ensure that their visa is a study visa and has a sufficient time limit. If the time limit of their visa or Residence Permit is insufficient to apply for a new study visa or Residence Permit extension, the university shall have the right to refuse students to register. If a student's visa or Residence Permit is expired, (s) he must go to the Exit-Entry Administration Bureau of Shanghai Public Security Bureau to accept the punishment before registration.

#### 6. Loss of Passport

1. The loss of a foreign passport must first be reported to the Police Station closest to where the loss occurred with valid identification by oneself. A **“Receipt of Report”** will be issued by the Police Station;
2. To obtain a **Confirmation of Reporting the Loss of Passport** from the Exit-Entry Administration Bureau of Shanghai Public Security Bureau with **the Receipt of the Report** issued by the police station;
3. To apply for a **new passport** at your embassy or consulate in China with **the Confirmation of Reporting the Loss of Passport**.
4. To register at the SJTU Service Center for Exit-Entry Administration within ten days after obtaining a **new passport**, and then apply for 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.

#### 7. **Passport Renewal** upon Expiration

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 the Residence Permit. When the new passport is issued, the student shall apply for the alteration of the Residence Permit within 10 days after the issuance of the new passport.

International students who renew their passports in their home countries

due to reasons such as the expiration of their passports shall enter the country with a valid study visa and shall apply for the alteration of Residence Permit within 10 days after entering the country. Those who do not have a valid study visa shall contact with the SJTU International Student Development Center to confirm the reapplication for a study visa.

Note: SJTU's implementation of visa policy is subject to the official notice of Exit-Entry Administration Bureau of Shanghai Public Security Bureau. If you have any question about your passport and visa, do not hesitate to consult the SJTU Service Center for Exit-Entry Administration.

**Contact Information:**

Tel: +86-21-34207946/+86-21-34206748

E-mail: [visa\\_is@sjtu.edu.cn](mailto:visa_is@sjtu.edu.cn)

## 6 Opening Day and Orientation

All new international students are required to attend the opening ceremony and International Student Orientation. The specific time and place will be announced on the website <https://isc.sjtu.edu.cn/CN/> or WeChat official platform in mid-August. Please refer to it and subscribe to the WeChat official platform the for latest information.



**Study@SJTU WeChat Official Platform**

## 7 Laws, Decrees and Regulations

International students in China shall be restrained by laws and regulations concerning foreigners, local laws, and the school rules and regulations. The local Exit-Entry Administration Bureau, police stations, and universities shall jointly assume responsibility for the management of students. Please clearly understand Chinese law during your studies in China and avoid incidents in which Chinese law is violated because of being unfamiliar with the law.

### **1. The related laws and regulations to prevent the risks caused by the epidemic**

According to the Constitution of the People's Republic of China and Exit and Entry Administration Law of the People's Republic of China, the legitimate rights and interests of foreigners in China shall be protected by laws. Foreigners in China shall abide by the Chinese laws, and shall not endanger China's national security, harm public interests and disrupt social and public order.

According to the Exit & Entry Administration Law of the People's Republic of China, foreigners in China shall register their accommodation on time and comply with the identification inspection of public security organs. Besides, according to Law of the People's Republic of China on the Prevention and Treatment of Infectious Diseases, Frontier Health and Quarantine Law of the People's Republic of China, and Regulations on Preparedness for and Response to Emergent Public Health Hazards, foreigners in China shall cooperate with the People's governments at all levels and relevant departments in China when they take monitoring, isolation as well as other measures for effective prevention and control of the spread of infectious diseases and protection of public safety and health.

According to Law of the People's Republic of China on Penalties for Administration of Public Security and Criminal Law of the People's Republic of China, whoever refuses health quarantine measures such as health declaration, temperature check, epidemiological investigation and collection of samples, or refuses health treatment measures such as isolation, inspection, local treatment and transfer to other hospitals for treatment shall be held accountable by the law and penalized with a warning, a fine or detention. Wherever a crime is constituted, criminal liabilities shall be investigated following the law.

## **2. Provisions on the Administration of Religious Activities of Foreigners within the Territory of the People's Republic of China**

The People's Republic of China respects the freedom of religious belief of foreigners within the Chinese territory and protects and administrates the legal religious activities of foreigners within Chinese territory by law. Foreigners may participate in religious activities at lawfully registered Buddhist monasteries, Taoist temples, mosques, churches within the Chinese territory according to their own religious beliefs. However, international students are prohibited from conducting any missionary work, religious ceremonies, or similar activities on campus.

## **3. Law of the People's Republic of China on Penalties for Administration of Public Security**

This law stipulates that no one is to commit acts such as the disruption of the social order, fights, drug abuse and trafficking, licentious activities and prostitution, infringement of the interests of others, destruction of public property and so on. Such acts will be punished strictly in accordance with the law if discovered.

## **4. Fire Protection Law of the People's Republic of China**

According to this law, no entity or individual shall damage, misappropriate or illegally dismantle or stop the use of a fire protection facility or apparatus, bury, occupy or cover a fire hydrant, occupy any fire separation distance, or occupy, block or close an evacuation passage, safety exit or fire truck passage. It is also prohibited to use unauthorized electrical appliances and set up electrical wire in the dormitory.

## **5. Road Traffic Safety Law of the People's Republic of China**

Within the territory of the People's Republic of China all vehicle drivers, pedestrians, passengers, road traffic activity-related entities and individuals must obey this law. Therefore, international students' motor vehicles and non-motor vehicles should be officially registered and driven lawfully.

## **6. Narcotics Control Law of the People's Republic of China**

Narcotics Control Law of the People's Republic of China is formulated to prevent and punish drug-related illegal and criminal behaviors, protecting the

physical and mental health of citizens and maintaining social order. The term “narcotics” as mentioned in this Law refers to opium, heroin, methamphetamine (ice), morphine, cannabis, cocaine, and other narcotics and psychotropic drugs which are under the state control and addictive.

*Article 59* Where anyone commits any of the following behaviors, if a crime is constituted, he shall be subject to corresponding criminal responsibility; if not, he shall be subject to punishment for public security:

1. smuggling, vending, transporting or manufacturing drugs;
2. illegally possessing drugs;
3. illegally planting original plants of drugs;
4. illegally trading, transporting, carrying or possessing seeds or seedlings of original plants of drugs which that have not been inactivated;
5. illegally teaching manufacturing methods of narcotics, psychotropic drugs or precursor chemicals;
6. forcing, inducing, abetting or deceiving others to take in or inject drugs; or
7. providing drugs to others.

## **7) Provisions of Shanghai Jiao Tong University on the Administration of International Students**

1. International students must fulfill their obligations as follows: to comply with Chinese laws and regulations; to respect social order and good customs; to abide by the university management system and norms for student behavior; to maintain the reputation of the university; to fulfill other obligations under the laws and regulations in China.

2. For students who violate laws or university regulations, the relevant function department of Jiao Tong University will subject them to corresponding criticism and disciplinary sanction in accordance with Provisions of Shanghai Jiao Tong University for Penalties on Violation of Regulation, and such conduct will affect their scholarships application and student status assessment.

3. International students should handle procedures concerning visa or residence permit registration in accordance with the laws and regulations. If students still need to study or remain in China after expiration, such students should conduct the formalities for the extension before the expiry of their visa or residence permits.

4. The university respects national customs and religious beliefs of international students, following the principle of separation of education and religion. However, activities such as preaching and religious gatherings are strictly forbidden on campus. The students with religious beliefs should participate in religious activities in lawful religious sites outside the campus.

5. All International students should comply with the International Student Accommodation Regulatory Rules of Shanghai Jiao Tong University. The following acts are forbidden in the dormitory: usage of unpermitted electrical appliances, over-drinking of alcohol, fights, drug abuse, and religious rituals. The penalties for the violation of the Rules consist of three levels corresponding with the seriousness of the committed acts, i.e., written warnings, circulating a notice of criticism and cancellation of accommodation qualification. According to Provisions of Shanghai Jiao Tong University for Penalties on Violation of Regulation, the violator of the university regulations will be reported and transferred to the relevant function department for further penalties. All students residing in the dormitory are required to provide adequate compensation for any loss or damage of lawful rights and interests of others or public property caused by the violation of the university regulations.

## References

Category	Name (Click the link to review)
Routine Management	<a href="#">Administrative Measures for the Enrollment and Cultivation of International Students by Schools</a>
	<a href="#">Notice of Normative Acceptance of Foreign Students by Colleges and Universities</a>
Visa Management	<a href="#">Exit and Entry Administration Law of the People's Republic of China</a>
	<a href="#">Regulations of the People's Republic of China on Administration of the Entry and Exit of Foreigners</a>
Others	<a href="#">Detailed Rules for Foreigners in China during the epidemic</a>
	<a href="#">Detailed Rules for the Implementation of the Provisions on the Administration of Religious Activities of Foreigners within the Territory of the People's Republic of China</a>
	<a href="#">Administrative Measures of Foreigners Participating in Performing Activities in China</a>



## 8 Academic Affairs

### 8.1 jAccount

jAccount is a universal account for all students in SJTU. jAccount can be used in various network services (such as mailbox, campus Wi-Fi, jBox) and for getting access to course elective portal, library, etc. Since the username cannot be changed, please use a proper username when create your account. Meanwhile, you will get a SJTU email as username@sju.edu.cn. Please keep the password properly. [Link](#) to create jAccount.



### 8.2 Virtual Campus Card (V-Card)

SJTU Virtual Campus Card (V-Card) is an electronic campus card based on the binding of personal WeChat account and jAccount. Currently, it can be used in most of the canteens on campus.

#### How to activate my V-card

1

Scan the QR code below to get the V-card



2

Fill in the identity information and activate the card.



3

Turn on auto-deduction service.

### How to use V-card

---

1. "Me"->"Cards & Offers"->"Campus Card".
2. Open the campus code and add it to "Pined Mini Program".
3. Drag WeChat homepage and open the V-Card in Mini Program.
4. You can quickly reopen V-Card in mini program when drag WeChat home page.

### How to check consumption records

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1. "Me"->"Cards & Offers"->"Campus Card"
2. Click "Consumption Record" to check consumption.

#### **NOTE:**

1. V-Card is based on the real-name authentication, which can only be used during your study at SJTU, and cannot be lent to others through screen capture or loan. After more than 5 screen captures, the account will be frozen for 1 day; 5-10 screen captures, 2 days frozen; more than 10 times, you will need to unfreeze the card in the Network Information Center.
2. The deduction method is via WeChat Pay. Please make sure there is sufficient balance in WeChat Pay and the bond bank card.
3. If your phone gets lost, you can ask your friends to help you freeze your account by "Me"->"Settings"->"Account Security"->"Help Friend Freeze Account". Thus, you can log in to your WeChat again with your new mobile phone.
4. If you cannot get the V-card, please check whether the information you filled in is accurate and whether the WeChat account is verified by your real name.

## 8.3 Instruction for Undergraduate Freshmen to Purchase Textbooks

1. Freshmen may purchase in groups with the class, or purchase the textbooks required by the instructor.

2. Textbooks for Chinese and English courses should be purchased based on the result of class placement.

### Book List for Some Basic Courses

Major	Textbooks
Engineering and Economics	Advanced Mathematics (1) (Second Edition) (SJTU Press) Advanced Mathematics (2) (SJTU Press) Linear Algebra (Second Edition) (SJTU Press) Chinese History for undergraduates (Higher Education Press)
Humanities	Chinese History for undergraduates (Higher Education Press)
Undergraduate Program in English, Undergraduate Program in French, Intensive Chinese Language Program	Please consult with the relevant college.

**Teaching Material Office:** First floor, east side of the Power Equipment Building  
Qiu Shi Rd., Minhang campus (close to Xier Gate)

**Working hours:** 9:00-11:30, 13:30-15:30 (GMT+8)

## 8.4 English Placement Test for 2023 International Undergraduate Students

International undergraduate students of 2023 (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.

**Test Time:** 8th September, 2023, 5:00 p.m.-6:30 p.m. (GMT+8)

**Test Venue:** The specific place will be notified separately.

## 8.5 Notice on Chinese Language Course

### 8.5.1 Notice on Chinese Language Course for 2023 SJTU International Undergraduates Students

SJTU offers Chinese language, Introduction to Chinese Culture and Contemporary China courses for international students. In fall semester of 2023, you are asked to report your Chinese language proficiency level so as to enroll yourself in the corresponding classes of Chinese language and Introduction to Chinese Culture courses. Please follow the instructions listed below:

For undergraduates: Contemporary China, Introduction to Chinese Culture and Chinese language are compulsory courses. Undergraduates must take 8 credits of Chinese language courses, which will be provided at three levels: intermediate (2), advanced (1), and advanced (2);

Type	Current Chinese proficiency	Learning Time	Estimated Chinese Vocabulary Size	Chinese language class assigned
Undergraduates	about HSK4	about 18 months	about 2000	Intermediate (2)
Undergraduates	about HSK5	about 24 months	about 4000	Advanced (1)
Undergraduates	about or above HSK6	over 24 months	about 6000 or above	Advanced (2)

Please find out your level code according to the description in the table. Please try to assess your proficiency level by yourself.

In case you have difficulty figuring out your level code by yourself, please add “jptxyxu” (**Prof. Xinyan Xu**, School of Humanities) as a contact in WeChat. She will help to find out your level code via chat.

Please visit the following website to report your Chinese level by August 30<sup>th</sup>, 2023. In case you fail to report your Chinese proficiency level on time, you will be enrolled in the Intermediate (2) classes automatically.



<https://wj.sjtu.edu.cn/q/Dffv98ho>

NOTE: Please contact us if you encounter any problems:  
[isc.o@sjtu.edu.cn](mailto:isc.o@sjtu.edu.cn).

## 8.5.2 Notice on Chinese Language Course for 2023 SJTU Exchange Students

For exchange students: SJTU provides six levels of Chinese language courses, namely Elementary (1), Elementary (2), Intermediate (1), Intermediate (2), Advanced (1) and Advanced (2)

For exchange students taking intensive Chinese Language Program (汉语进修项目) at school of Humanities, please wait for further notice.

Type	Current Chinese proficiency	Learning time	Estimated Chinese Vocabulary Size	Course
Exchange students	Beginner or about HSK1	less than 3 months	0-150	Elementary (1)
Exchange students	about HSK 2	about 6 months	about 300	Elementary (2)
Exchange students	about HSK3	about 12 months	about 1000	Intermediate (1)
Exchange students	about HSK4	about 18 months	about 2000	Intermediate (2)
Exchange students	about HSK5	about 24 months	about 4000	Advanced (1)
Exchange students	about or above HSK6	over 24 months	about 6000 or above	Advanced (2)

Please find out your level code according to the description in the table. Please try to assess your proficiency level by yourself.

In case you have difficulty figuring out your level code by yourself, please add “jptxyxu” (**Prof. Xinyan Xu**, School of Humanities) as a contact in WeChat. She will help to find out your level code via chat.

Please choose the appropriate courses based on your Chinese proficiency during the course selection period.

### 8.5.3 Notice on Chinese Proficiency Placement for 2023 SJTU International Graduate Students

For all international students, there are two compulsory courses that will be arranged based on your proficiency in Chinese, namely Chinese (Courses offered in fall semester) and Introduction to Chinese Culture. The former will be divided into 4 levels: Elementary (1 & 2) and Intermediate (1 & 2), while the latter will be instructed in either Chinese or English.

For the international graduate students enrolled in the autumn semester of the 2023-2024 academic year, Chinese language courses will be selected by students themselves based on their own proficiency level. International graduate students are advised to determine their Chinese language proficiency level in a timely manner and choose the appropriate level of the "Chinese Language" course accordingly. Please follow the instructions listed below:

1. Please find out your level code according to the description in the table. Please try to estimate your proficiency level by yourself.

Index	Current Chinese proficiency	Learning time	Estimated vocabulary size (words)	Chinese language class	Chinese culture class
1	beginner or about HSK1	less than 3 months	0-150	Elementary 1	in English
2	about HSK 2	about 6 months	about 300	Elementary 2	in English
3	about HSK3	about 12 months	about 1000	Intermediate 1	in English
4	about HSK4	about 18 months	about 2000	Intermediate 2	in English
5	about HSK5 but with no certificate	about 24 months	about 4000	Intermediate 2	in English
6	about or above HSK6 but with no certificate	over 24 months	about 6000 or above	Intermediate 2	in Chinese
7	HSK 5 (with certificate)			exemption	in English
8	HSK 6 (with certificate)			exemption	in Chinese

2. Please log in with your jAccount to the graduate application management platform ([yjs.sjtu.edu.cn](http://yjs.sjtu.edu.cn)) and enroll in the corresponding class of Chinese before September 24, 2023.
3. In case you have difficulty to figure out your level code by yourself, please:
  1. Install the smartphone app “wechat/weixin”.
  2. Add “jptxyxu” (Prof. Xu Xinyan) as contact.
  3. Contact Prof.Xu and she will help to find out your level code via chatting.
4. Students who meet certain conditions can apply to be exempt from the Chinese course or apply to take the Chinese exemption exam. The conditions and application arrangements for course exemption are as follows.

**I. Conditions for exemption from Chinese language course:**

1. Students who have achieved HSK Level 5 or above (with a score of  $\geq 180$ ) and possess a certificate may apply for exemption from the Chinese language course. Students who meet the conditions and plan to apply for exemption should submit their application on jForm (<https://wj.sjtu.edu.cn/q/9sK79Lob>) and upload their HSK Level 5 certificate or higher.
2. Students who have achieved HSK Level 5 or above but do not possess an HSK certificate, and wish to be exempted from the Chinese language course, must take the exemption exam. Only those who pass the exam can be exempted from the Chinese language course. For students who are eligible and planning to take exemption exams, please submit your registration information (including exam location and email address) on (<https://wj.sjtu.edu.cn/q/9sK79Lob>). The exam results will be notified by email.

Note: Please submit it on the jForm before September 13th, 2023.

**5. Arrangements for the Chinese language exemption exam:**

1. Exam date: September 18<sup>th</sup>, 2023, 18:00-20:00.
2. Exam location: Room 102, Chen Ruiqiu Building, Minhang Campus;
3. Teaching Building 1 Room 209, Xuhui Campus.

Please contact Ms. Jiang ([joeyjiang@sjtu.edu.cn](mailto:joeyjiang@sjtu.edu.cn)) if you encounter any problems.



## 9 Scholarship

### 9.1 Annual Review

According to the policies and regulations of China Scholarship Council (CSC), Shanghai Municipal Government, and Shanghai Jiao Tong University, the university carries out annual scholarship review in April every year for all scholarship students. We will conduct a comprehensive review on the student's performance through 3 procedures: student self-assessment, college/school review and university review. The scholarship may be adjusted, based on the all-round performance of the student.

### 9.2 Scholarship Sign-in and Issuing

1. Students who report to the school, complete the registration and pass the qualification review, the status of the scholarship students will become effective, and the scholarship will be issued after the status of the scholarship student becomes effective.
2. SJTU implements the issuing principle of sign-in first and then distribution, which includes semester & monthly scholarship sign-in. This regulation refers to all kinds of scholarships.

#### Sign-in and issuing arrangement for Fall AY 2023-2024

	Sign-in Date	Venue	Issuing date
<b>Semester registration</b>	Linked to the registration	A successful on-site registration is linked to a successful scholarship sign-in.	Scholarship for September and October Issue before September 30 <sup>th</sup> . Living subsidies for Sept to Oct 2023; 5 months accommodation subsidies for the month of Sept 2023 to Jan 2024; reimbursement of Insurance premium paid if insurance has been purchased.
<b>Monthly sign-in</b> Please consult the college for specific arrangements of monthly sign-in	October 10 <sup>th</sup> -15 <sup>th</sup>	College	Scholarship for November Issue before November 10 <sup>th</sup> . Living subsidy for Nov 2023.
	November 10 <sup>th</sup> -15 <sup>th</sup>	College	Scholarship for December Issue before December 10 <sup>th</sup> . Living subsidy for Dec 2023; 7 months accommodation subsidies for the month of Feb to Aug 2024.
	December 10 <sup>th</sup> -15 <sup>th</sup>	College	Scholarship for January and February Issue before January 10 <sup>th</sup> . Living subsidies for Jan to Feb 2024.

### Sign-in Rules:

In principle, those who miss the deadline of registration are not allowed to make up later, and the scholarship will be suspended.

**Monthly Sign-in:** Those who can NOT sign-in on time monthly are required to submit relevant explanatory materials to the school coordinator.

### NOTE:

1. If a scholarship student is disciplined by the university, the scholarship will be terminated or canceled according to the rules and regulations. For details, please refer to Measures of Administration for International Student Scholarships of Shanghai Jiao Tong University.
2. The university does not provide free accommodation, but grants accommodation subsidies to students based on the standards of various scholarships. The university manages accommodation in accordance with the International Student Residence Management Regulations of Shanghai Jiao Tong University. All 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 dormitories but refuse to pay accommodation fee will be withheld for the deduction of the accommodation fee.
3. Those who suspend, quit study or graduate in advance, are required to return the rest of accommodation subsidies to the university. The scholarship will be suspended during the study suspension period. Study suspension of Chinese Government Scholarship students must be approved by the China Scholarship Council; if it is denied, the scholarship will be canceled, and students will be changed to self-funded students when returning to school.
4. Please contact the Admissions Office for details on the criteria and amount of funding for various scholarships (undergraduate student: [isc.d@sjtu.edu.cn](mailto:isc.d@sjtu.edu.cn); graduate student: [gs.admission@sjtu.edu.cn](mailto:gs.admission@sjtu.edu.cn); exchange student: [isc.exchange@sjtu.edu.cn](mailto:isc.exchange@sjtu.edu.cn)).

5. Those who have doubts on scholarship issuance (living, accommodation etc.), can contact the ISC within two weeks after the issuance of the scholarship. Any application later, will not be accepted. Email: [isc.o@sjtu.edu.cn](mailto:isc.o@sjtu.edu.cn).
6. The Ministry of Education and the Shanghai Municipal Education Commission may adjust the scholarship policies at any time according to the national epidemic prevention and control policies and other reasons; Shanghai Jiao Tong University will implement the government's latest policies and guidelines.

# 10 Transportation Guide

## 10.1 University Address

**Xuhui Campus:** 1954 Huashan Rd., Xuhui District, Shanghai (Metro Line 1 or 9, Xujiahui Station or Metro Line 10 or 11, Jiao Tong University Station)

**Minhang Campus:** 800 Dongchuan Rd., Minhang District, Shanghai (Metro Line 5 to Dongchuan Rd. Station and transfer to Bus Line Jiangchuan 7 to Jiao Tong University Station, Metro Line 15 to Zizhu Hi-tech Park Station)

## 10.2 How to Arrive

### To Minhang Campus

1. From Pudong Airport (PVG): Take airport bus Line 9 and get off at the terminal station - Xinzhuang. Take Metro Line 5 to Dongchuan Rd. Station and transfer to Bus Line Jiangchuan 7 to Minhang campus.
2. From Shanghai Railway Station: Take Metro Line 1 and transfer to Line 5 at Xinzhuang Station. Take Metro Line 5 to Dongchuan Rd. Station and transfer to Bus Line Jiangchuan 7 to Minhang campus. If from Shanghai South Railway Station: Take Metro Line 15 to Zizhu Hi-tech Park Station.
3. From Shanghai Hongqiao Airport (SHA) or Hongqiao Railway Station: Take Bus Line Hongqiao Hub 4 from Ease Hongqiao Hub station to Dongchuan Rd. at Yongping Rd. Station.

### To Xuhui Campus

1. From Pudong Airport (PVG): Take metro Line 2 to East Nanjing Rd. Station and transfer to Line 10 to Jiao Tong University Station.
2. From Shanghai Railway Station or South Railway Station: Take Metro Line 1 and get off at Xujiahui Station.
3. From Shanghai Hongqiao Airport (SHA) or Hongqiao Railway Station: Take Metro Line 10 and get off at Jiao Tong University Station.

**NOTE:** For reference only. For any changes, please refer to the notice issued by the public transportation authority for the latest information.

## 11 Overall Schedule for Undergraduates & Exchange Students

Date	Undergraduate Student	Exchange Student
Within two weeks after the announcement of the admission result	Click the <a href="#">link</a> to pay tuition online (Only for Undergraduate students) .	
Before study	Prepare for study; Click the <a href="#">link</a> to Get your jAccount	
August 1 <sup>st</sup> - 21 <sup>st</sup>	Click the <a href="#">link</a> to purchase insurance.	
August 1 <sup>st</sup> - September 7 <sup>th</sup>	For international students with X1 study visa, make an appointment online for medical examination in Shanghai. Shanghai International Travel Health Care Centre website: <a href="https://online.shhg12360.cn/sithc/sithcen/">https://online.shhg12360.cn/sithc/sithcen/</a>	
Mid-August	All new international students are required to attend the opening ceremony and International Student Orientation. The specific time and place will be announced on website <a href="https://isc.sjtu.edu.cn/CN/">https://isc.sjtu.edu.cn/CN/</a> or WeChat official platform in mid-August.	
August 22 <sup>nd</sup> , 9:00 am – 23 <sup>rd</sup> 4:30 pm (GMT +8)	Online on-campus accommodation reservation <a href="#">link</a>	
August 22 <sup>nd</sup> - August 23 <sup>rd</sup> (before 17:00, GMT+8)	<a href="#">Online registration</a> ;	
September 8 <sup>th</sup> 9:00 am - 3:00 pm (GMT +8)	Complete on-site registration; Check in the dormitory; Collect your Student Card from the college. It is recommended to have a small amount of cash for recharging your Student Card; Go through visa-related procedures.	
September 8 <sup>th</sup> 5:00 pm – 6:30 pm (GMT +8)	English Placement Test for 2023 International Undergraduates	
September 10 <sup>th</sup>	International Student Orientation (The specific time and place will be notified separately)	
September 11 <sup>th</sup>	Class begins	

## 12 Overall Schedule for Graduate Students

Date	Graduate Students
Before study	Prepare for study; Click the <a href="#">link</a> to Get your jAccount
July 1 <sup>st</sup> - August 20 <sup>th</sup>	Click the <a href="#">link</a> to pay tuition online
August 1 <sup>st</sup> – August 21 <sup>st</sup>	Click the <a href="#">link</a> to purchase insurance
August 1 <sup>st</sup> – September 7 <sup>th</sup>	For international students with X1 study visa, make an appointment online for medical examination in Shanghai. Shanghai International Travel Health Care Centre website: <a href="https://online.shhg12360.cn/sithc/sithcen/">https://online.shhg12360.cn/sithc/sithcen/</a>
Mid-August	All new international students are required to attend the opening ceremony and International Student Orientation. The specific time and place will be announced on website <a href="https://isc.sjtu.edu.cn/CN/">https://isc.sjtu.edu.cn/CN/</a> or WeChat official platform in mid-August.
August 22 <sup>nd</sup> - August 23 <sup>rd</sup> (before 17:00, GMT+8)	<a href="#">Online registration;</a>
August 22 <sup>nd</sup> 9:00am - 23 <sup>rd</sup> 4:30pm (GMT +8) 2023	Online on-campus accommodation reservation <a href="#">link</a>
September 8 <sup>th</sup> 9:00am - 3:00pm (GMT +8)	Complete on-site registration; Check in the dormitory; Collect your Student Card from the college. It is recommended to have a small amount of cash for recharging your Student Card; Go through visa-related procedures.
September 10 <sup>th</sup>	International Student Orientation (The specific time and place will be notified separately)
September 11 <sup>th</sup>	Class begins

## 13 Contact Us

### International Student Center

#### Admission Office

	Telephone	Office	E-mail	Responsibility for
Undergraduate Admission	+86-21-54743244	New Admin. Bldg. B809, Minhang	isc.d@sjtu.edu.cn	Registration of undergraduates

#### Student Mobility Office

	Telephone	Office	E-mail	Responsibility for
Inbound Exchange students	+86-21-34203803	New Admin. Bldg. B809, Minhang	isc.exchange@sjtu.edu.cn	Registration of exchange students

#### Student Affairs Office

	Telephone	Office	E-mail	Responsibility for
Scholarship Issues & Enrollment Changes	+86-21-34203847	New Admin. Bldg. B809, Minhang	isc.o@sjtu.edu.cn	Leave application, registration reservation, tuition payment, scholarship sign-up, orientation, placement test

### Graduate School, International Affairs Office

	Telephone	Office	E-mail	Responsibility for
Graduate Admissions, scholarship annual review	+86-21-34208238	331 Chen Rui Qiu Bldg., Minhang	gs.admission@sjtu.edu.cn	Registration of international graduate students, application for temporary leave, change of passport information

### International Service Center

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

## Service Center for Exit-Entry Administration

	Telephone	Office	E-mail	Responsibility for
Visa-related affairs and physical examination for international students	+86-21-34207946	New Admin. Bldg. B200, Minhang	visa_is@sjtu.edu.cn	Visa examination, residence permit application, physical examination

**\*For the contact person in charge of the international student affairs of each school/department, please refer to the school website.**

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

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

### **Follow us on WeChat:**

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International Student Service Center  
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