上海交通大學
SHANGHAI JIAO TONG UNIVERSITY



2019 SJTU NEW INTERNATIONAL STUDENT GUIDE



2019

SJTU New International Student Guide

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PREFACE

Dear international students:

Welcome to SJTU to begin your new journey in your study.

SJTU has been adhering to be inclusive and welcoming international students from all over the world to join the SJTU family.

Thus, we kindly prepare SJTU New International Student Guide. By reading the brochure, all international freshmen will learn about Chinese laws and regulations, the regulations of international students in SJTU, and make early preparations for the affairs needed to study abroad.

A receipt form is attached at the end of the guide, and all international students are required to read the guide carefully and follow the receipt form to prepare the new student registration process. Finally please submit the completed receipt form to the International Student Center registration.

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

June 2019
Shanghai Jiao Tong University
International Student Center

REGISTRATION

For Degree Students

New international students are REQUIRED to complete the registration process at the designated time and venue as stated on the admission notice. 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 admission from SJTU.
a.Undergraduate student: please send email to isc.o@sjtu.edu.cn;
b.Graduate student: please send email to gs.admission@sjtu.edu.cn .

Online Reservation

Please log in the application system http://apply.sjtu.edu.cn/ from July 1st to August 31st and reserve your specific registration time period.
Step 1: Upload a qualified photo for Student ID Card processing (jpg format, 2.2*2.8cm, 300 pixel, ≤200k) by July 10th.
Step 2: Upload a copy of the latest information page of your passport for applying bankcard from Bank of China. The bank card will be used for paying tuition fee and receiving living allowance (for scholarship students). Please make sure the passport you upload is the one you will use for studying in SJTU. All the international students who need upload related information shall send the copy of the passports, with the student ID and the latest passport ID number, by July 17th, to isc.o@sjtu.edu.cn.

Onsite Registration for Undergraduate student

You should register with your admission materials, following this list:

1. The Admission Notice (Original)
2. Application form (Log in the application system, download, print it out, and sign);
3. Passport within valid period and visa (Original and Copy)
4. High school transcripts, including all courses taken (Original)
5. High school graduation certificate (Original and Copy)
6. Relevant international test scores such as SAT/ACT/IB/GCE Al and etc. (Original and Copy)
7. Chinese language certificate (Original and Copy)
8. English language certificate (Original and Copy)
9. Self-statement with signature (Original)
10. Recommendation letter with signature (Original, in Chinese or English)
11. Award certificates or other supportive materials (Original and Copy)
12. Guardian's Letter of Guarantee (applicants under 18 years old until Sept.1)

Note: The students who take entrance exams may not need to provide Term 5\6\7. Please make the materials of Term 3-12 in right order to submit during registration.

Onsite Registration for Graduate students

1. The Admission Notice (Original)
2. Passport within valid period and visa (Original and Copy)
3. The Graduation and Degree Certificate of your previous degree study (Original)

Please contact with us in advance if you are unable to register on your scheduled time. If you fail to register within two weeks after the registration day without the permission of SJTU, you will be regarded as giving up your admission by SJTU.

For Exchange Students

You need to complete the university registration firstly and then register at your school or college. The locations of school registration will be noted on the welcome package.
If you cannot register on time, please submit a formal request to the Student Mobility Office before July 31, 2019 by email. (Email: isc.exchange@sjtu.edu.cn). If you fail to register within two weeks after the day of registration without the permission of university, it will be assumed that you are giving up your place.

Registration

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

Xuhui Campus
Time: Time: From 8:30am to 16:00pm on 6th September, 2019
Location: Room 1001, Tao Li Yuan, No. 655 Fanyu Road, Xuhui District, Shanghai

Minhang Campus
Time: From 8:30am to 16:00pm on 6th September, 2019
Location: Lobby of the New Admin. Bldg. B, No.800 Dongchuan Rd., Minhang District, Shanghai

Documents you need to bring for the registration

1. Admission Notice (Original)
2. Valid passport and visa (Original)

School Registration

When you complete the registration with the university, please register at your school or department.



TUITION PAYMENT

Tuition Plan for International Students

1. General Degree Programs

The standard tuition for one Academic Year: (CNY)

Chinese Program of Bachelor	￥24,800
English Program of Bachelor	￥80,000
French Program of Bachelor	￥45,000
Master's	￥28,900
PhD	￥45,500

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

The standard tuition of graduate programs for international students is 28,900 CNY/Year for master programs and 45,500 CNY/Year for doctoral programs; the tuitions of special graduate programs are listed below. For international students admitted in the special graduate programs with Type B/C/D Scholarships in Shanghai Advanced Institute of Finance, Antai College of Economics & Management and USC-SJTU Institute of Cultural and Creative Industry, China-UK Low Carbon College, the scholarship will cover the standard tuition (28,900/Year for master programs and 45,500/Year for doctoral programs), and students will need to pay the remaining tuition fees.

Special Graduate Programs and Tuition

School	Program	Tuition	Contact
Antai College of Economics & Management	Master of International Business Program	94,000 RMB/Year	Tel: +86-21-52301031 Tel: +86-21-52305272 join_antai@sjtu.edu.cn
	MBA Program	408,000 RMB In total	Tel: +86-21-52302513 linfeng1014@sjtu.edu.c
	International MBA Program	308,000 RMB In total	
	CLGO Program	308,000 RMB In total	
	Master of Finance	94,000 RMB/Year	Tel: +86-21-52301031 liuxfei@sjtu.edu.cn Tel: +86-21-52301352 jingzhou@sjtu.edu.cn
	Master of Professional Accounting	79,000 RMB/Year	
	Master of Auditing	79,000 RMB/Year	
Shanghai Advanced Institute of Finance	Master of Finance	94,000 RMB/Year	Tel: +86-21-62932903 hcheng@saif.sjtu.edu.cn
	Full-time Finance MBA Program	408,000 RMB In total	Tel: +86-21-62932328 xxqiao@saif.sjtu.edu.cn
	Chinese Advanced MBA Program	658,000 RMB In total	Tel: +86-21-62932778 yliu@saif.sjtu.edu.cn

School	Program	Tuition	Contact
USC-SJTU Institute of Cultural and Creative Industry	Journalism and Communication (Cultural and Creative Industry Management)	The annual tuition at SJTU is CNY 108,000; Tuition and fees payable to USC will be due by dates set by and subject to the policy of USC.	Tel: +86-21-34205059 icci@sjtu.edu.cn
School of Mathematical Sciences	Applied Statistics	50,000 RMB/Year	Tel:+86-21-54743147-8028 wmr623@sjtu.edu.cn
Koguan Law School	LL.M. Program in Chinese Law	150,000 RMB/2 Years	Tel:+86-21-62934433 +86-21-62934761 llmprogram@sjtu.edu.cn
School of International and Public Affairs	Political Science (China's Politics and Economy)	50,000 RMB/Year	Tel: +86-21-62933095 jjpeng@sjtu.edu.cn
	Public Management (China's Public Policy)	50,000 RMB/Year	
China-UK Low Carbon College	Environmental Engineering Program (Low Carbon Environment)	80,000 RMB In total	ccliu@sjtu.edu.cn
	Power Engineering Program (Low Carbon Energy)	80,000 RMB In total	

Payment Period

For Undergraduate: 2019 undergraduates must pay a one-year tuition fee two weeks from the date of admission list released publicly.

For Graduate: June 1st, 2019– August 15th, 2019

Payment Method

Please log in the application system http://apply.sjtu.edu.cn/ and select one of the payment methods from "Online Payment".

If you have to delay the payment for special reasons, please contact International Student Center, after the approval you can pay on registration day. Payment on registration day limited to "Bank transfer"only.

Scholarship undergraduates (tuition-free) must pay 3000RMB in advance, full amount will be returned after registration. Please keep the payment voucher.

Contact Information

Student Affairs Office of International Student Center

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

Admission Office of International Student Center

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

ACCOMMODATION

The Introduction of On-campus Accommodation for International Student of SJTU

The Dormitory Buildings for International Student

There are altogether 7 dormitory buildings for international students on Minhang and Xuhui Campus, all of which 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 equipment and facilities in each dormitory vary a little among each other, however, all does provide basic furniture, air-conditioner, internet access service and simple bedding sets. The laundry service in each dormitory are different, for precise details, please refer to this link: http://isc.sjtu.edu.cn/EN/content.aspx?info_lb=260&flag=3

Accommodation Fee Rate for International Student

Please refer to the website for details: http://isc.sjtu.edu.cn/EN/content.aspx?info_lb=260&flag=3

The rules of Reservation for International Student Accommodation

1. All international students officially enrolled by SJTU could login to the online accommodation reservation system to make a reservation (Certain programs may be excluded) (The website of the system is http://dormnew.sjtu.edu.cn). Generally, the student without a successful online reservation will not be arranged for on-campus accommodation. Students may 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 reserve the room one week for the students after the registration date. If the student doesn't present to the dormitory within the reservation period, the accommodation application will be cancelled automatically.
3. The system will reserve the room for 12 hours before the full payment is made. Students should pay the full amount of fees through online payment within the 12hours, or else the reservation will be cancelled automatically.
4. Please pay close attention to the Notice on the Accommodation Reservation for International Students where the notice on the date, payment and details of online reservation will be posted. Enrolled students should peruse the detailed information before making an online accommodation reservation.

The Frequently-Asked Questions about On-campus Accommodation

1. What should I do if I fail to make an online reservation?
   The students without a successful online reservation will not be arranged for on-campus accommodation by the university. Therefore, student should look for an off-campus accommodation on its own before your arrival. Student may 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 dormitory earlier than the registration day?
The earliest check-in date is Sep. 5, 2019 for all new international students in the Fall Semester of 2019. Any earlier date is not permitted. Moreover, students living on Campus are required to check in and register within 24 hours after landing in mainland China with valid credentials. The check-in and registration venue 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, 1: 30-5:00 pm, Mon. to Fri.	+86-21-54743346
Xuhui	Reception Desk, Asian Youth Center (Tao Li Yuan)	8:30-11:30 am, 1:30-5:00 pm, Mon. to Fri.	+86-21-62933296

Please jot down your room number and dorm building after you reserve the room successfully. If you arrive at the non-office hours after Sept. 5, 2019, you are allowed to get the room key from the administrator of your dorm building and move into the room directly. However, you must proceed with the 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. It takes about 40 minutes if commuting by this shuttle bus. An alternative to this shuttle bus would be the 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 and arrangement 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

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

*** FOR GRADUATE STUDENTS WITH SCHOLARSHIP TYPE A (CHINESE GOVERNMENT SCHOLARSHIP AND SHANGHAI GOVERNMENT SCHOLARSHIP), UNDERGRADUATE SCHOLARSHIP STUDENTS AND DUAL-DEGREE STUDENTS (UNDERGRADUATE), EXCHANGE STUDENTS WITH SCHOLARSHIP, CONFUCIUS INSTITUTE SCHOLARSHIP STUDENTS.**

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

Reservation

1. Time Period of Reservation: 9:00 am, July10th to 16:00 pm, July12th, 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.

Accommodation Subsidy

The university would like to provide a wider range of housing selection to the scholarship student with accommodation subsidy (the scholarship student as abbreviation in following part) so that you could choose the dormitory according to your own preference. You could also look for an off-campus residence. The information about accommodation subsidy policy for the scholarship student is listed as follows,

1. The scholarship students should pay on-campus accommodation fee by themselves according to the selected room type.
2. The scholarship student with accommodation subsidy will receive the accommodation subsidy from SJTU. The subsidy amount is: PhD Student and Senior Scholar 1500 Yuan/month, Master Student and General Scholar 1200 Yuan/month, Undergraduate 1000 Yuan/month, the subsidy is offered in 12 months per year and in compliance with the duration of the scholarship. The amount and duration of the Confucius Institute Scholarship Program are subject to the relevant regulations.
3. The university provides the first accommodation subsidy covering from Sept. to Jan. of next year in this Oct. (5 months in total). Afterwards, the university provides the subsidy covering from Feb. of next year to June of next year in every December (5 months in total) and the subsidy covering from July to Jan. of next year in every June (7 months in total).
4. For the TYPE I student with scholarship covering accommodation subsidy (the scholarship student), if you are unable to finish payment online in your country or region, please contact us by E-mail entitled your student ID immediately after you make the reservation in the system (From 9:00 am, July10th to 16:00 pm, July12th, 2019, Beijing Time, GMT+8) and we will help you finish your payment by other method. Any expired order (over 12 hours) will be cancelled by the system automatically.

Payment Introductions

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

1. You are required to pay the full amount of the accommodation fee to finish your reservation. The reservation shall NOT be valid unless the fee is paid fully and successfully.
2. The online payment should be completed within 12 hours after confirming the reservation, or the system will cancel your reservation automatically.
3. You are required to hold at least one of those 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 to use only one bank card to finish payment.
4. 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.
5. You are recommended to use Internet Explorer to make reservation and payment. You could refresh the webpage or change other browser in case of webpage errors.
6. After finishing the payment, please wait patiently until the success webpage pops up. You should click "My Account" to confirm your order is with a successful payment.



Other important information

1. If you reserved dormitory successfully in the fall semester of 2019-2020, you are suggested to check-in on the registration date according to the admission letter. The earliest check-in date is Sept. 5th, 2019. If you arrive in advance of the registration date due to the international flights or other reasons, you may not be able to access to some of the campus sources. You should be responsible for the housing by yourself if you arrive earlier than Sep. 5, 2019. The reservation is valid until Sep. 15, 2019 for the Fall Semester of 2019-2020 and it will be cancelled automatically in case that you do not 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 if the room you reserved could not be stayed with some special situations.
3. Due to the limited on-campus housing resources, the students who reserved successfully this time should also do reservation via internet each semester. University does not guarantee on-campus accommodation for international students who are in second year or more.
4. For the ultimately limited on-campus housing resources (All resources could be booked out in a very short time), you are suggested to make your reservation on time, or you could be UNABLE to move into the dormitory in Fall Semester of 2019-2020.
5. 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 living habits if you would like to choose a double room with a roommate.
6. You could look up more information about on-campus accommodation in the help document on the reservation webpage or refer to this website: http://isc.sjtu.edu.cn/EN/content.aspx?info_lb=293&flag=3 The participation of the reservation indicates you have already studied and accepted this notice, all accommodation regulations and policies of SJTU, and you are required to sign a housing contract with SJTU prior to the payment.
7. Please contact International Student Service Center if you have any questions about accommodation. The contacts are listed as follows:
   Xuhui Campus: issc_xuhui@sjtu.edu.cn, +8621-62933305
   Minhang Campus: issc_minhang@sjtu.edu.cn, +8621-34203955

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

*** FOR GRADUATE STUDENTS WITH OTHER TYPES OF SCHOLARSHIP, SELF-SPONSORED GRADUATE STUDENTS, SELF-SPONSORED UNDERGRADUATE STUDENTS, OTHER TYPE EXCHANGE STUDENTS**

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

Reservation

1. Time Period of Reservation: 9:00 am to 12:00, July18th, 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.

Payment Introductions

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

1. You are required to pay the full amount of the accommodation fee to finish your reservation. The reservation shall NOT be valid unless the fee is paid fully and successfully.
2. The online payment should be completed within 12 hours after confirming the reservation, or the system will cancel your reservation automatically.
3. You are required to hold at least one of those 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 to use only one bank card to finish payment.
4. 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.
5. You are recommended to use Internet Explorer to make reservation and payment. You could refresh the webpage or change other browser in case of webpage errors.
6. After finishing the payment, please wait patiently until the success webpage pops up. You should click "My Account" to confirm your order is with a successful payment.

Other important information

1. If you reserved dormitory successfully in the fall semester of 2019-2020, you are suggested to check-in on the registration date according to the admission letter. The earliest check-in date is Sept. 5th, 2019. If you arrive in advance of the registration date due to the international flights or other reasons, you may not be able to access to some of the campus sources. You should be responsible for the housing by yourself if you arrive earlier than Sep. 5, 2019. The reservation is valid until Sep. 15, 2019 for the Fall Semester of 2019-2020 and it will be cancelled automatically in case that you do not 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 if the room you reserved could not be stayed with some special situations.
3. Due to the limited on-campus housing resources, the students who reserved successfully this time should also do reservation via internet each semester. University does not guarantee on-campus accommodation for international students who are in second year or more.
4. For the ultimately limited on-campus housing resources (All resources could be booked out in a very short time), you are suggested to make your reservation on time, or you could be UNABLE to move into the dormitory in Fall Semester of 2019-2020.
5. 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 living habits if you would like to choose a double room with a roommate.
6. You could look up more information about on-campus accommodation in the help document on the reservation webpage or refer to this website: http://isc.sjtu.edu.cn/EN/content.aspx?info_lb=293&flag=3 The participation of the reservation indicates you have already studied and accept this notice, all accommodation regulations and policies of SJTU, and you are required to sign a housing contract with SJTU prior to the payment.
7. Please contact International Student Service Center if you have any questions about accommodation. The contacts are listed as follows:
   Xuhui Campus: issc_xuhui@sjtu.edu.cn, +8621-62933305
   Minhang Campus: issc_minhang@sjtu.edu.cn, +8621-34203955

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 university. Therefore, you should look for 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 cases 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 getting the Off-Campus Accommodation Registration Form for International Student of SJTU from ISSC, you should register at the relevant police station of your housing place(usually the one close to where you stay) with the form and other necessary credentials and documents (passport, leasing contract, etc.) in 24 hours. If you fail to register your off-campus accommodation within this time period, you are responsible for any legalization punishment. The information of off-campus accommodation registration of SJTU is listed as follows:

CAMPUS	REGISTRATION VENUE	OFFICE HOURS	TEL.
Minhang	Room B204, New Admin. Building	8:30-11:30 am, 1:30-5:00 pm, Mon. to Fri.	+86-21-34203955
Xuhui	Desk 6, Room 1001, Asian Youth Center (Tao Li Yuan)	8:30-11:30 am, 1:30-5:00 pm, Mon. to Fri.	+86-21-62933296
	Student Service Center		+86-2162934784*801

Note: Please refer to the website for details of the Off-Campus Accommodation Information:
http://isc.sjtu.edu.cn/EN/content.aspx?info_lb=260&flag=3
(This is only for reference, not an official recommendation. All actions and agreements made should be responsible by the student themselves)

HEALTH INSURANCE

Notice on the Insurance Purchase for International Student of SJTU (For Non-Scholarship-Funded Student)

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

1. All the international students of SJTU with study duration over 6 months should purchase the Group Compre hensive Insurance in Mainland China (Excluding the student with scholarship covering Group Comprehensive Insurance).
2. For the students with study duration less than 6months: If you have an insurance in your home country which cover the whole duration of your study period, you are required to prepare the original insurance document and its photocopy which would be verified by International Student Service Center (ISSC) of SJTU on the registration date (Or within one week after the registration); If you do not have an insurance to cover your study period in SJTU, you must purchase the Group Comprehensive Insurance in Mainland China.
3. Students hold scholarship that cover their insurance expenses do not need to purchase the insurance by themselves, the University will purchase the Group Comprehensive Insurance for them after the official registration.
4. The University will examine the insurance active term of every student in the registration of each semester.
5. By the regulations, the students who are without valid Group Comprehensive Insurance or unable to submit the valid insurance document to ISSC will NOT be allowed to register in a new semester.

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

Introduction of the Group Comprehensive Insurance

1. The name of the Group Comprehensive Insurance: Comprehensive Insurance & Protection Scheme for Foreign ers Staying in China of Ping An Annuity Insurance Company, Ltd.
2. The fees of the Group Comprehensive Insurance: RMB800/year, RMB400/half year. The effective date is the school's unified effective date of 2019.8.25.
3. Please log on to www.lxbx.net for more detailed information on the Group Comprehensive Insurance such like the articles, insurance liabilities, insurance claims etc.

Introductions of Purchase

1. Please log on to www.lxbx.net to purchase the insurance from Aug. 20th to Sep. 6th, 2019, the payment can be made via online payment.
2. You are required to download and print the insurance purchase details including the insurance receipt and other insurance information to 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 day in the International Student Service Center (See in III. Contacts). It could cost you more time on the registration.

Contacts

For more detailed information of the insurance, please visit the website www.lxbx.net or call 24-hour customer service hotline 400-810-5119 (press 1). You could also contact International Student Service Center, SJTU to consult with more issues of insurance purchase. (The office hour during holiday 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.)

Insurance Claim

Please dial 400-810-5119-1 (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 could also visit www.lxbx.net to download the relevant documents.

Insurance Fees



Visit the website http://en.lxbx.net/article/baoxian-61.html, click on the icon (Package 800 for International students)

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 fees: 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 online 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 you to pay the insurance fees by the bank cards with the sign of "UnionPay" to avoid the additional fees charged by the banks.
3. You are suggested to use Internet Explorer (IE) for the online payment. In case of webpage 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.

The Special Notification on the Insurance for International Students with Scholarship

Dear scholarship students,

Hello! The group comprehensive insurance will be purchased for you by SJTU or some other institutions after your official registration and you do not need to pay for the insurance. All kinds of scholarships will cover the insurance fee (Except for the Freshman Scholarship for Undergraduate). Some information and suggestions regarding with insurance are listed as follows:

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 fees of the group comprehensive insurance: RMB 800/one year, 400/half year (Covered by your scholarship)
3. Please log on to www.lxbx.net for more detailed information on the group comprehensive insurance such like the articles, insurance liabilities, insurance claims etc.

Insurance Claim

Please dial 400-810-5119 (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 could also visit www.lxbx.net to download the relevant documents.

Contacts

For more detailed information of the insurance, please visit the website www.lxbx.net or call 24-hour customer service hotline 400-810-5119(press 1). You could also contact International Student Service Center, SJTU to consult with more issues of insurance purchase. (The office hour during holiday 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.)

VISA AFFAIRS

Visa Application

All international students studying at Shanghai Jiao Tong University are required to have a valid study visa during their studying period. International freshmen are required to register with a valid study visa at the time of enrollment.

Visa Application for International Students

1. International students outside China are required to apply for a study visa to enter the country in accordance with the requirements of the admission notice. The time of entry should be no earlier than one week before the date of registration.

The documents required to apply for a study visa include:

(1) Passport
(2) Admission Notice (Original Copy)
(3) Foreign Student Visa Application Form JW201 or JW202

We suggest students apply study visa to the local Chinese Embassy or Consulate in your country. Do make sure that your original copy of Admission Notice is handed back to you together with your passport after obtaining your Chinese visa.

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

Application for Student's Residence Permit

Students entering the country with the X1 visa must apply for the Residence Permit within 30 days. The school can only apply for Residence Permit for international students who have completed the enrollment procedures. Students who illegally reside due to the expiration of visas shall be liable for the consequences and pay the fine themselves.

The documents required for the application of student's Residence Permit are as follows:

1. Passport
2. Admission Notice
3. Temporary Accommodation Registration Form
4. One Passport-sized photograph
5. Certificate of Verification of Physical Examination Record for Personnel (See Section Physical Examination) (the Certificate is not required if you currently holds the Residence Permit or the previous Residence Permit expired less than three months)
6. Proof of Funds (Proof of Funds shall be prepared by international students, which might be needed for visa application. Generally, non-scholarship international students are required to provide a certificate of deposit of 100,000 yuan according to the entry and exit requirements of Shanghai).

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). The Physical Verification Certificate will be used for the application for student's Residence Permit. The procedures for obtaining Physical Verification Certificate are as follows:

1. Go for physical examination by oneself
   Physical examination appointment website: http://61.152.215.248/
   Agency Address: 15 Jinbang Rd., Shanghai
   Required Documents and Fees for the Physical Examination:

(1) An original and a photocopy of the personal information page of your passport and visa
(2) Admission Notice(original and photocopy)
(3) Four Passport-sized photographs
(4) Physical Examination Fees: CNY 600
(5) Besides, students who need verification of their own physical examination document must submit: All original copies of physical examination report (hospital sealed) (Physical Examination Record for Foreigners, Blood Test Report, etc.) (If the student has taken 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 health examination. After passing the examination, the health center shall issue the Certificate of Verification (For Physical Examination Record for Foreigner or Overseas Chinese).

2. Shanghai Jiao Tong University will arrange a physical examination within 10 working days of the beginning of the semester. Please ensure that the visa of the international student will be valid for at least 20 working days after registration.

Other Important Information

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 student's 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 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 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 school 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) Obtain a Confirmation of Reporting the Loss of Passport from Exit-Entry Administration Bureau of Shanghai Public Security Bureau with the Receipt of Report issued by the police station;

(3) Apply for a new passport at your embassy or consulate in China with the Confirmation of Reporting the Loss of Passport.

(4) Register at the SJTU Service Center for Exit-Entry Administration within ten days after 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.

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 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.

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 the SJTU International Student 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

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, General Office Building （Xuhui Campus）
Room B200, New Admin. Building（Minhang Campus）

INTERNATIONAL STUDENT ORIENTATION

All new international students should attend the Freshman Orientation.
Time and Location will be notified on the Application Process Form on Registration day.

LAWS 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 the responsibility for the management of students. This leaflet is specially designed to help international students clearly understand Chinese law during their studies in China and avoid incidents in which Chinese law is violated because they are unfamiliar with the law.

1. 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 religious activities of foreigners within Chinese territory in accordance with the 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.

2. Law of the People's Republic of China on Penalties for Administration of Public Security

This law clearly 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 interests of others, destruction of public property and so on. Such acts will be punished strictly in accordance with the law if discovered.

3. 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.

4. Road Traffic Safety Law of the People's Republic of China

Within the territory of the People's Republic of China all of vehicles 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.

5. Narcotics Control Law of the People's Republic of China

Narcotics Control Law of the People's Republic of China is formulated for the purpose of preventing and punishing 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 a 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 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.

6. 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 with respect to 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 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 belief 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 consists 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 relevant function department for the 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:

1. Routine Management

(1) Administrative Measures for the Enrollment and Cultivation of International Students by Schools
Source: http://www.moe.edu.cn/srcsite/A02/s5911/moe_621/201705/t20170516_304735.html
http://www.gov.cn/xinwen/2017-06/02/content_5199249.htm

(2) Notice of Normative Acceptance of Foreign Students by Colleges and Universities
Source: http://www.moe.gov.cn/srcsite/A20/moe_850/200911/t20091117_152311.html

2. Visa Management

(1) Exit and Entry Administration Law of the People's Republic of China
Source: http://www.gov.cn/flfg/2012-06/30/content_2174944.htm
http://cs.mfa.gov.cn/zlbg/flfg/crjxg/t1054650.shtml

(2) Regulations of the People's Republic of China on Administration of the Entry and Exit of Foreigners
Source: http://www.gov.cn/zwgk/2013-07/22/content_2452453.htm
http://cs.mfa.gov.cn/wgrlh/lhqz/sblhqz_660598/t1060665.shtml

3. Others

(1) 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
Source: http://www.sara.gov.cn/xxgk/gsgg20170904204343165711/469741.htm

(2) Administrative Measures of Foreigners Participating in Performing Activities in China
Source: http://www.gov.cn/banshi/2005-08/21/content_25130.htm

ACADEMIC RELATED

Chinese Language Placement Test For International Student

All new international students (including undergraduates,postgraduates and exchange students) shall attend the Chinese Language Placement Test scheduled on September 11, 2019 (Wednesday). This is to ensure that they are placed in the Chinese course at an appropriate level. The details are as follows:

Time:
6:00pm - 8:00pm, September 11, 2019 (Wednesday)

Venue:
Minhang Campus:
Undergraduate: Chen Ruiqiu Building. Room 202, 203, 204, 205, 206
Postgraduate: Chen Ruiqiu Building. Room 104, 105, 106, 107, 108, or 109
Exchange student: Chen Ruiqiu Building. Room 207, 208, or 209
Xuhui Campus:
Postgraduate: Engineering Hall, Room 207, 208, 209, 210, 211, 212
Exchange:
Engineering Hall, Room 218

Remarks:
> Students who have never learned Chinese before or have learned but the cumulative learning period is shorter than 3 months are not required to take the placement test, and will be automatically enrolled in the beginner level (1) of Chinese course.
> The Chinese course has 6 levels, namely Beginner Level (1), Beginner Level (2), Intermediate Level (1), Intermediate Level (2), Advanced Level (1) and Advanced Level (2). Each international student will be placed in the appropriate level according to the test result.
> Please arrive 30 minutes in advance for preparations. Those being late for 20 minutes or up will not be allowed to take the test.
> Please join any of the classrooms listed above for the test. If the classroom is fully seated, please move to another room for vacancies.

English Placement Test for 2019 International Undergraduates

From the fall term of September 2019, all undergraduates of Chinese Program (except those from Chinese language in School of Humanities) have to take English placement test. SJTU will arrange the classes by the test result.

Examination schedule:
Test time: 9th September (Monday), 2019, 6:00p.m.-7:30p.m.
Test venue: to be determined (It will be published on isc.sjtu.edu.cn before 9th September, 2019)

Attention:
1. English lessons and classes for 2019 international undergraduates will be subject to unified arrangement by the university.
2. International students of native English speakers can apply for exemption from English lesson attendance, based on getting high school certificate in English-speaking countries, in School of Foreign Languages. (the application requirement and handling procedures is decided by School of Foreign Languages).
3. Please arrive at the examination room 10 minutes earlier than the test time with necessary stationery.

Instruction for 2019 International Undergraduates Purchasing common course textbook

1、 Students may purchase in group with the class, or purchase the textbook required by respective course tutor.
2、 For English and Chinese text books, students will purchase based on their own levels after the release of result of placement test in Week 2.
3、 Students may purchase the text books at Teaching Material Division by themselves.
4、 Book list for some basic courses:

Major	Textbook
Engineering relatives Economical relatives	高等数学（上）（Shanghai Jiao Tong University Press） 高等数学（下）（Shanghai Jiao Tong University Press） 线性代数（Shanghai Jiao Tong University Press） 大学中国史（Higher Education Press）
Humanities and Social Sciences	大学中国史（Higher Education Press）
Undergraduate English Programs Undergraduate French Programs Chinese Language in School of Humanities	Please consult College

Address of Teaching Material Division: Qiu Shi Road, beside campus printing shop (Close to East Second Door)
Purchasing Time: 9.00-- 11.30 am;1:30pm-2:30pm.

Exchange Students

Course Enrollment Guidance for Semester Exchange Students

The course registration at SJTU is very strict; you must enroll and drop courses within the scheduled time, otherwise, you need to bear all the consequences. We will notify you about the time and website for course registration via email at the beginning of the semester. Should you have any doubt about the course registration, please turn to help from your Buddy or the department/school at SJTU.
Please do complete the course registration before the deadline and contact faculty staff from the department or school at SJTU prior to your course registration.
For detailed course information, please refer to the following website.
http://isc.sjtu.edu.cn/EN/content.aspx?info_lb=50&flag=3

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

Change of Major or Study Duration

Please consider carefully when you request to change your major or study duration. Please seek the permission from your home university firstly, and then complete the application form from the following website.
http://isc.sjtu.edu.cn/EN/content.aspx?info_lb=50&flag=3
Your request will be evaluated by the corresponding school/department and International Student Center respectively. If it is granted, you could start the process.

SCHOLARSHIP STUDENTS ISSUES

Scholarship 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 academic performance and school performance through 3 online procedures: student self-assessment, college/school review and university review. According to the comprehensive performance, the scholarship may be adjusted.

Regulations of Registration

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

1. Semester's Signing:
   For Undergraduate: scholarship students are required to sign within 5 working days from the registration day, please bring student card to International Student Centre.
   For Graduate: scholarship students are required to sign within 5 working days from the registration day, please bring student card to your own college.A successful registration is a successful scholarship singing.
2. Monthly Signing: From the second month after semester's signing, it is required for scholarship students to go to the college and sign monthly (normally from 10th to 15th each month, within 5 working days only, not including weekends).
3. Regulations of Particular Cases:
   In principle, those who miss the deadline of signing are not allowed to make up for signing later, and the scholarship will be suspended.

(1) Semester's Signing:

1) Those who can NOT register on time because of illness are required to inform the college, and submit a certificate from the hospital and an explanation letter approved and signed by college and professor; ISC will review all the documents collected by the college.
2) Those who can NOT register on time because of irresistible reasons (e.g. visa, domestic situation, nature disaster) are required to inform the college, and submit an explanation letter; The college will submit all the documents to ISC for reviewing.
   Except these two situations mentioned above, no other special cases are acceptable by ISC (such as personal reasons, flight tickets etc.), after receiving the documents ISC will inform the result to the college within 10 working days, students can get result from the college.

(2) Monthly Signing: Those who can NOT sign on time monthlyare required to report and submit related documents to the college, after verifying the college will sign for the students before the deadline of monthly signing.

Regulations of Signing and Distribution

1. The Schedule of Signing from September, 2019 to June, 2020

Signing	Time	Place	Scholarship for
Autumn, Semester's Signing, 2019-2020	7th~13th, September, 2019	Refer to Semester Registration Regulation 10.2-i	Sept & Oct, 2019 living subsidy, Sept,2019-Jan,2020 accommodation subsidy
October, 2019, Signing Monthly	10th~16th, October, 2019	College	November, 2019 living subsidy
November, 2019, Signing Monthly	11th~15th, November, 2019	College	December, 2019 living subsidy
December, 2019, Signing Monthly	10th~16th, December, 2019	College	January & February, 2020 living subsidy, Feb,2020-Jun,2020 accommodation subsidy
Spring, Semester's Signing, 2019-2020	23rd Feb.~28th, Feb, 2020	Refer to Semester Registration Regulation 10.2-i	March & April, 2020 living subsidy
April, 2020, Signing Monthly	10th ~16th, April, 2020	College	May, 2020 living subsidy
May, 2020, Signing Monthly	11th ~15th, May, 2020	College	June, 2020 living subsidy, July, 2020-Jan,2021 accommodation subsidy
June, 2020, Signing Monthly	10th ~16th, June, 2020	College	July & August, 2020 living subsidy

2. Time of Distribution

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

Notes

1. If scholarship students break the disciplines of university, the scholarship is suspended or canceled depending on the punishment level (implemented from the next month of the school's issuance date), as follows:

(1) Warning: scholarship is suspended for three months
(2) Serious Warning: scholarship is suspended for six months
(3) Record a Demerit: scholarship is stopped one year
(4) Detention: scholarship is canceled
(5) Expulsion: scholarship is canceled

2. All the international scholarship students should obey International Student Accommodation Regulatory Rules of Shanghai Jiao Tong University and other related regulations of accommodation subsidies for the international scholarship students. The living subsidies of those who live in the dormitories but refuse to pay accommodation fee will be withheld for the deduction of the accommodation fee.

3. Standard of accommodation subsidy: SJTU will add extra subsidy on the basis of the standard of appropriation for Chinese Government Scholarship (PhD Student and Senior Scholar 1000 Yuan/month, Master Student and General Scholar 700 Yuan/month, Undergraduate 700 Yuan/month). New standard of accommodation subsidy as follows:

Student Type	Monthly Accommodation Subsidy
PhD	1500yuan/month
Senior Scholar	1500yuan/month
Master	1200yuan/month
General Scholar	1200yuan/month
Undergraduate	1000yuan/month
Confucius Institute Scholarship	1000yuan/month

The subsidy is offered in 12 months. Subsidy will be distributed one year and in compliance with scholarship duration.
Time of accommodation subsidy distribution: SJTU provides the part of the subsidy covering from July to January of next year in every July (7 months in total) and the rest of subsidy covering from February of next year to June of next year in every December (5 months in total).

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

TRANSPORTATION GUIDE

How to Arrive

SJTU has five campuses, including Minhang Campus (main campus), Xuhui Campus, Qibao Campus, Luwan Campus, and Changning Campus.

Address of campuses:

Xuhui Campus: 1954 Huashan Rd, Xuhui District, Shanghai.
Minhang Campus: 800 Dongchuan Rd, Minhang District, Shanghai.
Qibao Campus: 2678 Qixin Rd, Minhang District, Shanghai. Take metro Line 9 to Qibao Station.
Luwan Campus: 227 Chongqing South Rd, Huangpu District, Shanghai. Take metro Line 10 to Xintiandi Station.
Changning Campus: 535 Fahuazhen Rd, Changning District, Shanghai. Take metro Line 11 or 10 to Jiao Tong University Station.

1) **To Minhang Campus**

1. From Pudong International Airport: Take airport line 9 (CNY 24) and get off at the terminal Xinzhuang Station, transfer to Line 5 and get off at Dongchuan Road Station, at the 5th exit. Then take a taxi or bus (Jiangchuan No. 7) to Minhang campus.
2. From Shanghai Railway Station/South Railway Station: Take Metro Line 1, transfer to Line 5 at the terminal station-Xinzhuang Station, and get off at Dongchuan Road Station, at the 5th exit. Then take a taxi or bus (Jiangchuan No.3 or No.5) to Minhang campus. If you get off at Xinzhuang Station, please take a bus (Line Minxin) to Jiao Tong University.
3. From Shanghai Hongqiao Hub: Walk 15 minutes to East Hongqiao Transportation Center, take Bus No. 4 of Hongqiao Hub and get off at Dongchuan Road Yongping Road Station.

2) **To Xuhui Campus**

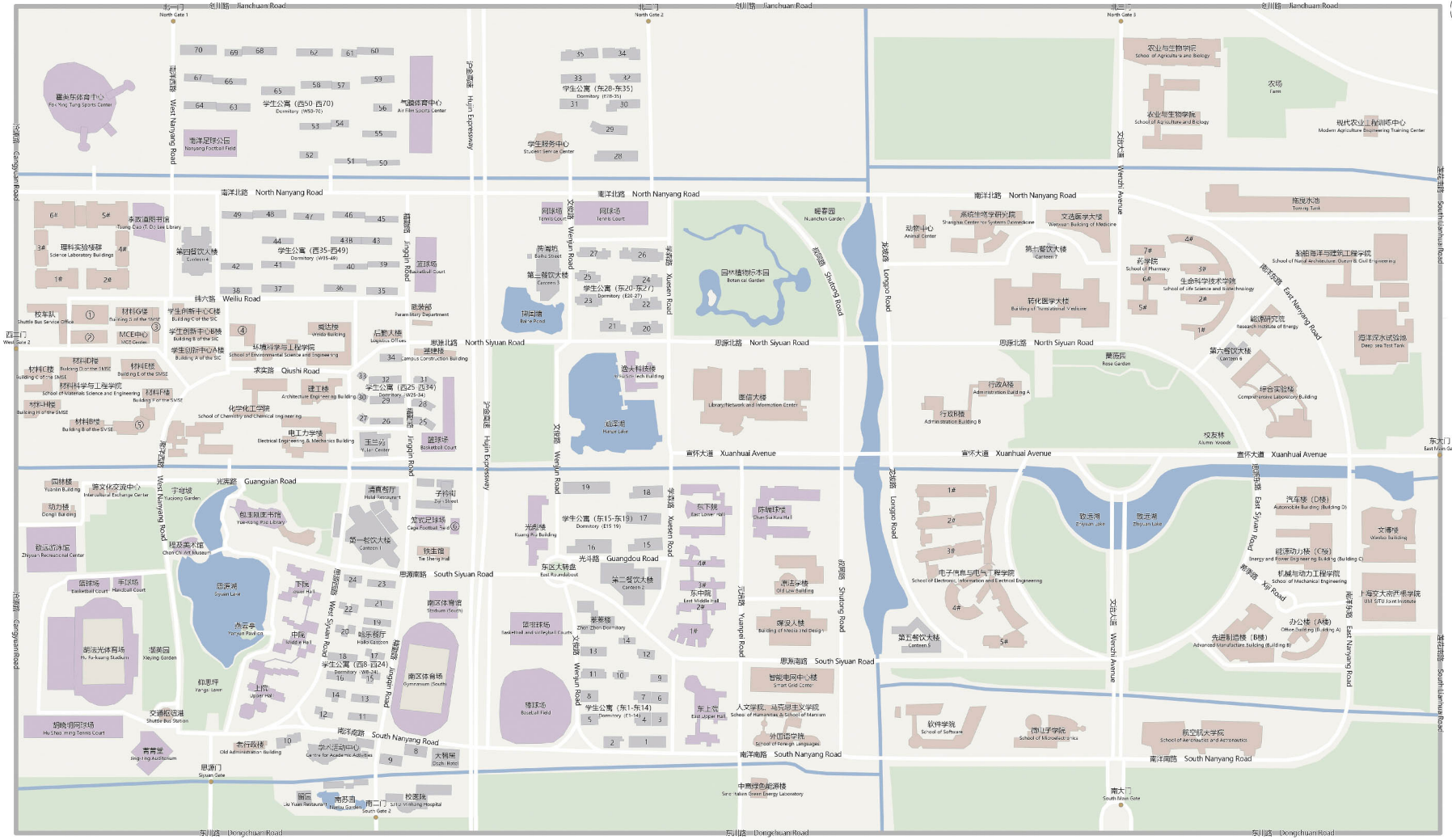
1. From Pudong International Airport: Take metro Line 2 to East Nanjing Road Station, and transfer to Line 10 to Jiao Tong University Station.
2. From Shanghai Railway Station/South Railway Station: Take metro Line 1 and get off at Xujiahui Station at the 16th exit.
3. From Shanghai Hongqiao Hub: Take metro Line 10 and get off at Jiao Tong University Station.
4. Take metro Line 1 or 9 to Xujiahui Station, at the 16th exit, turn left and walk 5-10 minutes.

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

上海交通大學
SHANGHAI JIAO TONG UNIVERSITY

闵行校区二维地图

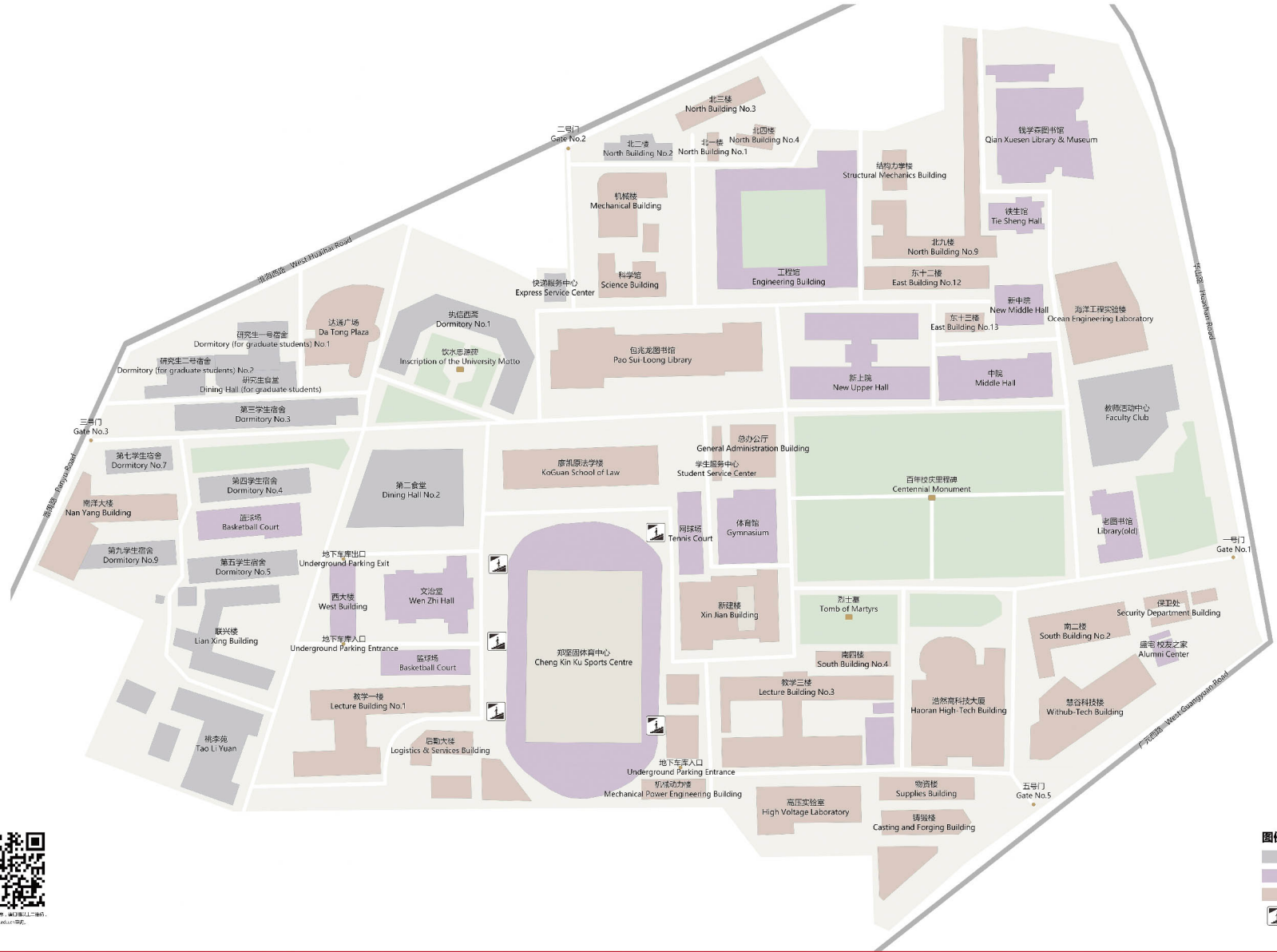
（信息采集时间：2019年5月）


N
北一门 North Gate 1
北二门 North Gate 2
北三门 North Gate 3
东川路 Dongchuan Road
剑川路 Jianchuan Road
沧源路 Cangyuan Road
西二门 West Gate 2
东大门 East Main Gate
南大门 South Main Gate
南洋北路 North Nanyang Road
南洋南路 South Nanyang Road
思源北路 North Siyuan Road
思源南路 South Siyuan Road
宣怀大道 Xuanhuai Avenue
文治大道 Wenzhi Avenue
光源路 Guangxian Road
求实路 Qiushi Road
威远路 Weiyuan Road
韦伟路 Weiwei Road
学林路 Xuelin Road
文汇路 Wenhui Road
文苑路 Wenyuan Road
龙源路 Longyuan Road
思源路 Siyuan Road
沧源路 Cangyuan Road
西南门 Southwest Gate
南区体育馆 Stadium (South)
南区体育场 Gymnasium (South)
东区大餐盘 East Roundabout
学生公寓（西35-西49） Dormitory (W35-49)
学生公寓（西50 西70） Dormitory (W50-70)
学生公寓（东28-东35） Dormitory (E28-35)
学生公寓（东20-东27） Dormitory (E20-27)
学生公寓（东15-东19） Dormitory (E15-19)
学生公寓（西25 西34） Dormitory (W25-34)
学生公寓（西8 西24） Dormitory (W8-24)
学生公寓（东1-东14） Dormitory (E1-14)
第一餐饮大楼 Canteen 1
第二餐饮大楼 Canteen 2
第三餐饮大楼 Canteen 3
第四餐饮大楼 Canteen 4
第五餐饮大楼 Canteen 5
第六餐饮大楼 Canteen 6
第七餐饮大楼 Canteen 7
学生服务中心 Student Service Center
学生创新中心A楼 Building A of the SIC
学生创新中心B楼 Building B of the SIC
学生创新中心C楼 Building C of the SIC
学生创新中心D楼 Building D of the SIC
材料A楼 Building A of the SMSE
材料B楼 Building B of the SMSE
材料C楼 Building C of the SMSE
材料D楼 Building D of the SMSE
材料E楼 Building E of the SMSE
材料F楼 Building F of the SMSE
校车队 Shuttle Bus Service Office
MCE中心 MCE Center
李政道图书馆 Tsung Dao D. Lee Library
理科实验楼群 Science Laboratory Buildings
环境科学与工程学院 School of Environmental Science and Engineering
材料科学与工程学院 School of Materials Science and Engineering
化学化工学院 School of Chemistry and Chemical Engineering
电工力学楼 Electrical Engineering & Mechanics Building
建工楼 Architecture Engineering Building
后勤大楼 Logistics Offices
后勤部 Parasitary Department
思源楼 Campus Construction Building
威达楼 Weida Building
王兰兴 Yu Lan Center
造大科技楼 Vehicle Tech Building
图书馆大楼 Library/Network and Information Center
行政A楼 Administration Building A
行政B楼 Administration Building B
综合实验楼 Comprehensive Laboratory Building
校友林 Alumni Woods
玫瑰园 Rose Garden
园林楼 Yuanlin Building
国际文化交流中心 International Exchange Center
动力楼 Dongli Building
宇培坡 Yupeipo Garden
包玉刚图书馆 Yue-Kong Pao Library
陈瑞球楼 Chen Jia Rui Hall
子裕街 Zixi Street
清真餐厅 Halal Restaurant
笼式足球场 Cage Football Field
光彪楼 Kuang Piu Building
陈瑞球馆 Chen Jia Rui Hall
致远游泳馆 Zhiyuan Recreational Center
陈及泰美术馆 Chen Qi Tai Art Museum
铁生馆 Tie Sheng Hall
东下院 East Lower Hall
东中院 East Middle Hall
东上院 East Upper Hall
致远湖 Zhiyuan Lake
致远亭 Zhiyuan Pavilion
思源湖 Siyuan Lake
下院 Lower Hall
中院 Middle Hall
上院 Upper Hall
点云亭 Yunyun Pavilion
哈乐餐厅 Hale Canteen
篮球场 Basketball Court
手球场 Handball Court
网球场 Tennis Court
排球场 Basketball Court
足球场 Football Field
田径场 Track and Field
棒垒球场 Baseball Field
沙排球场 Beach Volleyball Courts
胡法光体育场 Hu Fa-kuang Stadium
棒垒球场 Baseball Field
张荣楼 Zhan Zhen Dormitory
媒资人楼 Building of Media and Design
电子信息与电气工程学院 School of Electronic, Information and Electrical Engineering
机械与动力工程学院 School of Mechanical Engineering
能源动力楼（C楼） Energy and Power Engineering Building (Building C)
汽车楼（D楼） Automobile Building (Building D)
文博楼 Wenbo Building
办公楼（A楼） Office Building (Building A)
先进制造楼（B楼） Advanced Manufacture Building (Building B)
上海交大密西根学院 UM-SJTU Joint Institute
能源研究院 Research Institute of Energy
海洋深水试验池 Deep Sea Test Tank
船舶海洋与建筑工程学院 School of Naval Architecture, Ocean & Civil Engineering
生命科学技术学院 School of Life Science and Biotechnology
药学院 School of Pharmacy
转化医学大楼 Building of Translational Medicine
文选医学大楼 Wenxuan Building of Medicine
系统生物学研究院 Shanghai Center for Systems Biomedicine
动物中心 Animal Center
农业与生物学院 School of Agriculture and Biology
农场 Farm
现代农业工程训练中心 Modern Agriculture Engineering Training Center
拖曳水池 Towing Tank
南苑 Nanyuan Garden
园林植物标本园 Botanical Garden
思源湖 Siyuan Lake
南洋广场 Nanyang Square
南洋足球公园 Nanyang Football Field
气膜体育中心 Air Film Sports Center
东区体育馆 Dongqu Gymnasium
东区游泳馆 Dongqu Natatorium
东区风雨操场 Dongqu Track and Field
东区网球场 Dongqu Tennis Courts
东区棒球场 Baseball Field
东区篮球场 Basketball Courts
东区排球场 Volleyball Courts
东区田径场 Track and Field
东区足球场 Football Field
东区棒垒球场 Baseball Field
东区沙排球场 Beach Volleyball Courts
东区风雨操场 Dongqu Track and Field
东区网球场 Dongqu Tennis Courts

上海交通大學
SHANGHAI JIAO TONG UNIVERSITY

徐汇校区二维地图

（信息采集时间：2019年5月）



CONTACT US

International Student Center

Admissions Office

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

Student Mobility Office

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

Student Affairs Office

	Telephone	Address	E-mail	Responsibility
Scholarship Issues & Enrollment Changes	+86-21-34203847	New Admin. Bldg. B807	isc.o@sjtu.edu.cn	Leave application, registration reservation, tuition payment, scholarship sign-in, orientation, placement test

Graduate School, International Affairs Office

	Telephone	Address	E-mail	Responsibility
Admission for graduate students, scholarship issues, exchange programs, etc.	+86-21-34208238	Chen-Ruiqiu Bldg. 331	gs.admission@sjtu.edu.cn	Registration of international graduates, leave application

International Student Services Center

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

Service Center for Exit-Entry Administration

	Telephone	Address	E-mail	Responsibility
Visa-related affairs and physical examination for international students	+86-21-62933818	Admin. Bldg. 209, Xuhui Campus	visa_is@sjtu.edu.cn	Visa examination, residence permit application, physical examination
	+86-21-34206748	New Admin. Bldg. B200, Minhang Campus		

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

ABOUT STUDY@SJTU

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

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

Follow us on Wechat:

Degree Students

SJTU International Students Guide Book Receipt Form

I have carefully read all contents in SJTU international students orientation guide book and have prepared the registration process according to the orientation guide book.

- ☐ I'm a degree\non degree student, and I'm aware of the time and location for new student registration and have prepared all materials needed for registration.
- ☐ I'm aware of all Chinese laws and regulations, the regulations of international students in SJTU, and will strictly follow all laws and regulations.
- ☐ I'm aware of the regulations and application requirements for entry and exit and have prepared the student visa and materials needed for residency permit.
- ☐ I'm aware of the regulations and application process for SJTU international student housing and insurance policy.
- ☐ I'm aware and will participate the international student's orientation study on time.
- ☐ I'm aware of the test for new students and have received the academic notification.

I have following suggestions for the orientation guide book (optional)

Signature:

Student Number:

Date: