

Guideline for 2020 Winter Online Chinese Language Course

1. Entry Requirements

- ① Aged between 18 to 60
- ② In good health.
- ③ Abide by the laws of the People's Republic of China and observe the rules and regulations of the university.

2. **Application period:** Nov 15 to Dec 15, 2020

3. **Online Application:** <http://apply.sjtu.edu.cn>

4. **Study period:**

Dec. 28 2020 to Jan.22, 2021

5. **Class Time**

Every Monday, Wednesday, Friday

Beijing Time 8:30-11:00, 15 minutes break

6. **Application fee:** RMB ¥450 (approx. US \$ 85)

7. **Tuition:** RMB ¥2,500 (approx. US \$ 400)

8. **Method of Learning:** Online Broadcast (Software used: Zoom-provisional)

9. **Courses** (A minimum number of 8 students is required to start a class)

Comprehensive Chinese: 4 Levels

10. **Procedure and notes for application**

Apply online at the website: <http://apply.sjtu.edu.cn>. Register with your email address and log in, choose "2020 Online short-term Chinese Language Course", fill out all the required information.

Required documents:

1. A photocopy of your passport page with personal information and photo.
2. If you are already in China, please provide a photocopy of your valid Visa or Residence Permit as well.
(jpg, ≤3MB)
3. A photocopy of your recent photo (jpg, 2.2x2.8cm, 300 pixels/inch, ≤10k, Bareheaded).

When you are pre-admitted (within about 10 working days), you will receive an automatic confirmation email sent by the system from Dec.20th, 2020. When your application is officially approved, the school will send an electronic Admission Notice and arrangements of placement test to you via email later. Please finish the payment before Dec.20th 2020, according to the instruction. After paying the tuition fee, please send the receipt to clpvisa@sjtu.edu.cn.

***Note:**

- (1) There are 20 students each class on average, a minimum number of 8 students is required to start a class. If the class failed to open, the fees will be refunded.
- (2) Please notice that because the course is online, the university will not issue the visa documents to students. (such as the JW202 form). No on campus accommodation and student card for this program. If you are already in China, please upload your visa page and pay attention to the visa expiration date to avoid overstaying.

11. **Payment Method**

(1) **Online payment**(Alipay /Wechat pay /Credit card)

Application Fee: online payment in the step 8 when you apply.

Tuition: Please login in the application web again: <http://apply.sjtu.edu.cn> through your student Number

(which will be written on the Admission Notice). The password is the last 6 numbers of your passport number (see the picture below).

(2) Bank Remittance

The acceptable bank cards include China UnionPay, VISA card and MASTER card. The extra charge (1.9%) of international bank cards is to be paid by students themselves. Cash is not accepted.

Note: Please **DON'T** transfer through ATM. Remark the full name, Student ID number or online application number when you transfer through the bank. A scanned copy of the transfer receipt is requested to huhaiying2019@sjtu.edu.cn after the remittance.

Remittance Information

Name	SHANGHAI JIAO TONG UNIVERSITY
A/C	439059226890
Bank	BANK OF CHINA, SHANGHAI JIAOTONG UNIVERSITY SUB-BRANCH
Bank Add	NO.800 DONG CHUAN ROAD, SHANGHAI, CHINA
Swift Code	BKCHCN BJ300
Addition	Please make a note: Full name+ Student No.(HXXXXXXXXXXXXX on the Admission Notice)

12. Does Shanghai Jiao Tong University provide completion certificate and transcript?

Students are required to attend classes every day and take the final exam. Electronic certificates and transcripts will be provided upon the completion of the courses.

13. May I get a refund if I drop out the course?

According to the regulations in <Handbook for International Students Studying Chinese Language>, students who apply to withdraw school within the first two weeks of the new semester are eligible for a 75% refund of tuition. Students who apply to withdraw during the third week of the new semester are eligible for a 50% refund of tuition. No refunds will be given after the third week of the semester.

Contact us

Office Address: Room#105A, Lecture Building No.1, (Marked as 23 on the Xuhui Campus Map),
No. 1954 Huashan Road, Shanghai 200030, P.R. China

Tel: 0086-21-62932277、62822019、62820638、62821015

E-mail: iso@sjtu.edu.cn

Office hour: 8: 30 – 11: 00; 13: 00 – 16: 30 (Monday to Friday)

Web-site: <http://www.sie.sjtu.edu.cn>