



INTERNATIONAL STUDENTS

G IDE BOOK

**TONGJI UNIVERSITY
SIPING CAMPUS
ENGLISH VERSION**



同濟大學

TONGJI UNIVERSITY

留學生辦公室

INTERNATIONAL STUDENTS OFFICE



Foreword

Hello! Welcome to Tongji University!

We wrote this guide book for you to help you with your life on campus and even in Shanghai. It contains some useful information that you may need in your study and daily life. Hope it can really do some help and wish you enjoy your life here!

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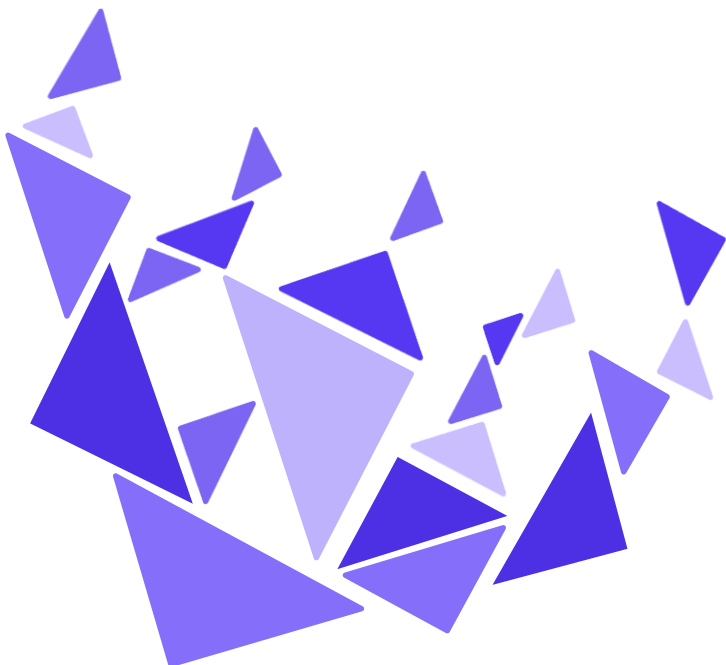
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April. 2017



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Around the Campus

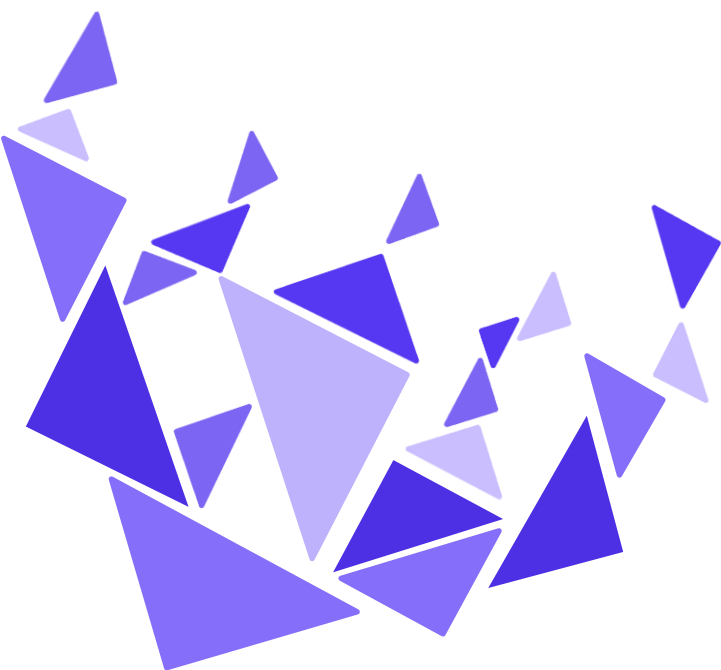
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First Arrived in Shanghai

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Overview of Shanghai

Shanghai, once a humble fishing village, is now the economic, financial, trade and shipping center of China. It is a modest and inclusive city with both traditional cultural deposits and modern fashion. In Shanghai, you can find the mixture of tradition and modernity, the fusion of western and eastern culture and the coexistence of prosperity and serenity.

a) Communication

1. Country code: +86
2. Area code: 021
3. Cellular operator: China Mobile(中国移动),China Unicom(中国联通),China Telecom(中国电信)

b) Emergency

1. Fire: 119
2. Ambulance: 120
3. Police: 110

c) life

1. Currency: RMB Monetary unit: RMB(元/¥)
2. Electricity: 220V 50Hz.The socket is the flat one with three or two feet. You can use socket adapter.
3. Some useful websites:
Shanghai, China: <http://www.shanghai.gov.cn/> (both in English and Chinese)
Shanghai Exit-Entry Administration Bureau: <http://crj.police.sh.cn/> (Only in Chinese)
Shanghai Municipal Tourism Administration:
http://lyw.sh.gov.cn/lyj_website/HTML/DefaultSite/portal/index/index.htm (in Chinese, English, Japanese, Korean and French)



Overview of Tongji University

The history of Tongji University can be traced back to 1907 when Tongji German Medical School was founded by Erich Paulun, a German doctor in Shanghai. It was formally established as a university in 1923 and was renamed as National Tongji University in 1927, becoming one of the earliest seven national universities of China.

Now, Tongji University is one of the leading universities in China, listed on the 'Project 985' and 'Project 211'. To benefit mankind and the whole world with one heart is the common idea and goal for all Tongji members.

a) Basic information

1. Address: 1239 Siping Road, Shanghai, P.R. China
2. Tel: +86-21-65982200
3. Zip code: 200092

b) Websites :

Tongji University: <http://www.tongji.edu.cn/>

Tongji University International Students Office: <http://study.tongji.edu.cn/>

Tongji University Management Information System (同济大学教务管理信息系统) :
<http://xuanke.tongji.edu.cn/>

Tongji University Educational Administration System(同济大学本研教务一体化系统):
<http://4m3.tongji.edu.cn/eams/login.action>

Tongji University Library: <http://www.lib.tongji.edu.cn/site/tongji/index.html>



Legal Residence

a) Applying for Entry Visa

1. Place: Chinese Embassy or Consulate in your home country
2. Material: admission letter of Tongji University, JW201 or JW202 form, medical report and other related documents
3. Visa type: X1 (long term) or X2 (short term)
4. Notice:
 - 1) After applying for entry visa, you must get back the admission letter, JW201 or JW202 form and other related documents from the Chinese Embassy or Consulate. Visa-free entry is not allowed.
 - 2) For more details: <http://cs.mfa.gov.cn/wgrlh/lhqz/lhqzjjs/>

b) Accommodation Registration

International students should apply for the *Registration Form of Temporary Residence* within 24 hours after entering China.

● International students who live off campus :

1. Get a *Record of Living off Campus for Tongji International Students* (同济大学外国留学生校外住宿登记表) from the International Student Office
2. Register at the local police stations with this record, passport and house-leasing contract and get *Registration Form of Temporary Residence (off campus)*.

● International students who live on campus :

1. Those who live on Siping Campus or Zhangwu Campus: get the *Registration Form of Temporary Residence (on campus)* at the reception of No.1 international students' dormitory building.

2. Those who live on Jiading Campus: get the *Registration Form of Temporary Residence (on campus)* at the receptions of international students' dormitory buildings.



Record of Living off Campus for Tongji International Students
《同济大学外国留学生校外住宿登记表》

同济大学外国留学生校外住宿登记表
RECORD OF LIVING OFF CAMPUS FOR TONGJI INTERNATIONAL STUDENTS

姓名 Name	中文 Chinese	国籍 Nationally	性别 Sex
出生日期 Date of Birth	类别 Type	专业 Major	
护照 Passport	号码 No.	居留许可 Residence Permit	有效期 Expiration
校外住址 Address	电话号码 Telephone		
随同住宿人员 Roommates	姓名 Name	出生日期 Date of Birth	性别 Sex
	国籍 Nationally	与申请人关系 Relations	
住宿情况 Status	<input type="checkbox"/> 租房/Renting <input type="checkbox"/> 住亲友家/Living with Relatives <input type="checkbox"/> 住宾馆/Living at Hotel <input type="checkbox"/> 其他/Others		

为何住宿校外/ Why living Off Campus?

我声明:我提供的以上情况是真实的,住宿校外是本人的意愿,我愿意遵守中国的法律和各项规定,遵守社会公德,尊重中国的传统习俗,并承担相应的法律责任。(I hereby affirm: all information I provide is true and correct. Living outside campus is in accord with my will. I will observe laws, regulations and social morality, respect Chinese customs and bear the relevant legal responsibilities.)

填报人签名/Signature: _____ 年__月__日

同济大学留学生办公室
_____ 年__月__日

请携带护照、护照及租房合同到住宿地所属派出所(警署)办理《外国人临时住宿登记表》(粉红色单子)。Please take this form, your passport and the renting contract to the Police Office of the place of your residence to apply for Registration Form of Temporary Residence (blue slip).



Registration Form of Temporary Residence (off campus)
《境外人员临时住宿登记表(校外)》

境外人员临时住宿登记表
REGISTRATION FORM OF TEMPORARY RESIDENCE

编号: L20130218000777

英文姓名 Surname in English	英文名 Name in English	出生日期 Date of Birth	1986 年 7 月 29 日 (Y) (M) (D)	国家或地区 Country or Region	美国
性别 Sex	男性	入境日期 Date of Entry	2013 年 1 月 29 日 (Y) (M) (D)	入境口岸 Port of Entry	浦东
中文姓名 Name in Chinese		居留许可 Residence Permit		抵住宿地日期 Date of Arrival at Present Residence	2013 年 2 月 18 日 (Y) (M) (D)
上海住址 Address in Shanghai	天竺路558弄2号_____室				
证件类型 Type of Travel Document	证件号码 No. of Travel Document	证件有效期 Validity of Document	签证/签注种类 Type of Visa/Endorsement	签证/签注有效期 Validity of Visa/Endorsement	
外国人 Foreigners	普通护照		居留许可(300/3114)	2013年02月18日 2014年02月18日 B098033	
台湾居民 Taiwan Residents					
华侨、港澳居民 Overseas Chinese HongKong/Macao Residents					
备注 Remarks	联系电话 Tel.			离宿日期 Date of Leaving Present Residence	年 月 日 (Y) (M) (D)

填报日期: 2013 年 (Y) 2 月 (M) 18 日 (D)

派出所盖章
Police Stamp: 虹口分局嘉兴路派出所
Local police station

上海市公安局出入境管理局监制
Supervised by Bureau of Exit-Entry Administration
Shanghai Municipal Public Security Bureau



Registration Form of Temporary Residence (on campus)
《境外人员临时住宿登记表(校内)》

境外人员临时住宿登记表
REGISTRATION FORM OF TEMPORARY RESIDENCE

编号: D1000090106 14100304

英文姓名 Surname in English	英文名 Name in English	出生日期 Date of Birth	1994 年 1 月 19 日 (Y) (M) (D)
性别 Sex	国家或地区 Country or Region	入境日期 Date of Entry	2014 年 9 月 2 日 (Y) (M) (D)
中文姓名 Name in Chinese	房号 Room number	入境口岸 Port of Entry	浦东
证件类型 Type of Travel Document	证件号码 No. of Travel Document	证件有效期 Validity of Document	签证/签注种类 Type of Visa/Endorsement
外国人 Foreigners	P	2014.5.11	X1
台湾居民 Taiwan Residents			
华侨、港澳居民 Overseas Chinese HongKong/Macao Residents			
备注 Remarks	接待单位 Reception Unit	联系电话 Tel.	管辖区 单位
	同济		文保分局 如家酒店松江派出所

填报日期: 2014 年 (Y) 9 月 (M) 2 日 (D)

宾馆盖章
Hotel Stamp: 境外人员临时住宿登记表
D1000090106

上海市公安局出入境管理局监制
Supervised by Bureau of Exit-Entry Administration
Shanghai Municipal Public Security Bureau

C) Residence Permit(For students with X1 visa)

International students with X1 visas are required to get the residence permit within **30** days of their entry.

● Address

Shanghai Exit-Entry Administration Bureau or Exit-Entry Administration Bureau of different districts

* Exit-Entry Administration Bureau of Yangpu District: 605 Songhu Road, Yangpu District, Shanghai(上海市杨浦区淞沪路 605 号)

For addresses of other offices: http://crj.police.sh.cn/crjgdzsj_ylb.jsp

Office hour: Mon-Sat(except national holiday)9:00-11:30; 13:30-16:30

Tel: 86-21-28951900

● Materials for first application of Residence Permit:

1. Your passport(original and copy)
2. Admission letter of Tongji University(original and copy)
3. JW202 or JW201 form (the yellow sheet(the 3rd one) and the white sheet(the 1st one)) (original and copy)  **Picture attached**
4. *Certification of Verification* (For physical examination record for foreigner or overseas Chinese) (See below for more information)
5. *Foreign Student Registration Application*(《外国籍学生办证申请函》) (From the International Students Office of Tongji University)(See below for more information)
6. *Registration Form of Temporary Residence (on/off campus)*
7. Passport photo (1 photo)



The yellow sheet (the 3rd one)
第三联 (黄色)

No.		接受院校 /Host Institution:	
姓名 /Name:	姓 /Family Name	名 /Given Names	
国籍 /Nationality	护照号码 /Passport No.:	性别 /Sex:	婚否 /Marital Status:
出生日期 /Date of Birth:	年 月 日	出生地点 /Place of Birth(City/Province/Country)	
家庭地址 /Home Address:	家庭电话 /Home Telephone No.:		
最高学历 /Highest Academic Degree Obtained:	职业 /Occupation:		
工作单位 /Employer or Institution Affiliated:			
来华所学专业 /Field of Study in China:	学习专业期限 /Duration:	2017 年 09 月至 2022 年 07 月	
拟攻读院校 /Institution for Chinese Language Study:	补办注册期限 /Duration:	2016 年 09 月至 2017 年 07 月	
学生类别 /Student Status:	CSC 奖学金号 /CSC No.:	注册截止日期 /Deadline for Registration:	
经费办法 /Financial Support:	全额奖学金 /Full Scholarship <input type="checkbox"/>	部分奖学金 /Partial Scholarship <input type="checkbox"/>	自费 /Self-funded <input type="checkbox"/>
其它 /Other Source of Funding:	住宿费 /Lodging <input type="checkbox"/>	医疗费 /Medical Care <input type="checkbox"/>	教材费 /Learning Material <input type="checkbox"/>
接受单位签字盖章	留学人员本国派遣单位:		要求携带家属情况:
教育部审批签字	备注:		

● Materials for residence permit extension :


1. Your passport

2. *Foreign Student Registration Application*(《外国籍学生办证申请函》) (From the International Students Office of Tongji University)(See below for more information)

 **Picture attached**

3. *Registration Form of Temporary Residence (on/off campus)*
4. Passport photo (1 photo)

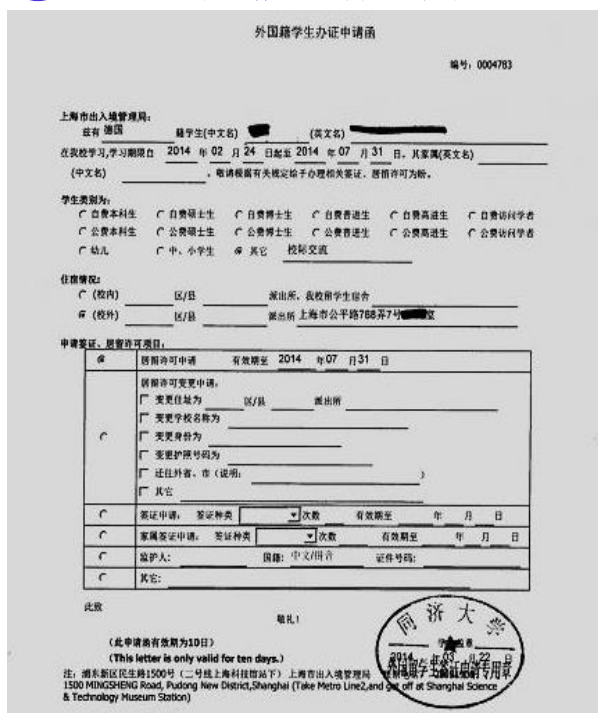
● **How to get *Foreign Student Registration Application*(《外国籍学生办证申请函》)**

1. Address: Room 705 Multi-function Building, Tongji University(同济大学综合楼705室)
2. Materials:
 - 1) Your passport
 - 2) Admission letter
 - 3) *Registration Form of Temporary Residence (on/off campus)*
 - 4) The invoice of your tuition and insurance fee (From the financial department of Tongji University) (Except scholarship students)  **Picture attached**

3. Notice:

Foreign Student Registration Application(《外国籍学生办证申请函》) is just a certificate from Tongji University, **not the visa or residence permit**. Students should go to Shanghai Exit-Entry Administration Bureau or Exit-Entry Administration Bureau of different districts to get the residence permit with this application and other materials.

 *Foreign Student Registration Application*
《外国籍学生办证申请函》



外国籍学生办证申请函
编号: 0004783

上海市出入境管理局: 姓名: 国籍: 籍学生(中文名): (英文名):

在校学习,学习期限自 2014 年 02 月 24 日起至 2014 年 07 月 31 日,其家属(英文名):
(中文名): 申请根据有关核定手续办理相关签证,签证许可为盼。

学生类别为:
 自费本科生 自费硕士生 自费博士生 自费普通生 自费硕士生 自费博士生 自费访问学者
 公费本科生 公费硕士生 公费博士生 公费普通生 公费硕士生 公费博士生 公费访问学者
 站儿 中、小学生 其它 校际交流

住宿情况:
 (校内) 区/县 派出所, 我校留学生宿舍
 (校外) 区/县 派出所 上海市公平路788弄7号

申请签证、居留许可项目:
 短期访问申请 有效期至 2014 年 07 月 31 日

新签证可变更申请:
 变更住址为 区/县 派出所
 变更学校名称为
 变更身份为
 变更护照号码为
 迁往外省、市(说明:)
 其它

签证申请: 签证种类: 次数: 有效期至: 年 月 日
 家属签证申请: 签证种类: 次数: 有效期至: 年 月 日
 监护人: 国籍: 中文/拼音 证件号码:
 其它:

此致
敬礼!

(此申请函有效期为10日)
(This letter is only valid for ten days.)
 注: 浦东新区民生路1500号(二号线上海科技馆站) 上海市出入境管理局
 1500 MENGSHENG Road, Pudong New District, Shanghai (Take Metro Line2 and off at Shanghai Science & Technology Museum Station)

 *The invoice of financial department*
学费和保险费发票



进修生 汉语班
中央非税收入统一票据
No. 1207361638
1207361638
国财 04801
收款单位: 2014 年 7 月 9 日

项目编码	项目名称	单位	数量	标准	金额
	学费				16400.00
	保险费				600.00
	合计				¥17000.00

收款单位(公章): 收款人(盖章):

● **How to get *Certification of Verification* (For physical examination record for foreigner or overseas Chinese)**  **Picture attached**

All the students must have their physical examination or have their previously

completed physical examination (completed in your home country) authenticated at the Shanghai International Travel Health Center.

1. Specified place :

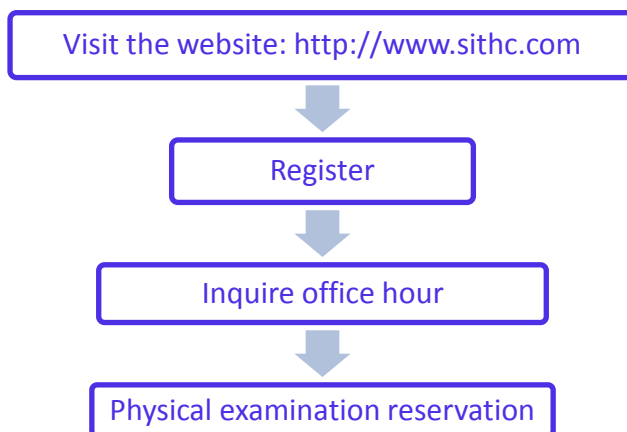
Shanghai international travel healthcare center(上海市国际旅行卫生保健中心)

Address: 15 Jinbang road, Shanghai (金浜路 15 号)

Tel: 86-21-62688851

Website for online reservation: <http://www.sithc.com>

2. Process of Physical examination reservation:



3. Material:

- 1) Your passport(original and copy)
- 2) Admission letter(original and copy)
- 3) Passport photo(4 photos)
- 4) All original physical examination certificates and results from your home country and *Physical Examination Record for Foreigner*.

4. Fee and time for getting the certification :

Fee: About 500 RMB per person (All the students should pay for their own examination, including scholarship students)

Time: Usually 2 weeks after the physical examination
(still subject to the information of healthcare center)

5. Notice:

A report from a private hospital in your country is not acceptable.

A report from a public hospital in your country is available (need to be sealed)



Certification of Verification (For physical examination record for foreigner or overseas Chinese)
《健康证明》

中华人民共和国出入境检验检疫 ENTRY-EXIT INSPECTION AND QUARANTINE THE PEOPLE'S REPUBLIC OF CHINA 境外人员体格检查记录验证证明 CERTIFICATE OF VERIFICATION (FOR PHYSICAL EXAMINATION RECORD FOR FOREIGNER OR OVERSEAS CHINESE)		正本
		编号 No. 210001051409233538
姓 / Surname	名 / Given names	
性别 / Sex	出生日期 / Date of birth	
男 M	08 Nov, 1994	
国籍 / Nationality	证件号码 / Passport or ID No.	
国籍	证件号码	
职业 / Occupation		
学生 Student		
公司 / 学校 / 其它 Company / school / others		
同济大学		
通讯地址 [中国] / Mailing address (China)		
四平路 1230 号		
电话号码 [中国] / Telephone Number (China)		
65983611		
<p>■ 兹证明此申请人所持健康检查记录, 经过验证, 符合要求。</p> <p>■ 本证明自签发之日起, 有效期为六个月。</p> <p>This is to certify that the health examination record held by this applicant accords with the requirement as a result of verification.</p> <p>This certificate is valid for six months from the date of issue.</p>		
医生姓名 / Name of Doctor	医生签名 / Signature of Doctor	
邱瑾		
签发日期 / Date of issue	签发地点 / Place of issue	
24 Sep, 2014	中国上海金浜路 15 号 (嘉怡里路 1701 号) No. 15 Jinhang Rd. (No. 1701 Hanyang Rd.), Shanghai, P.R. China	
[5-7(2003.1.1)*1]		

● **Validity period of Residence Permit**

1. Government-supported students: no longer than 2 years
2. Self-supported students: the same as the period of tuition you have paid
3. Exchange students: the same as the period of insurance you have paid
4. Validity period of Residence Permit cannot exceed your passport validity and the period of your study. Usually the fall semester ends on Jan.31st and spring semester ends on Jul.31st.

● **Fee and time limit**

1. Fee:
 - validity period: in 1 year (excluding 1 year) : ¥400
 - validity period: 1-2 years: ¥800
2. Time limit: 7-10 workdays
3. Notice:
 - 1) Still subject to the information of Exit-Entry Administration Bureau
(For more official information: <http://crj.police.sh.cn/default.jsp>)
 - 2) Fee of applying for residence permit, visa and any other relevant materials need to be paid by students. (including government-supported and self-supported students)

● **Residence permit changes**

1. Changes in **address(off campus)**:

When it changes, you should go to International Students Office of Tongji University to get Record of Living off Campus for Tongji International Students. Then go to the local police station to register in **24 hours**.

- Changes in some important information such as **your name, purpose of residence(including dropping out, leaving school in advance, etc.), passport number, accompanying person, school, etc.** :

When one of these changes, you should go to International Students Office of Tongji University to get Foreign Student Registration Application. Then go to Exit-Entry Administration Bureau to apply for the changes in **10 days**.

d) Reapplication of the passport or residence permit

- Process
 - Go to Shanghai Exit-Entry Administration Bureau with your identification (such as copy of your passport, enrollment certificate, etc.) to get the report of the loss.
 - Go to Chinese Embassy or Consulate of your home country to get your new passport
 - Go to International Students Office of Tongji University to get *Foreign Student Registration Application* with your new passport
 - Go to Shanghai Exit-Entry Administration Bureau or Exit-Entry Administration Bureau of different districts to get your new residence permit or visa, etc.

e) Temporary accommodation

If you do not get your dormitory well-prepared, you can book a room in a hotel near Tongji as your temporary accommodation.

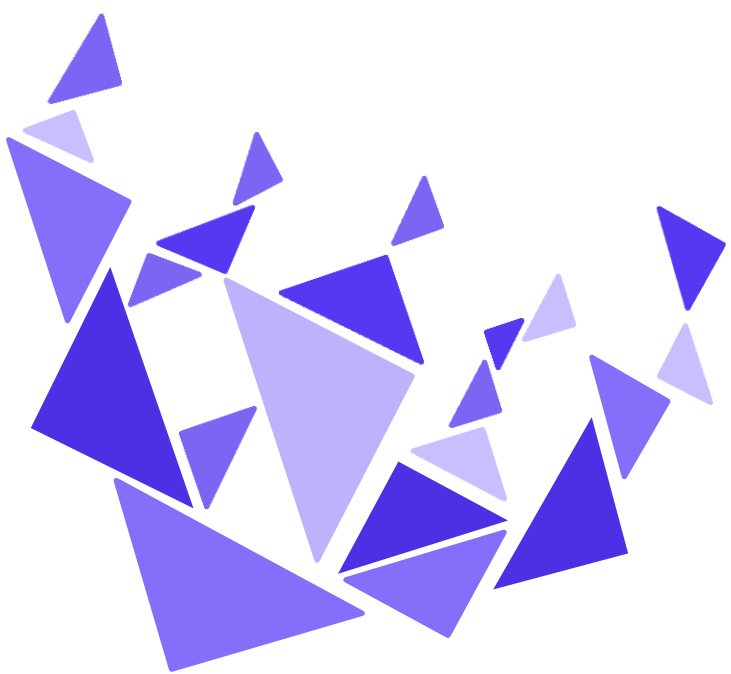
Here are some hotels near Tongji:

The map shows the Tongji University campus with several callout boxes providing details for nearby accommodations. The callouts are as follows:

- Ganxun Guesthouse**
同济大学干训楼 (校内)
Add: on campus (near the south gate)
Tel: 65980858-1000
Online reservation: www.hotel021.com/gh/543222
Price: from ¥258
- Jinjiang Inn**
锦江之星 (同济大学店)
Add: 1251 Siping Rd. 杨浦区四平路 1251 号
Tel: 65979188
Price: from ¥265
- Jinjiang Metropolo Hotel**
锦江都城白玉兰宾馆
Add: 1251 Siping Rd. 杨浦区四平路 1251 号
Tel: 65986888
Price: from ¥376
- Tongji Guesthouse**
同济迎宾馆
Add: 69 Zhangwu Rd. 杨浦区彰武路 69 号
Tel: 65016969; 400-622-3066
Price: from ¥178
- Jitai Hotel**
吉泰连锁酒店
Add: 1088 Siping Rd. 杨浦区四平路 1088 号
Reservation: no single room reservation
Tel: 65977779
Price: from ¥237
- Kingswell Hotel Tongji**
同济君禧大酒店
Add: 50 Zhangwu Rd. 杨浦区彰武路 50 号
Tel: 33626888
Price: from ¥748

Campus Life

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Medical Care	>	25
Network Communication	>	27
Traffic	>	30
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School Stores & Shops	>	34
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Student ID Card

a) Student ID card



1. Scope of application:

- Identification: library, dormitory, etc.
- payment : canteen, gym, computer room and supermarket on campus

2. password

- Type

Consumption password: the one you type in when you spend more than the limited amount (usually 30 RMB) in one day

Inquiry password: the one for balance inquiry online or on the recharge machine

- Original password

111111

*Please change your password as soon as possible!

- Change your password

Place: Recharge machines in canteens or Computer Center(信息馆)

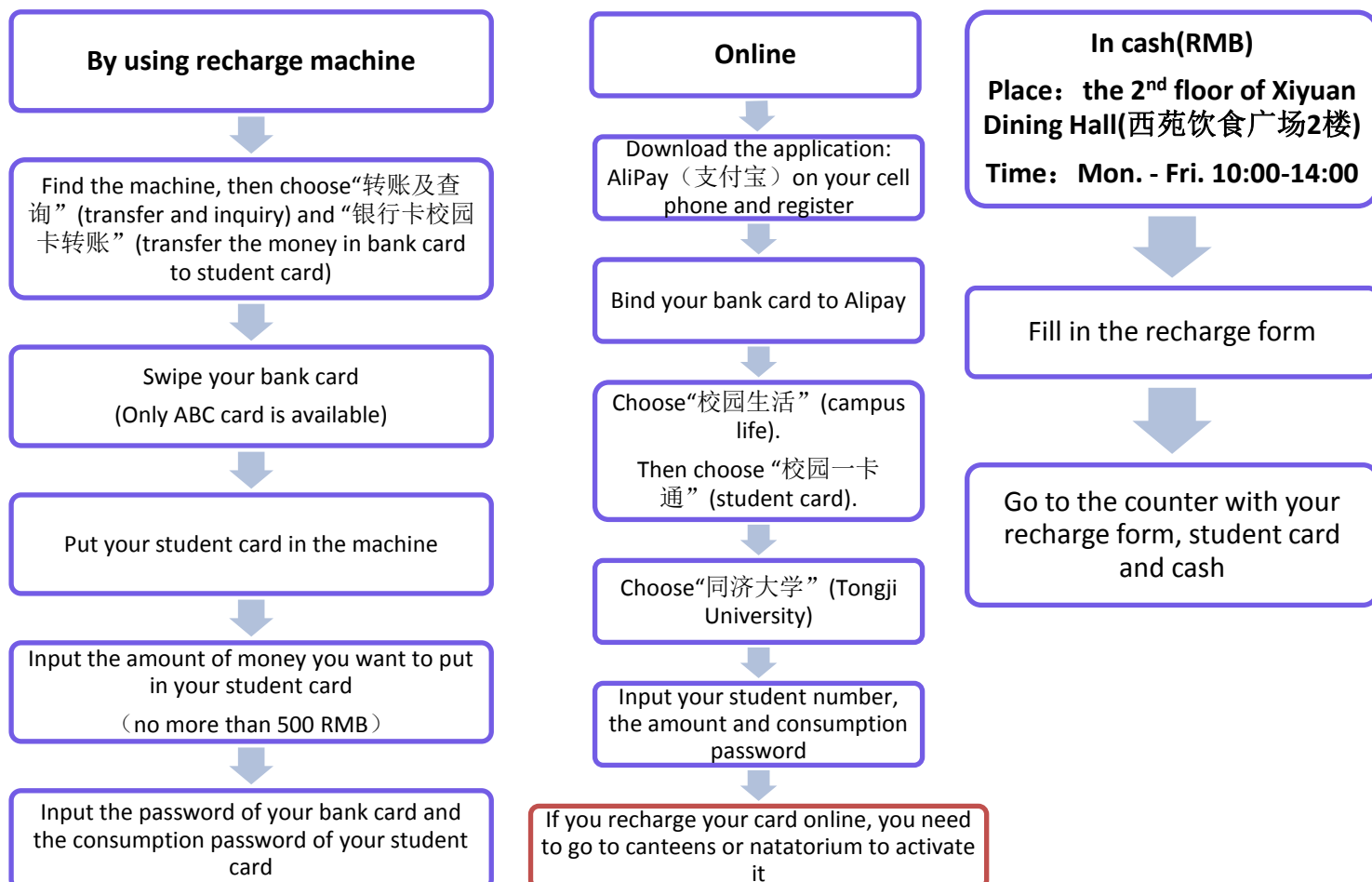
3. Limited amount

- Original limited amount: usually 30 RMB

4. Change the limited amount:

Place: Recharge machines in canteens or Computer Center(信息馆)

5. Recharge



6. Report loss

By telephone	<ul style="list-style-type: none"> •65976561, 65976562 •(It is round-the-clock voice call)
By recharge machine	<ul style="list-style-type: none"> •Place: Recharge machines in canteens or the one that is beside the vending machines on wood floor (near College Students Center)
Go to the counter	<ul style="list-style-type: none"> •Place: Computer Center(信息馆) •Your valid documentation is needed.
Online	<ul style="list-style-type: none"> •Website: http://yikatong.tongji.edu.cn •Process: 1)Log in with your student number and inquiry password 2)Choose “挂失” (report the loss) 3)Input inquiry number and click “挂失”

7. Cancel your report of loss

Place: Computer Center (信息馆)

(Counter services only. Your valid documentation is needed.)

8. Card reissue

- Go to the counter

Place: Computer Center (信息馆)

(Your valid documentation is needed. The remaining balance will be transferred to the new card. You need to pay ¥20 for the new card.)

- Self-service

Place: self-service machines in Computer Center(信息馆内的自助补卡器)

(Your valid documentation is needed and your remaining balance is more than ¥20)

* Office hour of Computer Center: Mon.- Fri. 8:00-11:00, 13:30-17:00



a) Academic Information

1. Tuition:

● Payment:

Process: get the notice from *International students Office* and then go to North Administration Building to pay your tuition

Place: Room 212, North Administration Building (行政北楼 212 室) (next to Multi-function Building)

Office hour: 8:00-11:15a.m. or 1:30-4:00p.m.(Exclusion: Tuesday afternoon)

Notice: For new international students, the tuition has to be paid in the first 2 weeks of the semester. If your payment is delayed, 5% of your tuition will be charged in addition and you cannot choose lessons and get credits.

● Prolong the semester and tuition payment

- 1) Self-support master or doctoral students need to pay half of the tuition of an academic year for prolonging more than one semester.
- 2) In the prolonged semester, master students who get Chinese Government Scholarship or Shanghai Government Scholarship won't get scholarship any longer and need to pay tuition or other relative fees as self-support students.
- 3) Doctoral students who get Chinese Government Scholarship or Shanghai Government Scholarship can apply for a prolonged scholarship before 15.April every year. It will not be accepted if overdue.
- 4) If permitted, one can continue his study with scholarship; otherwise one can continue his study as a self-support student.

2. Ask for leave

- Sick leave: A sick-leave certificate from your doctor is required.
- Personal leave less than 2 days: You should ask a leave from your homeroom teacher, inform the academic section of your college and get its permission.
- Personal leave more than 3 days(including 3 days): A personal-leave certificate is required. Meanwhile, you should inform the academic section of your college and the International Student Office to get their permissions.
(Usually a personal leave shouldn't be longer than 2 weeks.)

3. Course selection

● Method:

Open the Page: <http://4m3.tongji.edu.cn> and use your student number as ID to log in. Click the button "个人选课"(Course selection) to enter the course selection platform within the specified time. When completed, you can check your class schedule on “我的课表”(My class schedule)



(To ensure the operation of the course selection system, you had better use Firefox or Chrome on computer or UC browser on smartphone.)

● Notice:

- 1) International students can have the following courses exempted: 《英语》(English)、《思想道德修养与法律基础》(Ideological and Moral Cultivation and Legal Basis)、《中国近代史纲要》(Outline of Chinese Modern History)、《军事理论》(Military Theory)、《军训》(Military Training)

International students(Except those who study philosophy, international politics and economics)can also have the following courses exempted:《毛泽东思想和中国特色社会主义理论体系》(Introduction to Maoism and Theoretical System of Socialism with Chinese Characteristics)、《马克思主义基本原理》(Basic Principles of Marxism)

- 2) Overseas Chinese and students from Hong Kong, Macau and Taiwan can have the following courses exempted: 《思想道德修养与法律基础》(Ideological and Moral Cultivation and Legal Basis)、《军事理论》(Military Theory)和《军训》(Military Training)

Students(Except those who study philosophy, international politics and economics)can also have the following courses exempted:《毛泽东思想和中国特色社会主义理论体系》(Introduction to Maoism and Theoretical System of Socialism with Chinese Characteristics)、《马克思主义基本原理》(Basic Principles of Marxism)

4. credit

Different kinds of international students must obtain specific credits (according to your training plan) to finally get relevant certificates.

● Query:

Log in: <http://xuanke.tongji.edu.cn>.

choose“学生”(Student), “成绩查询”(Score inquiry), “学分统计”(Credits statistics) Then you can see “总学分”(Total credits), “必修课”(Credits of compulsory courses),etc.

5. GPA

The grade of your course and GPA can be inquired on the website: xuanke.tongji.edu.cn

● calculation

- 1) Grade point of course = credit * grade point
- 2) GPA = Sum of grade point of course / Sum of credit

(For example, on this page, you can see your grade point of course and GPA of different semesters.)

6. Scholarship

International students can apply for different types of scholarships, including

Shanghai Government Scholarship and Confucius Institute Scholarship, etc.

You can get more information on the website of International Student Office:
<http://study.tongji.edu.cn/>

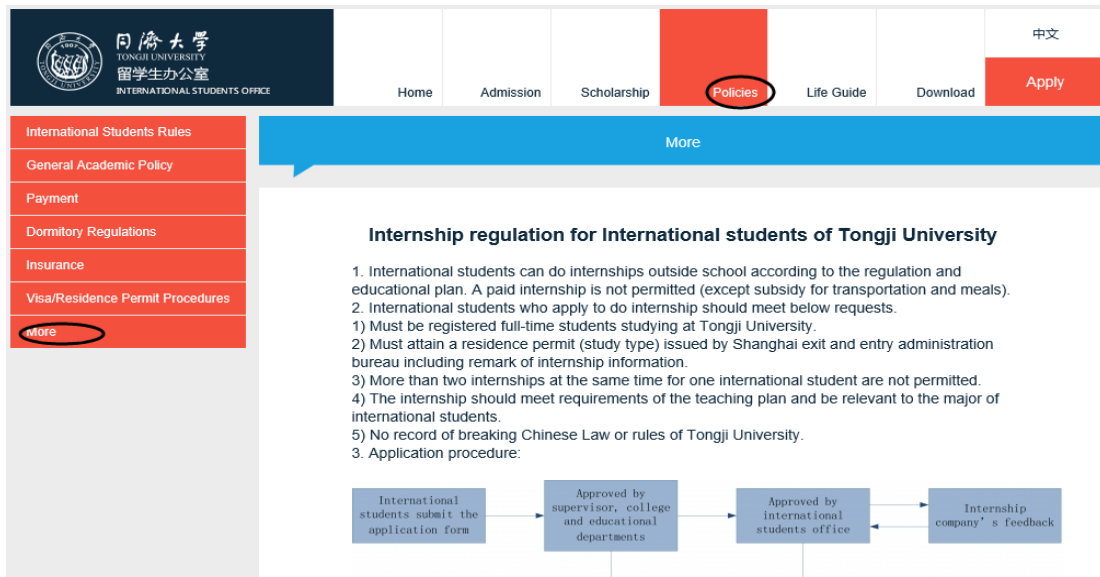
Please pay attention to application requirements and deadline, etc.



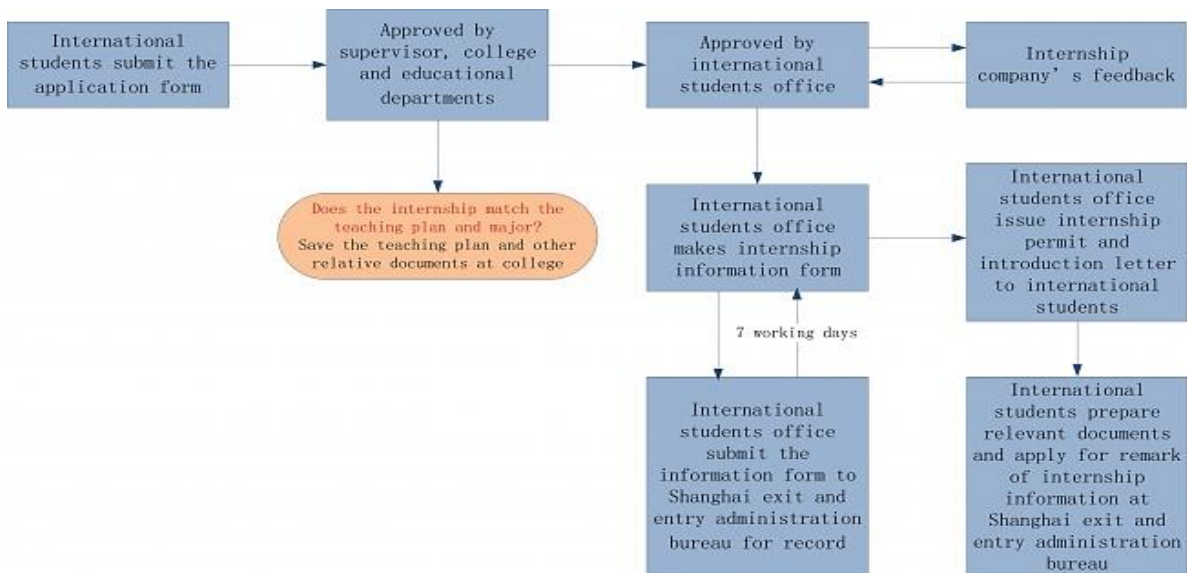
7. Internship

Full-time international students in Tongji who do off-campus internships should observe *Internship regulation for International students of Tongji University*

For more information: <http://study.tongji.edu.cn/>



● Process:



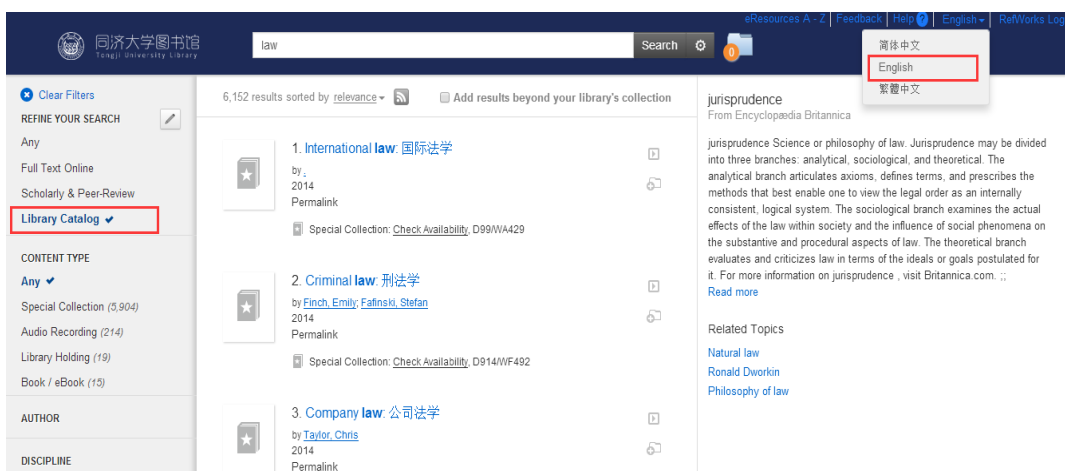
b) Library

1. Library

- Location: the pink building behind the statue of Chairman Mao
- Opening hours: 8:00—22:00
- Book Loan:

***Exchange students can only read books in the library. If exchange students want to borrow books, they should conduct other related formalities.

- 1) Open the website of Tongji University Library: <http://www.lib.tongji.edu.cn>
Or <http://webpac.lib.tongji.edu.cn/>
Change the language into "English".



- 2) Search the book you want. Then find the book with Call No.

Item	Marc(MARC)	Web Content
<p>Title / Responsible: 和谐劳动关系的法律机制研究/张友连著</p> <p>Publication, Distribution, etc.: 杭州:浙江大学出版社, 2016</p> <p>ISBN & Price: 978-7-308-15757-5/CNY45.00</p> <p>Physical Description: 227页;24cm</p> <p>Parallel Title: Law mechanism of harmonious labor relations</p> <p>Personal Name: 张友连 著</p> <p>Subject Added Entry - Topical Term: 劳动法-研究-中国</p> <p>General Note: 浙江省哲学社会科学规划课题 2013年度浙江省151人才工程第三层次择优资助项目成果 浙江工业大学研究生教材专著出版基金和浙江工业大学重点学科(民商法学)资助</p> <p>Internal Bibliographies/Indexes Note: 有书目(第213-225页)和索引</p> <p>Summary or Abstract: 本书紧扣劳动关系的形成、履行和纠纷解决的全过程,系统探讨如何构建和谐劳动关系的法律机制,力图在复杂而多元的劳动关系问题中展示一幅新的图景,并为思考如何解决该问题提供一个新视角。</p>		
<p>Add to Book Cart View Book Cart(0) favourite</p>		
<p>Copies Reservation Delegation Reference Shelf Book Review Related Lend Related Favorite</p>		
Call no.	Barcode No.	Year/Vol/Issue
D922.504/Z368.3	02879713	2016.05
Campus—Location		Status
四平路校区—总馆社科图书阅览室(中文)七楼(北)		in stock

- 3) Take your student ID card and book to the loan counter on the first floor.
- 4) If the book you want is “borrowed”, you can ask the teacher to reserve the book at the loan counter. When the book is returned, the teacher will inform you by text. Then you can come to fetch it.

5) There is a book-crossing twice a week between different campuses. So if the book you want is in libraries on other campuses, you can make a reservation as mentioned above.

● **Loan period**

Initial: 30 days.

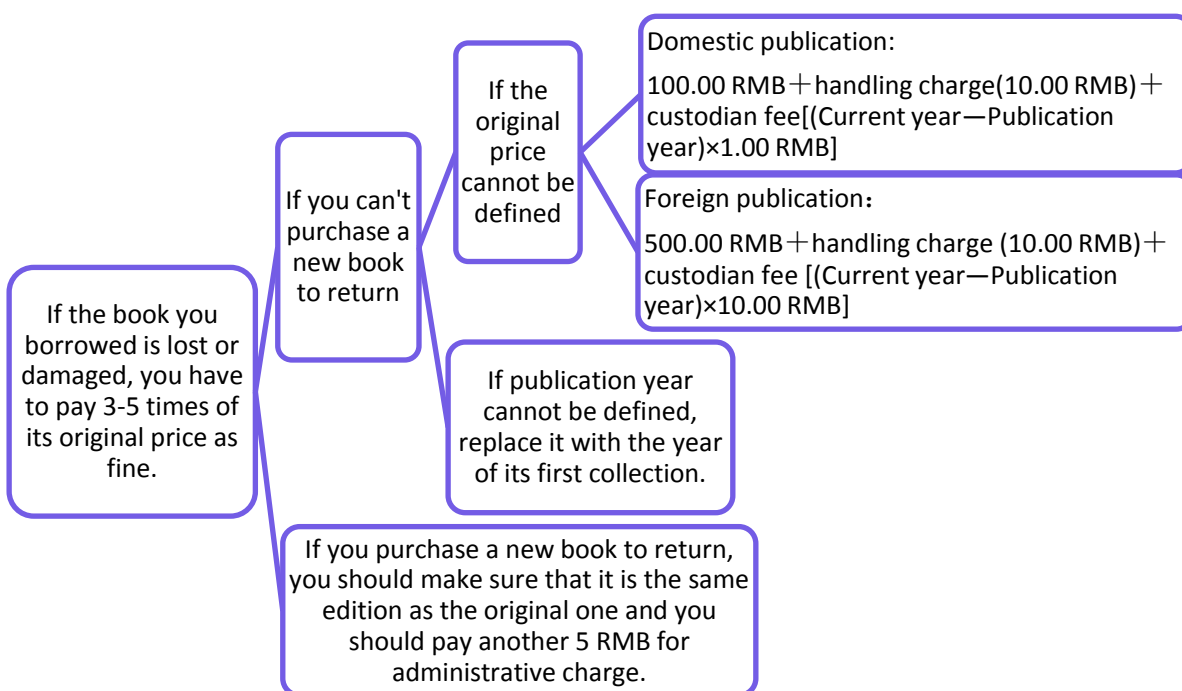
You can ask for renewal (twice) for another 15 days respectively in the last 10 days of the initial loan period. So the longest period is 60 days.

● **Overdue books**

If you do not return books on time, you will have to pay 0.05 RMB per day. The money will be deducted from your Student ID card.

If you do not return books in 100 days after the loan period, you will be prohibited from borrowing books for one month.

● **The compensation of the lost/damaged books**



2. **German Library**

- Location: the 1st and 2nd floor of Sino-German Building
- Opening hours: Mon.- Sun. (Except National holidays) 8:00-22:00
- Facilities:
 - On the 1st floor: a reading room and leisure space
 - On the 2nd floor: a reading room, a coffee machine and leisure space

c) **Self-study**

1. **Self-study classrooms & Opening hours**

Classrooms	Opening hours
the 1 st floor of South Building (南楼一楼)	7:00-22:00

the 1 st floor of North Building (北楼一楼)	7:00-22:00
Teaching Building No.1 & No.2 on South Campus (南校区第一教学楼、第二教学楼)	7:00-22:00
Room133,Chemistry Building (化学馆 133 室)	0:00-24:00
Library	8:00-22:00



Dining

a) Dining Hall (Student ID card is available)

1. Xueyuan Dining Hall (学苑)

- Location: South of South Building
- Opening Hours:

Service Window	Opening Hours
The 1 st floor (left side) (Baozi, noodles, porridge, etc.)	Mon.-Fri. 6:00-23:00 Sat.& Sun. 6:00-19:00
The 1 st floor (right side) (Chinese fried dishes)	10:00-12:30,16:00-18:00
The 2 nd floor (left side) (Cantonese Steamed Rice, Bibimbap, Omurice, etc.)	10:30-12:30,16:30-18:00
The 2 nd floor (right side) (Chinese fried dishes)	10:30-12:45,16:00-18:00
The 3 rd floor (Chinese fried dishes)	Mon.-Fri.16:00-18:00

2. Xiyuan Dining Hall (西苑)

- Location: Near Southwest Dormitory No.9
- Opening Hours: 6:30-8:00; 10:30-12:30; 16:00-18:00; 19: 00-23: 00

Service Window	Opening Hours
B1 (Jiaozi, different kinds of noodles, etc.)	6:30-8:00; 10:30-12:30 16:00-18:00; 19: 00-23: 00
1F (Chinese fried dishes)	10:00-13:00,16:00-18:00
2F	10:30-12:30,16:00-18:00

(Chinese fried dishes)	
Muslims' canteen on 2 nd floor	7:00-8:30,10:30-12:30,16:00-18:00

3. Banmuyuan Dining Hall (半亩园)

- Location: the 1st floor & the 2nd floor of Ganxun Guesthouse(干训楼)
- Opening Hours: 11:00-13:30;17:00-19:30
- Feature: on the 1st floor: Chinese home-style cooking
on the 2nd floor: Spicy food

4. Northwest Dining Hall (西北食堂)

- Location: Near Northwest Dormitory No.5
- Opening Hours: the 1st floor: 10:30—12:30 ;16:00—18:00
the 2nd floor: 6:00—12:45; 16:00—18:15
- Feature: on the 1st floor: lunch and supper;
on the 2nd floor: breakfast, lunch and supper.

Most are fast food like noodles and fried dishes.

5. Beiyuan Dining Hall(北苑食堂)

- Location: Next to Northwest Canteen
- Opening Hours: 10:30-12:30;16:30-18:00
- Feature: on the 1st floor: food of some northwest provinces in China;
on the 2nd floor: Cantonese cuisine.

6. Sanhaowu(三好坞) /International student canteen

- Location: Next to International Student Dormitory No.2
- Opening Hours:11:00-12:45; 16:30-18:15

*There is no breakfast in Sanhaowu since 2016.Sept.01

7. Nanyuan Canteen(South Campus) (南苑食堂)

- Location: Near Teaching building No.1
- Opening Hours: Southern part:6:30—12:40; 16:00—19:30
Northern part: 11:00—12:30; 16:30—18:00
- Feature: Egg tortilla

*Student ID card is not available in the store beside Nanyuan Dining Hall

8. Dongyuan Dining Hall (Zhangwu Campus) (东苑食堂)

- Location: opposite the workshop
- Opening hours:6:30-10:00;10:00-12:30;16:00-18:10
- Feature: Chinese fast food, snacks and noodles

*You can look up the location of the dining halls in *Part 3 Campus map*

b) Cafe



Medical Care

a) Purchase of insurance (only for exchange students and self-support students)

According to related documents from Chinese Ministry of Education, international students in China shall purchase *Comprehensive Medical Insurance & Protection Scheme for Foreigners Staying in China* (来华留学生综合保险).

- Scope of application: public hospitals in mainland China.
Branches of public hospitals, foreign wards, VIP wards, chartered wards, separate wards, other specialized wards and correspondent treatment are excluded.
- Premiums: ¥ 300 per half a year per person or ¥ 600 per year per person
¥ 400 per half a year per person or ¥ 800 per year per person

- For more information: <http://www.lxbx.net>

b) School hospital(for general diseases)

- Location: Beside the south gate and opposite Sino-German College (See campus map)
- Opening hours: Mon.- Fri. 8:00-12:00; 13:00-17:00
- Emergency number: 65983221
- Treatment process: Precheck→Register(get a temporary registration card)→Wait and see the doctor→Pay→Get examinations or medicine
- Tips:
 - 1) You need to pay all the medical costs at that time. Whether you can get reimbursement depends on the insurance you bought before.
 - 2) Some medical personnel cannot speak English well, so you had better go there with a Chinese partner

c) Public hospitals

- Most public hospitals in Shanghai have a department for foreigners and those who come from Hong Kong, Macao and Taiwan so that students from all over the world can have medical services.
*The fee of such department is always relatively high, please consult the insurance company in advance.
- Following hospitals are recommended when the disease is serious:
 1. Xinhua Hospital (which is closest to the university)
 - 1) Address: 1665 Kongjiang Road
 - 2) How to get there:
 - Take a taxi from the university: about ¥15.
 - Or take No.554 bus from Miyun Rd. Chifeng Rd. to Jiangpu Rd. Kongjiang Rd.
 2. Other recommended hospitals:
 - Changhai Hospital(长海医院)/ Huashan Hospital (华山医院) / Ruijin Hospital (瑞金医院) / Zhongshan Hospital (中山医院) .
- Treatment process: Precheck→Register (get a temporary registration card)→Wait and see the doctor→Pay→have medical examination or get the medicine.
Due to medical resources, you may have to wait for a relatively longer time.
- Basic cost(specific medicine and examinations are excluded):about ¥300.
- Tips: Your passport is required.

d) Foreign funded private hospitals

- There are several private sino-foreign joint hospitals in Shanghai, where most doctors have international practitioner licenses. But the costs may be high.
- Treatment process: bring your passport and credit card. There will be guiding staff. You may be required to fill a personal file when you first arrived.
- There are also several clinics from different countries as well as the SIMC (Shanghai International Medical Center) to fulfill different medical needs.
- Notice: Medical costs there are not recoverable from the insurance.

e) Emergency

- Emergency call in China: **120**
- The ambulance will arrive in 8 to 10 minutes.

f) Pharmacy around the campus

General OTC drugs are available.

If you don't get better, please go to hospital.



Network Communication

*****Notice :** Please pay attention to the information you get and beware of the frauds! If there is any problem, you can ask *International Students Office* for help!

a) Telecom

- **SIM card of mobile phone**

There are three major telecom operators in China. You can buy a SIM card according to your individual needs.



- 1) **China Mobile:**
Add: Room 115, 48 Zhangwu Rd. (Tongji United Plaza)



- 2) **China Telecom:**
Add: Northern side of the North Administrative Building



- 3) **China Unicom:**
Add: Tongsan Road at Zhangwu Road (同三路和彰武路的交叉口)

b) Network service

1. Have access to broadband in dormitory:

- Add: Tongji University Telecom Business Agency (Near North Administrative Building)
- Business hour: 9:00-17:00
- Notice:
 - 1) There are many kinds of broadband, you can choose one depends on your need.
 - 2) Your student ID card and passport is required.
 - 3) There is only one cable in the dormitory, so you need to buy a router if you are going to have WIFI.

● Register a Tongji E-mail account:

- 1) Open the page: <http://mail.tongji.edu.cn/>
Choose 'Register now'



- 2) Identification: Input user name(your student number) and password(the same as your student ID card password)



- 3) Enter the page of 'set up an e-mail account'(邮箱开通).Input your user name and password again.



POP3服务器 : pop.tongji.edu.cn
SMTP服务器 : smtp.tongji.edu.cn

联系邮件 : helpdesk@tongji.edu.cn
联系电话 : 021-65989006

邮箱开通

学(工)号:

证件号码:

验证码: Vr V d [换一张](#)

- 4) Input your basic information and set your e-mail password

学(工)号: 1553794

证件号码:

个性化用户名: @tongji.edu.cn

密 码:

密码强度:

确认密码:

常用邮箱:

生日: (格式为: YYYY-MM-DD)

提示问题: (例如: 你最喜欢的电影是?)

回答: (例如: Transformers, 长度在6到20个字符之间)

验证码: Q 7 N s [换一张](#)

5) Choose 'submit'(提交) and log in.

*This E-mail account is used for contacting and having access to important information in Tongji.



a) Shuttle between Jiading campus and Siping Campus

1. School bus

1) Depart from Siping Campus:

Boarding location: The parking lot on the south of University Auditorium

Time: Mon. - Fri.: 6:45、7:05、8:45、12:15、14:00

Weekend: 7:00

2) Depart from Jiading Campus:

Boarding location: In front of the Building F

Time: Mon. - Fri.: 8:00、10:00、12:30、15:30、16:30、17:20

Weekend: 16:30

3) Notice:

This service is provided for teachers initially, so it will open to students when there is vacancy. You can have more information in the APP:“同济班车”or“同心云”

The single trip is about 45 minutes.

*You can book tickets on APP:“同济班车”or“同心云”

2. Bus: Bei'an cross-line bus(北安跨线)

1) Depart from Siping Campus:

Original station: Guokang Rd. Siping Rd. (国康路四平路)

Terminal station: Cao'an Rd. Ivyuan Rd. (Tongji University) (曹安路绿苑路 (同济大学))

Time: 6:00-20:50

2) Depart from Jiading Campus:

Original station: Cao'an Rd. Ivyuan Rd. (Tongji University) (曹安路绿苑路 (同济大学))

Terminal station: Guokang Rd. Siping Rd. (国康路四平路)

Time: 6:00-20:50

3) Notice:

Ticket price: from ¥1 to ¥8 (depends on the distance)

Departure interval: 1 hour

The single trip is about 1-2 hours

*Timetable:

	Bei'an Cross-line bus (北安跨线)	Additional ones of Bei'an Cross-line bus	School Bus	
			Depart from Jiading	Depart from Siping
6:00	6:00			
7:00	<u>7:00</u> (Sat. 6:40)	6:40 (Sat.)	7:00	
8:00	8:00			<u>8:45</u>
9:00	9:00			
10:00	<u>10:00</u>			
11:00	11:00			11:00
12:00	12:00		12:20	
13:00	13:00			
14:00	14:00			<u>14:00</u>
15:00	15:00 <u>15:30</u>	15:15 15:45 (Fri.)		
16:00	16:00		<u>16:30</u>	
17:00	17:00			17:00
18:00	18:00			
19:00	19:00			
20:00	20:00 20:50			<u>20:30</u>
21:00				

22:00				
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The red ones: only for weekends

Underlined ones: only for weekdays

b) Rent bikes on campus

1. Mobike (摩拜单车)

1) Instruction:

Scan the QR code of mobike and download APP

Register, use the bike and pay online

Please park the bike in a safe area and lock it after using.

2) Fee:

0.1 RMB /10 mins (after the identification of Tongji students or faculties)

2. oFo

1) Instruction:

Download APP of oFo or follow its Wechat public number.

Input the license plate number and get the password. Unlock the bike.

Please park the bike in a safe area, lock it and remove your password after using.

2) Fee:

1 RMB for using the bike



Sports

a) Sports Facilities

● Natatorium

1) Location: Between 129 Playground and Medical Building

2) Opening Hours: 8:00-21:00

3) Charging Standard: 10 RMB per time with your student ID card

You can also buy activity card in natatorium (30 RMB/3 times)

There are also season card, annual card, etc., you can see the notice in natatorium for more information.

4) Notice

Swimming cap and health certification are required.

You can get the health certification in the natatorium(6 RMB).

Swimming caps and goggles are also sold in the natatorium

● Football field (Artificial Lawn)

1) Location: Opposite the Southwest Dormitory No.2

2) Opening hours: 6:00-22:00

(There are also basketball court beside the football field. Please pay attention to your belongings.)

● 129 Basketball Court(with volleyball court)

1) Location: Behind Xueyuan Dining Hall

2) Opening hours: 6:00-22:00

● Table Tennis Room

- 1) Location: On the east of Xueyuan Dining Hall and on the south of South Building
- 2) Opening hours: Mon.- Fri. 15:30-21:00 Sat, Sun 10:00-21:00
- 3) Charging Standard: 5 RMB/hour for Tongji students, otherwise 10 RMB/hour
(Mon.- Fri.6:30-7:30, 11:30-13:15 The court is free to the students with the Student ID card)
- 4) Reservation
You can make a reservation (for next week) every Tuesday 14:00-20:00 with activity card (30 RMB) and your identification.

● **Badminton Hall**

Location A: In the Climbing Gym (beside the table tennis room)

- 1) Opening hours: Mon.- Fri.15:30-21:00 Sat, Sun 10:00-21:00
- 2) Charging Standard: 5 RMB/hour for Tongji students, otherwise 15 RMB/hour
(Mon.- Fri.6:30-7:30, 11:30-13:15 The court is free to the students with the Student ID card)
- 3) Reservation: You can make a reservation (for next week) every Friday (from 12:00 at noon) with activity card (30 RMB) and your identification.
(Badminton Hall is always popular, so you had better make the reservation as early as possible)

Location B: Opposite South Building and opposite Xuri Building

- 1) Opening hours: Mon.- Fri.17:00-21:00 Sat, Sun 8:00-21:00
- 2) Charging Standard: 10 RMB/hour for Tongji students, otherwise 30 RMB/hour

● **Tennis Court**

Location A: On the east of Artificial Lawn

- 1) Opening hours: 6:00-18:00
- 2) Charging standard:
Mon. - Fri. (daytime) 15 RMB/hour for students with Student ID card, otherwise 30 RMB/hour
Mon. - Fri. (night) & weekends: 40 RMB/hour

Location B: on the east of Climbing Gym

- 1) Opening hours: Mon.- Fri. 15:00-sunset Sat, Sun: 9:30-sunset
- 2) Charging standard: 5 RMB/hour for Tongji students, otherwise 15 RMB/hour

● **Gym(with shower)**

- 1) Location: On the south of Xiyuan Dining Hall
- 2) Opening hours: 11:30-22:30
- 3) Charging standard:

Category	Original Price	Student Price	Validity
1-time card	35	25	once
10-time Card	250	200	1 month
20-time Card	380	280	2 months
Month Card	400	300	1 month
Season Card	700	450	3 months
Half-year Card	850	680	6 months
Year Card	1250	950	1 year
Term Card	-----	600	-----

b) Purchase of activity card

- Activity card
 - 1) price: 30 RMB. There are 30 grids on every card used to show the balance of the card.
 - 2) Where to buy:
Daily work time: Office of Sports Department (on the 2nd floor of the new gymnasium which is beside the 129 playground)
The 2nd -13th week: natatorium
 - 3) Scope of application: natatorium
Natatorium, table tennis room, badminton hall, climbing gym, tennis court, volleyball court



School Stores & Shops

a) Education Supermarket

1. Shop 1

- 1) Location: Beside the Music Square and opposite Southwest Dorm 1.
- 2) Business hour: 8:00-22:30
- 3) Student ID card is available
- 4) The first floor: food/fruits/commodities
The second floor: stationery/sports equipment/electronic products/customized suit/glasses

2. Shop 2

- 1) Location: Near Students Dorm 3
- 2) Business hour: 9:30-22:15
- 3) Student ID card is available
- 4) The first floor: food/fruits/commodities
The second floor: stationery/sports equipment/electronic products/customized suit/glasses

3. Shop 3

- 1) Location: Below Southwest Dorm 9.
- 2) Business hour: 8:45-22:00
- 3) Student ID card is available

b) Shopping Streets

- Here are two shopping streets under Southwest Dorm 8 & 9, which contain shops

providing print service, teaching materials (mostly in Chinese), PC components, stationery & office supplies, barber service, etc.

- Business hour: depends on the shop, generally from 9:00 to 22:00.
- The shop owners usually cannot speak English well, so a Chinese partner is necessary if you want to buy something there.

c) Express delivery

- Receiving address: Tongji University, 1239 Siping Rd., Yangpu District. (In Chinese: 上海市杨浦区四平路 1239 号同济大学)
Postcode: 200092.
- Where to send the parcel: Sunken Square(下沉式广场)
- Where to receive the parcel:
Sunken Square
For Jinlinbao(近邻宝) service: behind the graffiti wall and beside Xiyuan Dining Hall
- When to get the parcels:
Generally from 11:00 to 17:00 (Jinlinbao service is 24-hour)
The parcels would be kept for two days.
- When your parcel arrives, a text will be sent to your mobile. Then you can go to named place to get it.
(It's generally banned to receive others' parcels)

Activities

a) Student Association

- There are nearly 200 associations in TJU. Each one has its own activity time.
- In the first month of every semester, every association will hold publicity and recruitment in the Artificial Lawn.
- Time of the publicity and recruitment will be informed all over the campus in advance.
- For more details about the associations: search for *tjau1995* on Wechat.

b) Well-known events

1. Top 10 Singers

- The singing competition is the most magnificent show in TJU in fall semester every year. Every student is welcomed to participate or watch.
- You can sign up for the competition before it in the campus. There will be well-marked ads.
- Tickets are required to watch the finals.

2. Graduation Party & Encaenia

- It's the most magnificent show in TJU in spring semester every year. You can see lots of brilliant shows given by student associations.
- Tickets are also needed.

3. Buddy Program

- Buddy Program (BP) is organized by the International Department of Student Union and is aimed at helping international students find buddies and develop friendship.
- At the beginning of every semester, there will be recruitment near dining halls and dorms.
- BP activities include parties, hanging out, sports activities, etc.

4. Global Village

- Global Village is a kind of exhibition on campus to show different cultures and enhance exchange among students. It's the best carnival for students from different countries.
- Global Village includes a cruise, an exhibition, performances, etc.
- Tickets are also needed.

5. Others

- There are also different academic or entertaining activities every week. You can choose your favorite to participate.
- Almost all the activities will be advertised in front of the Xueyuan Dining Hall in the noon.
- Besides, the Wechat public number of Tongji SU International Department updates relative information regularly.
- For more details, you can follow these public numbers on Wechat:
Tongji University International Student Office: *isotju*
Tongji University Student Union International Department: *tjsuguoji*
Know more about Chinese life: *Grabtalk*



Useful Apps

*****Notice: Online shopping and chat applications are widely used in China. Please beware of online frauds and do not engage in illegal activities! If there are any problems, you can ask *International Students Office* for help!**

a) WeChat (微信)

- It is the most frequently used app among students. You can chat with others, get information, and make announcements in groups, etc.
- For more details, you can follow these public numbers:
Tongji University International Student Office: *isotju*
Tongji University Student Union International Department: *tjsuguoji*
Know more about Chinese life: *Grabtalk*
(After following the public numbers, you can click “View History” to read the passages.)
- Another app: QQ has the similar function.

b) AliPay (支付宝)

- For online payment. It is very popular in Shanghai.
- Using process: apply for an ID with your e-mail or phone number→bind a bank card→use it.
(If you do not have a bank card to bind, you can transfer from other AliPay account.)
- Other functions: recharge your mobile phone and student ID card, pay bills, book flight or train tickets.
(Wechat also have similar functions)

c) Taobao (淘宝)

- A popular online shopping platform.
- It can share the account with Alipay.

d) Maps

- Common map apps: Baidu Maps, Autonavi Maps.

e) Take-out apps

- You can get food from nearly all restaurants around the campus by using take-out apps.
- The most common apps: 百度外卖(Baidu take-out)/饿了么(Elleme)/美团外卖(Meituan take-out).
- The process is simple, but cash on delivery is not often accepted.
- Large fast food restaurants like KFC, McDonald, Pizza Hut have their own takeaway websites and phone number and accept cash on delivery.

f) VPN

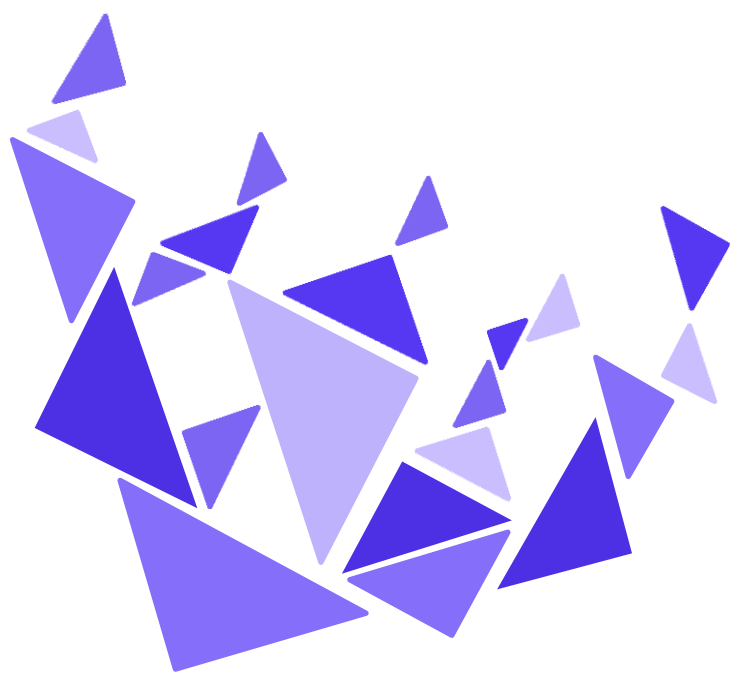
- Due to the policies in China, apps common used overseas such as Twitter, Facebook, Instagram and most Google service is unavailable in China. You can find a VPN (Virtual Private Network) software (for free or not) to connect to overseas network.
- VPN is available on both computers and smart phones.

Around the Campus

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Public Transportation

a) Shanghai Public Transportation Card(交通一卡通)

It is a kind of prepaid card for public transportation in Shanghai

1. Scope of application:

Different kinds of public transportations in Shanghai, including metro, bus, taxi, ferry, maglev, etc.

2. Purchase, recharge and reimbursement

● Purchase:

- 1) Place: Most metro stations in Shanghai(Tongji University station of Metro Line 10)
- 2) Purchase common card: ¥20 for deposit. It can be reimbursed.
Purchase souvenir card: ¥20. It cannot be reimbursed.

● Recharge:

Low limit of recharge amount: ¥10.

Upper limit of the card: ¥1000.

The recharge amount should be the multiple of 10.

● Reimbursement

- 1) Place: Some metro stations ,convenience stores and post offices
- Some convenient places for reimbursement:

Place	Address
China Post	47 Zhangwu Rd.(上海市彰武路 47 号)
CVM Self-service machines in metro station	<p style="text-align: center;">1.Line 10: Hangzhong Rd., South Shanxi Rd., Shanghai Library, Longxi Rd. (航中路站、陕西南路站、上海图书馆站、 龙溪路站)</p> <p style="text-align: center;">2. Line 2: Dongchang Rd., East Nanjing Rd., Longyang Rd. (东昌路站、南京东路站、龙阳路站)</p> <p style="text-align: center;">3.Line 8: Siping Rd.(四平路站)</p>

- 2) Demand: the card is in good condition

- 3) reimbursement:

Common card: The deposit will be returned.

Remaining balance: No more than ¥10,will be returned on the spot. Else, it will be returned on the spot after deducting 5% commission charge with your purchase certificate.

Souvenir card: No

3. Privilege

- Transferring among buses, metro lines in 120 minutes can have 1 RMB cheaper.
- You can have a 20% discount when taking the maglev

4. Notice

- The card is unregistered and can be used repeatedly. No report of the loss.
- If the balance cannot afford the transportation fee, you can have one overdraft. The highest overdraft is 8 RMB. The overdraft will be deducted when you recharge the card. When the balance is 0 or a negative number, you cannot use the card.

(For more official information: <http://www.sptcc.com/index.html>)

b) Metro

1. Around the campus:

Line 10 Tongji University



2. Ticket Purchase:

- Place: Self-service machines in metro stations
- Process:

- 1) Choose the metro line and the station
- 2) You can see the ticket price on the screen. Then choose the amount.
- 3) Put the money into the machine. Get your ticket.

(Notice: Some machines are 'Paper currency only' or 'Coin only')

3. The first train and the last one

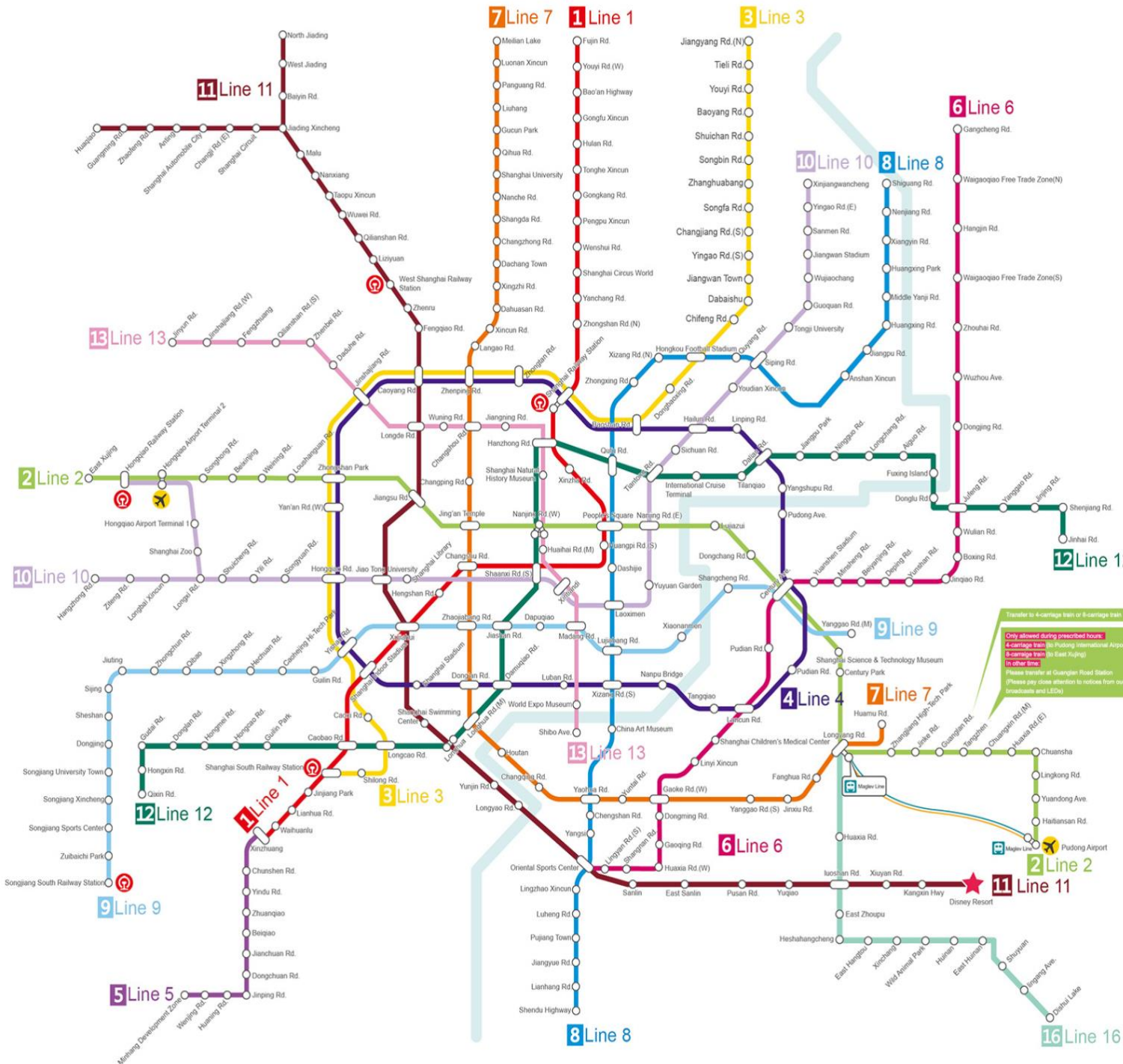
The first train: At 5:00-6:00 in most circumstances

The last train: At 10:00-11:30 in most circumstances

(Different metro lines have its own timetable. You can search on the official website:

<http://www.shmetro.com>)

4. Metro map



Transferred to 4-carriage train or 8-carriage train
 Only allowed during prescribed hours:
 4-carriage train to Pudong International Airport
 8-carriage train to East Nanjing
 In other time:
 Please transfer at Guangming Road Station
 (Please pay close attention to notices from our broadcast and LED)

Tip:

Passengers holding public transportation cards are entitled to free transfer and uninterrupted fare charging within 30 minutes after getting out of the following stations: Shanghai Railway Station (Line 1, Line 3 and Line 4), West Nanjing Road (Line 2, Line 12 and Line 13), Longhua (Line 11 and Line 12), Hongqiao Airport Terminal 2 (Line 2 and Line 10); those holding single journey tickets need to pay for new tickets if they should exit the above stations.

c) Bus

1. Around the campus



● **Price**

¥2

Coins or Public Transportation Card is available

d) Taxi

1. Price (元)

	Day	Night
Starting fare (In 3 km)	14-16 (depend on the vehicle type)	18-20 (depend on the vehicle type)
Over 3 km: per km	2.50	3.10
Over 10 km: per km	3.6	4.7
Waiting for 1 min	0.52	0.62

2. The ways to call a taxi

- 1) Street hail
- 2) By applications like DiDi(滴滴打车),Uber, etc.
- 3) By phone (need to pay extra fee for reservation)

Some booking hotlines:

Dazhong Taxi(大众出租)	96822
Haibo Taxi(海博出租)	96933
Qiangsheng Taxi(上海强生)	62580000
Jinjiang Taxi(上海锦江)	96961
Bashi Taxi(巴士出租)	96840

g) Important Transportation Hub

1. Airport and Railway station

1) Shanghai Pudong International Airport

Transportation (from the university):

Line 10: Tongji University to East Nanjing Road.

Transfer Line 2 to Pudong International Airport (notice: when taking Line 2, you need to transfer another train that go to the airport at Guanglan Road.)

About 2 hours

2) Shanghai Hongqiao Airport and Hongqiao Railway Station

Transportation (from the university):

Line 10(to Hongqiao Railway Station): Tongji University to terminal station:
Hongqiao Railway Station

3) Shanghai Railway Station

Transportation (from the university):

Line 10: Tongji University to Hailun Road

Transfer Line 4: to Shanghai Railway Station



Banking

*****Notice: E-bank and mobile payment are widely used in China. Please beware of frauds! If there is any problem, you can ask *International Students Office* for help!**

a) Banks and ATMs around the campus

1. Banks and ATMs around the campus



(On campus: There are ABC ATMs in Rui'an Building and North Administration Building, But there may be no balance in rush hours.)

2. Business Process

- 1) Get a number on self-service machine
- 2) Wait for your turn
- 3) Go to the counter that call your number

(You can have basic services such as depositing fund, withdrawing fund, etc. on ATM. To deal with the bank card services, please go to the counter.)

b) The use of foreign cards

- When you are shopping, please mind the logo near the cashier counter such as :



You can use these cards when it is listed

- Other payment methods often used in China:



UnionPay(银联)、微信支付(Wechat)、支付宝(Alipay)

Shopping & Recreation

*****Notice: According to the law of Shanghai, you cannot smoke indoor!**

Please take care of your own belongings in public!

a) Restaurants around the campus



There are many restaurants including fast food restaurants, traditional Chinese restaurants, western restaurants, etc. in red marked area like Miyun Rd., Chifeng Rd. and Tongji United Plaza.

b) Supermarkets and convenience stores around the campus

1. Supermarkets

Supermarket	Add.	Business hour	Transportation (From Tongji University)
Carrefour 家乐福	F1-F2 560 Quyang Rd. Hongkou District	7:30-22:00	Take bus No.874/746/142 at Chifeng Rd. Miyun Rd. (赤峰路密云路站) Take off at the station: Chifeng Rd. Quyang Rd. (赤峰路曲阳路站) About 15-20 min
Walmart 沃尔玛	F2-F4 125 Songhu Rd. Yangpu District	8:00-22:00	Take metro Line 10 at the station: Tongji University Take off at the station: Jiangwan Stadium About 15 min
RT-MART 大润发	1618 Huangxing Rd. Yangpu District	8:00-22:30	Take bus No.147 at the station: Tongji University Take off at the station: Guoquan Rd. Huangxing Rd. (国权路黄兴路) About 20 min

2. Convenience store



c) Shopping Centers around the campus

1. Wujiaochang(五角场)



Transportation:

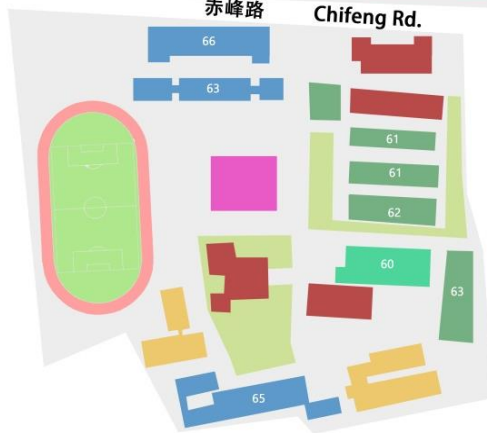
Shopping mall	Transportation
Wanda Plaza(万达广场) Paris Spring(巴黎春天) Bailian Youyicheng Shopping Mall (百联又一城)	Take Metro Line 10 at Station: Tongji University Get off at the Station: Jiangwan Stadium About 15 min
Hopson One(合生汇) Orient Shopping Center(东方商厦)	Take Metro Line 10 at Station: Tongji University Get off at the Station: Wujiaochang About 15 min

校区地图



What do these colors represent?

- Multifunctional Area*
- Sports Halls*
- Teaching and Research Area*
- Canteens*
- Dormitories*
- Library(42)*
- Teaching Buildings*



-  Canteen
-  Supermarket
-  Hospital

Appendix A

Chinese

- 1)留学生公寓一号楼
- 2)留学生公寓二号楼
- 3)留学生食堂
- 4)学三楼
- 5)学四楼
- 6)学五楼
- 7)西北一楼
- 8)西北二楼
- 9)西北三楼
- 10)西北四楼
- 11)西北五楼
- 12)西北食堂
- 13)北苑食堂
- 14)半亩园餐厅
- 15)西南一楼
- 16)西南二楼
- 17)西南三楼
- 18)西南七楼
- 19)干训楼
- 20)西南八楼
- 21)西南九楼
- 22)西苑食堂
- 23)化学馆
- 24)物理馆
- 25)测绘馆
- 26)大礼堂
- 27)海洋学院
- 28)澡堂
- 29)瑞安楼
- 30)下沉式木地板
- 31)大学生活动中心
- 32)音乐广场
- 33)信息馆

Phonetic Transcription

- liú xué shēng gōng yù yī hào lóu
liú xué shēng gōng yù èr hào lóu
liú xué shēng shí táng
xué sān lóu
xué sì lóu
xué wǔ lóu
xī běi yī lóu
xī běi èr lóu
xī běi sān lóu
xī běi sì lóu
xī běi wǔ lóu
xī běi shí táng
běi yuàn shí táng
bàn mǔ yuán cān tīng
xī nán yī lóu
xī nán èr lóu
xī nán sān lóu
xī nán qī lóu
gàn xùn lóu
xī nán bā lóu
xī nán jiǔ lóu
xī yuàn shí táng
huà xué guǎn
wù lǐ guǎn
cè huì guǎn
dà lǐ táng
hǎi yáng xué yuàn
zǎo táng
ruì ān lóu
xià chén shì mù dì bǎn
dà xué shēng huó dòng zhōng xīn
yīn yuè guǎng chǎng
xìn xī guǎn

English

- International Students Dorm 1
International Students Dorm 2
international Students Canteen
Students Dorm 3
Students Dorm 4
Students Dorm 5
Northwest Dorm 1
Northwest Dorm 2
Northwest Dorm 3
Northwest Dorm 4
Northwest Dorm 5
Northwest Canteen
Beiyuan Canteen
Banmuyuan Canteen
Southwest Dorm 1
Southwest Dorm 2
Southwest Dorm 3
Southwest Dorm 7
Ganxun Building
Southwest Dorm 8
Southwest Dorm 9
Xiyuan Canteen
Chemical Building
Physics Building
College of Surveying and Geo-informatics
University Hall
School of Ocean and Earth Science
Public Basehouse
Ruian Buliding
Sunken Square
Student Center
Music Square
Xinxi Buliding

Appendix B

<i>Chinese</i>	<i>Phonetic Transcription</i>	<i>English</i>
34)人工草坪	rén gōng cǎo píng	Artificial Lawn
35)129礼堂	yāo èr jiǔ lǐ táng	129 Hall
36)129篮球场	yāo èr jiǔ lán qiú chǎng	129 Basketball Court
37)129操场	yāo èr jiǔ cǎo chǎng	129 Playground
38)129体育馆	yāo èr jiǔ tǐ yù guǎn	129 Gym
39)游泳馆	yóu yǒng guǎn	Natatorium
40)攀岩馆	pān yán guǎn	Rock Climbing Hall
41)情人坡	qíng rén pō	Qingren Lawn
42)图书馆	tú shū guǎn	Library
43)南楼	nán lóu	South Building
44)北楼	běi lóu	North Building
45)学苑食堂	xué yuàn shí táng	Xueyuan Canteen
46)中法中心	zhōng fǎ zhōng xīn	Sino-French Center
47)旭日楼	xù rì lóu	Xuri Building
48)逸夫楼	yì fū lóu	Yifu Building
49)行政楼	háng zhèng lóu	Administration Building
50)校史馆	xiào shǐ guǎn	The Gallery of Tongji University History
51)综合楼	zōng hé lóu	Multi-Function Buliding
52)建筑与城市规划学院	jiàn zhù yǔ chéng shì guī huá xué yuàn	College of Architecture and Urban Planning
53)文远楼	wén yuǎn lóu	Wenyuan Building
54)汇文楼	huì wén lóu	Huiwen Building
55)同文楼	tóng wén lóu	Tongwen Building
56)中德大楼 (德文图书馆)	zhōng dé dà lóu (dé wén tú shū guǎn)	Sino-German College for Graduate Studies
57)校医院	xiào yī yuàn	School Hospital
58)医学院	yī xué yuàn	Medical College
59)土木工程学院	tǔ mù gōng chéng xué yuàn	College of Civil Engineering
60)南苑食堂	nán yuàn shí táng	Nanyuan Canteen
61)西南十楼	xī nán shí lóu	Xinanshi Dorm
62)西南十一楼	xī nán shí yī lóu	Xinanshiyi Dorm
63)西南十二楼	xī nán shí èr lóu	Xinanshier Dorm
64)国交学院	guó jiāo xué yuàn	International School
65)第一教学楼	dì yī jiāo xué lóu	Teaching Building 1
66)第三教学楼	dì sān jiāo xué lóu	Teaching Building 2

Acknowledgement :

The official website of Tongji University

The official website of International Students Office

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Student handbook of Tongji University

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