



# **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!

Group member:

**Ding Weiling** 

(School of Political Science & International Relations)

**Dai Haocheng** 

(College of Electronics & Information Engineering)

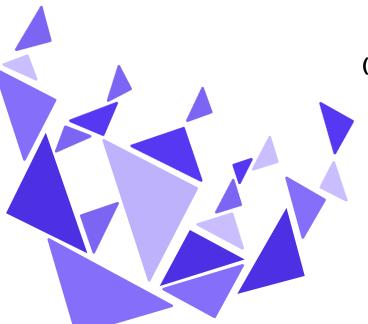
Yu Zhenghao

(College of Design & Innovation)

**Zhang Pei** 

(Law school)

**April. 2017** 



# **Contents**

#### **First Arrived in Shanghai**

Overview of Shanghai	<b>5</b>	6
Overview or stratigital		, 0

- Overview of Tongji University 5 6
  - Legal Residence > 7

## **Campus Life**

- Student ID Card 5 16
  - Study 18
  - Dining 25
  - Medical Care 26
- Network Communication 28
  - Traffic 30
  - Sports 32
  - School Stores & Shops 33
    - Activities 35
    - Useful Apps 36

#### **Around the Campus**

- Public Transportation > 39
- - Campus Map 2 47

# **Contents for Important Pictures**

Temporary Accommodation		13
-------------------------	--	----

Pharmacy around the Campus 27

Metro Stations around the Campus ( ) 40

Shanghai Metro Map (>) 41

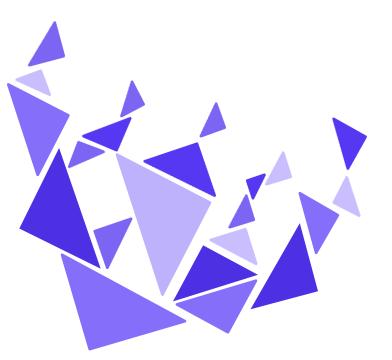
Bus Stations around the Campus (2) 42

Banks & ATMs around the Campus (2) 44

Campus Map (2) 47

# First Arrived in Shanghai

- Overview of Shanghai >> 6
- Overview of Tongji University > 6
  - Legal Residence > 7





# **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: CNY Monetary unit: RMB(元/Y)
- 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: <a href="http://www.shanghai.gov.cn/">http://www.shanghai.gov.cn/</a> (both in English and Chinese)

Shanghai Exit-Entry Administration Bureau: <a href="http://crj.police.sh.cn/">http://crj.police.sh.cn/</a> (Only in Chinese) Shanghai Municipal Tourism Administration:

<a href="http://lyw.sh.gov.cn/lyj\_website/HTML/DefaultSite/portal/index/index.htm">http://lyw.sh.gov.cn/lyj\_website/HTML/DefaultSite/portal/index/index.htm</a> (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: 4800 Cao'an Highway, Shanghai, P.R. China (Jiading Campus)

2. Tel: +86-21-65982200

3. Zip code: 201800

#### b) Websites:

Tongji University: <a href="http://www.tongji.edu.cn/">http://www.tongji.edu.cn/</a>

Tongji University International Students Office: <a href="http://study.tongji.edu.cn/">http://study.tongji.edu.cn/</a>

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

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: <a href="http://www.lib.tongji.edu.cn/site/tongji/index.html">http://www.lib.tongji.edu.cn/site/tongji/index.html</a>



# **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:
  - 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: <a href="http://cs.mfa.gov.cn/wgrlh/lhqz/lhqzjjs/">http://cs.mfa.gov.cn/wgrlh/lhqz/lhqzjjs/</a>

#### 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.

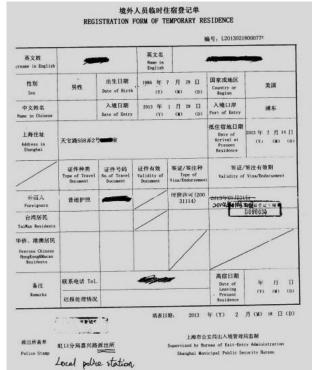
2. Those who live on Jiading Campus: get the *Registration Form of Temporary Residence (on campus)* at the receptions of international students' dormitory buildings.



#### 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》

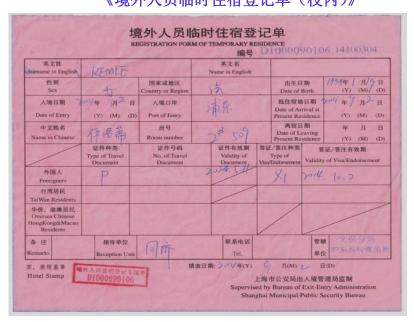








Registration Form of Temporary Residence (on campus)
《境外人员临时住宿登记单(校内)》



#### **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 Jiading District: 1190 Yongsheng Road, Jiading District, Shanghai(上海市嘉定区永盛路 1190 号)

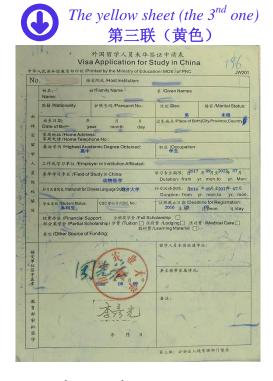
For addresses of other offices: <a href="http://crj.police.sh.cn/crjjgdzsj\_ylb.jsp">http://crj.police.sh.cn/crjjgdzsj\_ylb.jsp</a>

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 3<sup>nd</sup> one) and the white sheet(the 1<sup>st</sup> 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)



#### • Materials for residence permit extension :

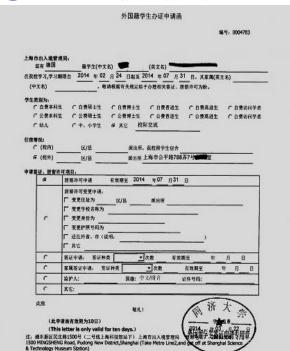
1. Your passport

- 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》





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



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:

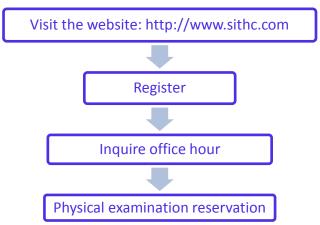
Shanghai international travel healthcare center(上海市国际旅行卫生保健中心)

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

Tel: 86-21-62688851

Website for online reservation: <a href="http://www.sithc.com">http://www.sithc.com</a>

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》



#### 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.31<sup>st</sup> and spring semester ends on Jul.31<sup>st</sup>.

#### • 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.** 

2. 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

- 1. Process
- 1) 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.
- 2) Go to Chinese Embassy or Consulate of your home country to get your new passport
- 3) Go to International Students Office of Tongji University to get Foreign Student Registration Application with your new passport
- 4) 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.

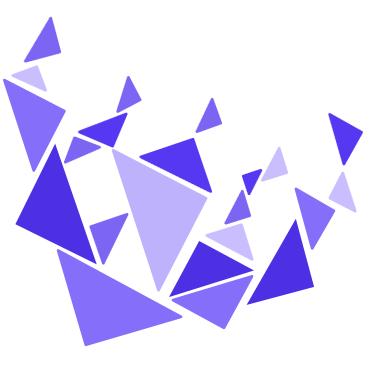
Here are some hotels near Tongji:



NO.	Hotel	Add	Reference Price
1	Green Tree Inn 格林豪泰酒店	588 Lvyuan Rd.	¥208
4/5/8	Reception Center of Tongji 同济嘉实接待中心	Building No.11, Tongji University Jiading Campus	¥196

# **Campus Life**

- - Study 18
  - Dining 25
  - Medical Care 26
- Network Communication 28
  - Traffic 30
  - Sports 32
  - School Stores & Shops 33
    - Activities 35
    - Useful Apps 2 36



# **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

#### By using recharge machine

Find the machine, then choose"转账及查询" (transfer and inquiry) and "银行卡校园卡转账" (transfer the money in bank card to student card)

Swipe your bank card (Only ABC card is available)

Put your student card in the machine

Input the amount of money you want to put in your student card

(no more than 500 RMB)

Input the password of your bank card and the consumption password of your student card

#### Online

Download the application: AliPay(支付宝)on your cell phone and register

Bind your bank card to Alipay

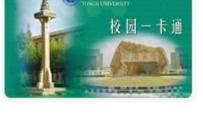
Choose"校园生活" (campus life).

Then choose "校园一卡 通" (student card).

Choose"同济大学" (Tongji University)

Input your student number, the amount and consumption password

If you recharge your card online, you need to go to canteens or natatorium to activate it



In cash(RMB)

Place: the 1<sup>st</sup> floor of Chunhe Canteen(near Qiuhe Canteen)

春禾苑1楼入口处(靠秋谷苑 一侧的入口)

Time: Mon. - Fri. 10:00-14:00

Fill in the recharge form

Go to the counter with your recharge form, student card and cash

#### 6. Report loss

By telephone

- •65976561, 65976562
- •(It is round-the-clock voice call)

By recharge machine

•Place: Recharge machines on campus

Go to the counter

- •Place: Room 114, F Building
- •Your valid documentation is needed.

Online

- •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: Room 114, F Building

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

#### 8. Card reissue

• Go to the counter

Place: Room 114, F Building

Self-service

Place: self-service machines in F Building

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



#### a) Academic Information

#### 1. Tuition:

#### • Payment:

Process: get the notice from *International students Office* and then go to Tongxin Building to pay tour tuition

Place: Room 227, Tongxin Building(同心楼)

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: <a href="http://4m3.tongji.edu.cn">http://4m3.tongji.edu.cn</a> 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:

courses),etc.

Log in: <a href="http://xuanke.tongji.edu.cn">http://xuanke.tongji.edu.cn</a>. 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

	<b>生名:                                      </b>	是2015-2016学年第2学期第 <mark>23</mark> 周 <u>进入网站</u>	, -
齐大学教务管理系统 ◆ 学生	学分统计		
■ 成绩查询		已通过课程	未通过课程
<b>ℯ</b> )学分统计	总学分	56. 5	0.0
<b>愛</b> 成绩查询	必修選	49. 0	0.0
₩ 毕业生退成绩	素质与能力拓展	7. 5	0.0
毕业生问卷调查		必修课	
● 各种考试报名 ◆	公共基础课	2. 0	0.0
考试安排	专业基础课	0.0	0.0
■ 转专业报名	专业课	0. 0	0.0
■ 保送研究生报名		素质与能力拓展学分统计	
	公选课程组	4. 5	0.0
<ul><li>■ 毕业设计(论文)</li><li>■ SITP</li></ul>	艺术类课程组	3. 0	0.0

#### 5. GPA

₩₩年交流

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: <a href="http://study.tongji.edu.cn/">http://study.tongji.edu.cn/</a>

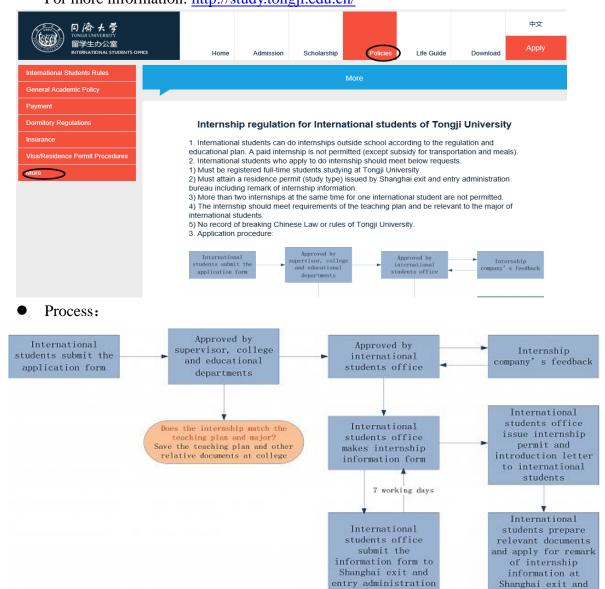
Please pay attention to application requirements and deadline, etc.



#### 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: <a href="http://study.tongji.edu.cn/">http://study.tongji.edu.cn/</a>



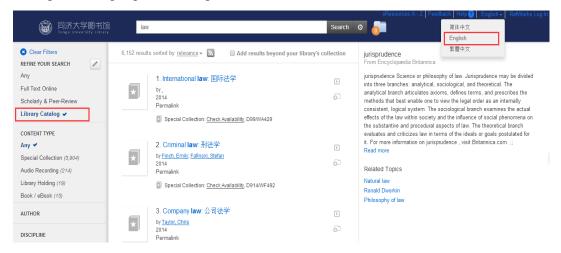
bureau for record

entry administration

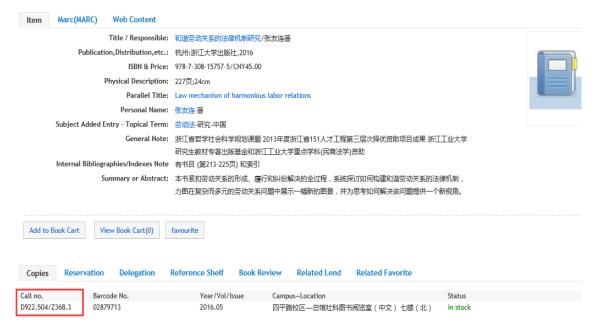
bureau

#### b) Library

- 1. Library
- Location: The highest Square Building on Jiading Campus
- 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.
- 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.



- 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.

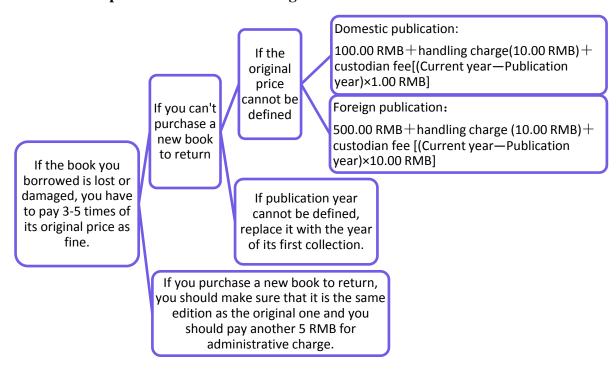
You can ask for renewal (twice) for another 15 days respectively in the last 10 days of the initial loan period. So the longest period is 60 days.

#### 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



#### c) Self-study

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

Classrooms	Opening hours
1st floor of An Building	18:30-22:30 on weekdays
安楼(A 楼)一楼	8:00-22:00 at weekends
Room A104,Kaiwu Guan	
-Branch library of Mechanical	8:00-11:00,13:30-16:00
Engineering Faculty	on weekdays
(开物馆 A104)	
Room 512 ,Jishi Building	8:00-17:00 on weekdays

D 1111 CC 1 1 C	
-Branch library of School of	
Software Engineering	
(济事楼 512)	
Room 130,Zhixin Guan	
-Branch library of College of	8:30-16:00 on weekdays
Electronic & Information	(Except Tuesday afternoon)
Engineering	(Except Tuesday afternoon)
(智信馆 130)	
Room 309,Ningyuan Guan	
-Branch library of School of	9,00 17,00 on wooledows
Automotive Studies	8:00-17:00 on weekdays
(宁远馆 309)	
Room 104&106,Tongda Guan	
-Branch library of Transportation	8:00-11:30,13:30-16:00
Engineering	on weekdays
(通达馆 104/106)	-
Room 126,Weixin Guan	
-Branch library of College of Art	9:30-16:00 on weekdays
& Media	
(惟新馆 126)	
Timing Coffee bar	
-front of Canteen 2	10: 00-22: 00
(秋谷苑前)	
Starbuck	
-Jiashi Plaza	7:00-22: 00
(嘉实广场)	
Mc Donald's- Jiashi Plaza	7 00 22 00
(嘉实广场)	7: 00-22: 00
Tee bar ,1 <sup>st</sup> floor in Tongde	
Building	12: 00-22: 00
(同德楼一楼)	
Main Library	8:00-22:00



## a) Dining Hall (Student ID card is available)

	Hall	Serving	Opening hours	
	1 <sup>st</sup> Floor	Chinese fried dishes (like bento)	10: 30-13:00 16: 00-19: 00	
Chunhe	2 <sup>nd</sup> Floor	Chinese fried dishes		
Canteen 春禾苑	2 <sup>nd</sup> Floor – Muslim Canteen	Muslim food	10: 30-13:00	
2 <sup>nd</sup> Floo	2 <sup>nd</sup> Floor - Bakery	Bread, pastries, etc.	16: 00-19: 00	
	2 <sup>nd</sup> Floor – Teachers' Canteen	Chinese fried dishes	00	
	1 <sup>st</sup> Floor	Chinese dim sum & wheaten food (such as noodles)	6: 00-13:00 16: 00-19: 00	
Qiugu Canteen 秋谷苑	2 <sup>nd</sup> Floor	Fried dishes, cold dishes, soup, etc.	10: 30-13:00 16: 00-18: 30	
	3 <sup>rd</sup> Floor	Specials	10: 30-13:00 16: 00-19: 00	

# b) Coffee bar

Name	Location
bar in Tongde Building (同德楼茶水吧)	1 <sup>st</sup> floor in Tongde Building(同德楼一楼)
Gushu Coffee(古树咖啡)	S6-101,No.199,Lane6130,Jiashi Plaza
Starbucks	S7-101,No.198,Lane6130,Jiashi Plaza
Popularfashion Milktea (风行茶饮)	No.1901,Lane6130,Jiashi Plaza

Location of the canteens and coffee bars: please refer to the Campus Map



# 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: <a href="http://www.lxbx.net">http://www.lxbx.net</a>

#### b) School hospital( for general diseases)

- Location: Between the basketball court and the playground
- 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. Ruijin Hospital North Area.
  - 1) Address: 999 Xiwang Road (Near Yongsheng Road)(希望路 999 号(近永盛路)
  - 2) How to get there:

Take free shuttle bus in front of Building No.7 (for details, please read *Traffic*), then transfer Metro Line 11 at the station of Shanghai Automobile City and get off at Jiading New Town, at last walk for about 800 meters.

- 2. Anting Hospital
- 1) Address: 204 Changji Road (昌吉路 204 号)

- 2) How to get there: Take free shuttle bus in front of Building No.7 (for details, please read *Traffic*), then transfer Metro Line 11 at the station of Shanghai Automobile City and get off at Anting. At last walk for about 1400 meters.
- Other recommended hospitals: Changhai Hospital/Huashan Hospital/Ruijin Hospital/Zhongshan Hospital.
- 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



# **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.



2)

# 1) 中国移动通信 China Mobile:

Add: 300,Lvyuan Road(绿苑路), Anting Zhen



Add: Dormitory Building 1 or 38 Xinhuang Road(新黄路), Anting Town



#### 3) P- > 0 0 0 1 1 1 China Unicom:

Add: 83-2 Moyu Road(墨玉路), Anting Town

#### b) Network service

#### 1. Have access to broadband in dormitory:

- Add: Telecom Business Agency (in Dormitory Building 1)
- 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:

 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.



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



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. lvyuan 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. lvyuan 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	Additional	Schoo	ol Bus
	Cross-line	ones of	Depart	Depart
	bus	Bei'an	from	from
	(北安跨线)	Cross-line	Jiading	Siping
		bus		
6:00	6:00			
7:00	<u>7:00</u>	6:40	7:00	
	(Sat. 6:40)	(Sat.)		
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	15:15		
	<u>15:30</u>	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			20:30
	20:50			
21:00				

22:00		
22.00		

The red ones: only for weekends

<u>Underlined ones:</u> 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) Insturction:

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



#### a) Sports Facilities

#### Natatorium

Under construction (It will open to the public in Sept.2017)

Football field

1) Location: Playground

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

Basketball court

1) Location: Beside the playground

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

#### • Table tennis room

Location	Opening hours
Central Overpass	8,00 20,00
(between C Building and F Building)	8:00-20:00
1 <sup>st</sup> & 2 <sup>nd</sup> floor in D building(德楼)	8:00-20:00 on weekdays
Gym in Jiren Building	Unsure, referred to notice

#### Badminton hall

Location	Opening hours
Central Overpass	8:00-20:00
(between C Building and F Building)	8:00-20:00
1 <sup>st</sup> floor in D building(德楼)	8:00-20:00 on weekdays
Gym in Jiren Building	8:00-20:00

#### • Tennis court

- 1) Location: on the west of football field and the north of school clinic
- 2) Opening Hours: 8:00-17:00
- 3) Charging Standard: 15RMB for Tongji students before 17:00 on Weekdays, 30RMB in all other time.

#### Golf court

- 1) Location: on the south of Main Library
- 2) Opening Hours: 8:00-17:00
- 3) Charging Standard: 30RMB/hour for the court,20RMB for a pack of golf balls (30 balls)

#### • Gym

- 1) Location: Right side on 1<sup>st</sup> floor in Jiren Building
- 2) Opening Hours: 11:30-23:30
- 3) Charging Standard:

Category	Price	Validity
1-time card	35 Y	once
	200¥/10 times	
Month Card	280¥/20 times	1 month
	300¥ (unlimited times)	
Season Card	450¥	3 months
Half-year Card	680¥	6 months
Year Card	950¥	1 year
Term Card	600 Y	



#### a) Supermarket

#### 1. Education Supermarket

- 1) Location: In the Xintiandi Mall.
- 2) Business hour: 8:00-22:30
- 3) Student ID card is not available

#### 2. Xintiandi Mall

- 1) Business hours: depends on the shop, generally from 9:00 to 22:00.
- 2) Following services available: print service/teaching materials (mostly in Chinese)/stationary & office supplies/PC components/barber service.
  - \*The shops are privately owned and the owners cannot speak English well. So a Chinese partner is necessary if you want to buy something there.

#### b) Jiashi Plaza

Store	Feature
Starbucks	Drink
Popularfashion Milktea	Drink
Farmer's orchard 农夫果园	Fruit shop
Jiaming Store	Tobacco
Family Mart	shop
Tongyuan Digital 同园数码	Electronic products & photography
Gushu bar 古树空间	Coffee bar
The ninth Avenue	Chess and card
Narcissushair Salon SPA	SPA
Jinina Bakery	Bread
Xingdu Convenience store	Shop
Hendian Cinema	ktv
6+1 KTV	KTV
Jinzhou Cybercafe 金州网吧	Cybercafe
M&G	Stationery
Malilian 玛莉莲	Dessert
coco	Drink
Buy Well 百味林	Snack
Hexintang Pharmacy 何欣堂大药房	Pharmacy
Xiandebao Shop 鲜德宝超市	Shop

#### c) Express delivery

- Receiving address: 4800 Cao'an Highway, Jiading District. (In Chinese: 嘉定区曹 安公路 4800 号同济大学); Postcode: 201800.
- Where to send the parcel: Underground garage of Building F.
- Where to receive the parcel: Underground garage of Building F/Xintiandi 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.
- After the parcel arrives, a text would be sent to your mobile.(It's generally banned to receive others' parcels)



#### 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. Jiading Star

- The Jiading Star singing competition is the most magnificent show in TJU in the first term 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. Buddy Program

- Buddy Program (BP) is organized by the student union, and is aimed at helping international students find buddies and develop friendship.
- In the beginning of every term, there's recruiting activity at canteens and dorms.
- BP includes parties/hanging out/sports activities/etc.

#### 3. Christmas Carnival

- Christmas Carnival is the Expo in campus which is held by students in TJU. It's the best carnival times for every students.
- Global Village includes cruise, exposition, performances, etc.

#### 4. Others

- Except all the above, there are different academic or entertainment activities every week. You can choose your favorite to participate.
- Almost all the activities will be advertised in front of the Xueyuan Canteen in the noon.
- Besides, the Wechat number of Tongji SU International Department updates activities 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* 



\*\*\*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(Eleme)/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.

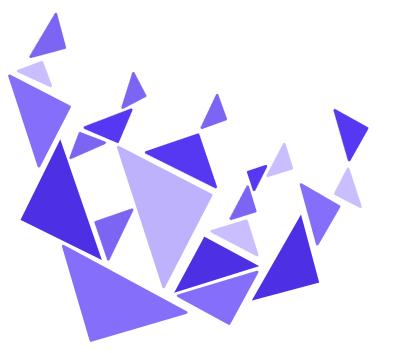
#### f) VPN

- 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**

Public Transportation 39

Shopping & Recreation > 45





## 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

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 Branch on Jiading Campus	Xintiandi Mall in Jiading Campus
CVM Self-service machines in metro stations	Metro Line 11:
	Shanghai Automobile City ,Anting, East
	Changji Rd., Huaqiao, Malu
	(上海汽车城、安亭、昌吉东路、花桥、
	马陆)

- 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

#### 2. Privilege

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

#### 3. 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: <a href="http://www.sptcc.com/index.html">http://www.sptcc.com/index.html</a>)

#### b) Metro

#### 1. Around the campus:

Nearest Station: Line 11 Shanghai Automobile City or East Changji Rd.



#### 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

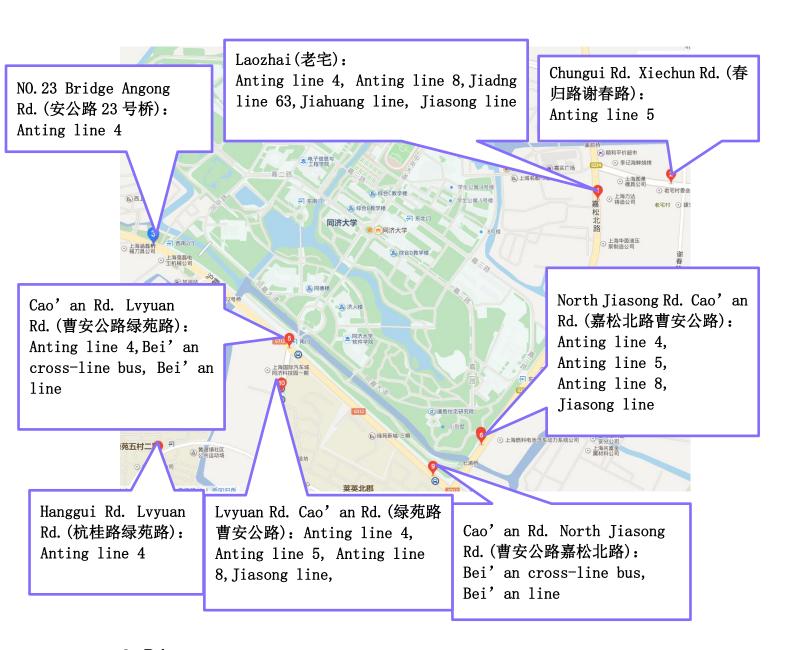
(Different metro lines have its own timetable. You can search on the official website: http://www.shmetro.com)

#### 4. Shanghai Metro map



#### c) Bus

#### 1. Around the campus



#### • Price

Y2

Coins or Public Transportation Card is available

#### d) Taxi

#### 1. Price (元)

	Day	Night
	14-16	18-20
Starting fare (In 3 km)	(depend on the vehicle	(depend on the vehicle
	type)	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



\*\*\*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



- ① Ping'an Bank (平安银行)
- ② ATM of the Agriculture Bank of China(中国农业银行 24 小时自助银行)
- ③ ATM of China Construction Bank (中国建设银行 24 小时自助银行)
  (On campus: There is ATM of the Agriculture Bank of China in Building F, but there will be no balance in rush hour.)

#### 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)



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

Please take care of your own belongings in public!

# a) Supermarkets around the campus

#### 1. Supermarkets

Supermarket	Add.	
Carrefour 家乐福	3168 Fengxiang Rd., Nanxiang Town, Jiading	
	District	
	(嘉定区南翔镇丰翔路 3168 号)	
RT-MART	3F, Jiatinghui City Life Square	
大润发	1055 South Moyu Rd., Jiading District	
	(嘉定区墨玉南路1055号嘉亭荟城市生活广场3层)	

# b) Shopping Centers around the campus

1. Anting(安亭) (you can take metro Line 11 to get there)



# 2. Nanxiang (南翔) (you can take metro Line 11 to get there)

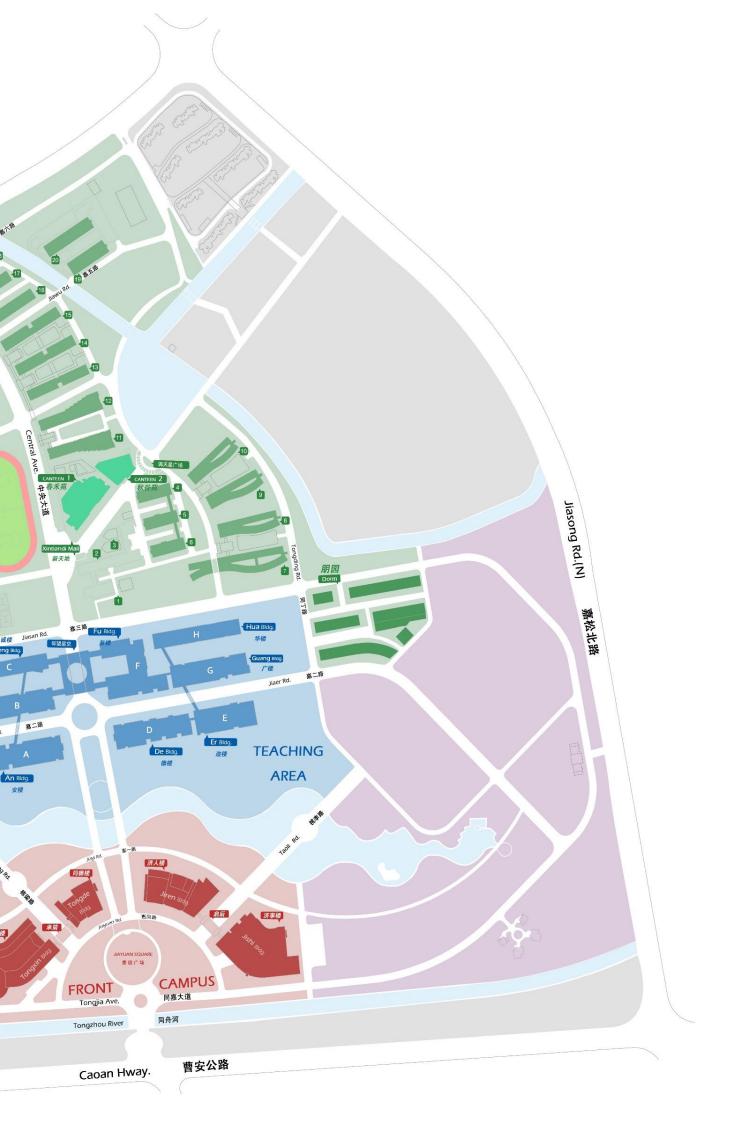


#### Transportation:

Shopping centers	Transportation
Life Hub @Anting(嘉庭荟)	Take Metro line 11 to Anting Station
MCC/Shineton City Plaza	Take Metro line 11 to Nanxiang
(中冶祥腾城市广场)	Station

# **Campus Map**





# How to pronounce all these names in Chinese?

昌吉东路	chāng jí dōng lù	同心楼	tóng xīn lóu
嘉松北路	jiā sōng běi lù	同德楼	tóng dé lóu
曹安公路	cáo ān gōng lù	济人楼	jì rén lóu
同嘉大道	tóng jiā dà dào	济事楼	jì shì lóu
中央大道	zhōng yāng dà dào	承前	chéng qián
李庄环路	lǐ zhuāng huán lù	启后	qĭ hòu
嘉园路	jiā yuán lù	朋园	péng yuán
嘉一路	jiā yī lù	春禾苑	chūn hé yuàn
嘉二路	jiā èr lù	秋谷苑	qiū gǔ yuàn
嘉三路	jiā sān lù	校医院	xiào yī yuàn
嘉四路	jiā sì lù	新天地	xīn tiān dì
嘉五路	jiā wǔ lù	安楼	ān lóu
嘉六路	jiā liù lù	博楼	bó lóu
同甲路	tóng jiǎ lù	诚楼	chéng lóu
同乙路	tóng yǐ lù	德楼	dé lóu
同丙路	tóng bǐng lù	迩楼	ěr lóu
同丁路	tóng dīng lù	复楼	fù lóu
桃李路	táo lǐ lù	广楼	guăng lóu
栋梁路	dòng liáng lù	华楼	huá lóu

图书馆	tú shū guǎn
开物馆	kāi wù guǎn
宁远馆	níng yuǎn guǎn
通达馆	tōng dá guǎn
德才馆	dé cái guǎn
智信馆	zhì xìn guăn
惟新馆	wéi xīn guǎn
地震工程馆	dì zhèn gōng chéng guǎn

上海地面交通工具风洞中心 shàng hǎi dì miàn jiāo tōng gōng jù fēng dòng zhōng xīn



Dormitories for Teachers and Foreign Students





School Clinic

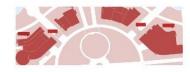


ibrary



Teaching Bulidings





# **Acknowledgement:**

The official website of Tongji University

The official website of International Students Office

Freshman Guide of Tongji University(jiading Campus)

Tongji University International Student Guide Book

Student handbook of Tongji University

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By

Ding Weiling, Dai Haocheng, Yu Zhenghao, Zhang Pei

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