



上海交通大學
SHANGHAI JIAO TONG UNIVERSITY

GUIDE for SJTU

INTERNATIONAL FRESHMEN

2020

Preface

Dear International Students:

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

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

SJTU plans to start the 2020-2021 academic year from the beginning of September. The university has been working hard on the prevention and control of the COVID-19 pandemic, strictly adhering to the guidelines issued by the Chinese government at different levels and Chinese health authorities. SJTU is also committed to reducing any health risks as the safety and well-being of the campus community is its top priority. If any changes occur, please pay close attention to our latest arrangement as we will notify you via our website or email as soon as possible.

For students who cannot register on-site due to the pandemic situation, we are preparing online courses, schedule of which will be announced at the beginning of the semester. No matter online or offline, SJTU will, as always, be student-centered, organize sufficient teaching resources, provide high-quality teaching courses, and do our best to create the best study environment.

We have specially prepared this guidebook for studying at SJTU, and hope that through this guidebook, students will be informed about the latest notification arrangements of our university, the relevant regulations for university life and related Chinese laws and regulations, so as to make full preparations for studying at SJTU.

We hope that all students could carefully read the instructions and take every necessary measure, so as to secure your safety and health, adapting to new developments positively. Wish you a fruitful, happy, progressive and memorable stay in Shanghai Jiao Tong University.

See you at SJTU soon!

July 2020

Shanghai Jiao Tong University
International Student Center



1 Registration

1.1 For Degree Students

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

1. Undergraduate student: please send email to isc.o@sjtu.edu.cn;
2. Graduate student: please send an email to gs.admission@sjtu.edu.cn.

1) Online Registration

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



Undergraduates: between September 9th and 11th, 2020 (before 17:00, GMT+8).

Graduates: between September 2nd-4th, 2020 (before 17:00, GMT+8).

2) Information updating

1. In case your ID photo doesn't meet the requirement, please send a new photo for Student ID Card processing by July 30th to isc.o@sjtu.edu.cn. The photo should be in jpg format, 2.2*2.8cm, 300 pixels, less than 200 kb.
2. If you have renewed your passport, please send the photocopy of the new passport, with the student ID and the latest passport number to isc.o@sjtu.edu.cn by July 30th, otherwise, it might cause immigration problems.

3) On-site documents verification

All new international students shall submit the following documents for verification when come to the university for registration. Based on the regulations on pandemic prevention and control, students who travel from medium-risk or high-risk regions, including Hong Kong, Macao and Taiwan, shall pass the corresponding test or isolation to get access to the campus.

Undergraduates should submit the following documents for verification.

- A. The Admission Notice (Original);
- B. Application form (log into the Online Portal, print and sign);
- C. A valid passport and visa (Original and Copy);
- D. High school transcripts, including all courses taken (Original or Notarized Copy);
- E. High school graduation certificate (Original and Copy);
- F. Relevant international test scores such as SAT/ACT/IB/GCE AI, etc. (Original and Copy);
- G. Chinese language proficiency certificate (Original and Copy);
- H. English language proficiency certificate (Original and Copy);
- I. Self-statement with signature (Original);
- J. Recommendation letter with signature (Original, in Chinese or English);
- K. Award certificates or other supportive materials (Original and Copy);
- L. Guardian's Letter of Guarantee (applicants under 18 years old until Sep. 12, 2020);
- M. Receipt of Group Comprehensive Insurance (Please check more information on the insurance section).

NOTE: Please bind up documents B-L in the above order and submit during registration. Materials G\H\I are not required for students who took the entrance exams.

Those graduate freshmen in China should come to the SJTU campus for documents verification on September 5th, the venue of which is subject to the admission notice. Those outside China should complete the online registration and take online courses. Information about off-line verification will be published later base on the visa restrictions. **All new graduate students shall submit the following documents for verification when coming to the university for registration:**

- A. The Admission Notice (Original);
- B. A valid passport and visa (Original and Copy);
- C. Degree Certificate of previous degree study (Original);
- D. Receipt of Group Comprehensive Insurance (Please check more information on the insurance section).

1.2 Exchange students

All exchange students shall log into [My SJTU Online Portal](#) to complete online registration on the specified time between September 2nd and 4th. If you cannot register on time, please ask the Student Mobility Office (isc.exchange@sjtu.edu.cn) for overdue registration. Overdue registration without permission is not accepted. The admission will be revoked if you fail to register within two weeks after the day of registration without the permission of the university.

Based on the regulations on pandemic prevention and control, students who travel from medium-risk or high-risk regions, including Hong Kong, Macao and Taiwan, shall pass the corresponding test or isolation to get access to the campus.

2 Tuition Payment

1) Tuition

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

2. Master's Program: 28,900 RMB/year; Doctoral Program: 45,500 RMB/year. For international students admitted in the special graduate programs with university scholarships (Master Program type II/Master Program type III) in Shanghai Advanced Institute of Finance, Antai College of Economics & Management and USC-SJTU Institute of Cultural and Creative Industry, China-UK Low Carbon College, School of Design, the scholarship will only cover the university's standard tuition of 28,900 RMB/Year for master's programs, and students will have to pay the rest of the tuition of these programs.



Tuition for Special Graduate Programs

School	Program	Tuition	Contact
Antai College of Economics & Management	Master of International Business	94,000 RMB/year	Tel: +86-21-52301031 +86-21-52305272 E-mail: join_antai@sjtu.edu.cn
	Master of Finance	94,000 RMB/year	
	Master of Professional Accounting	79,000 RMB/year	Tel: +86-21-52301031 E-mail: liuxfei@sjtu.edu.cn Tel: +86-21-52301352 E-mail: jingzhou@sjtu.edu.cn
	Master of Auditing	79,000 RMB/year	
USC-SJTU Institute of Cultural and Creative Industry	Journalism and Communication (Cultural and Creative Industry Management)	The tuition at SJTU is 108,000 RMB/year; Tuition and fees at USC should be paid based on the tuition rate of USC.	Tel: +86-21-34205059 E-mail: icci@sjtu.edu.cn
KoGuan Law School	LL.M. Program in Chinese Law	150,000 RMB/2 years	Tel: +86-21-62934433 E-mail: llmprogram@sjtu.edu.cn
School of International and Public Affairs	Political Science (China's Politics and Economy)	50,000 RMB/year	Tel: +86-21-62933095 E-mail: jjpeng@sjtu.edu.cn
	Public Management (China's Public Policy)	50,000 RMB/year	
School of Mathematical Sciences	Master's program in Applied Statistics	75,000 RMB/year	Tel: +86-21-54740173 E-mail: sjtumath@sjtu.edu.cn
China-UK Low Carbon College	Environmental Engineering Program(Low Carbon Environment)	80,000 RMB in total	Tel: +86-21-80160860 E-mail: ccliu@sjtu.edu.cn
	Power Engineering Program(Low Carbon Energy)	80,000 RMB in total	
School of Design	International Industrial Design Engineering(IIDE)	120,000 RMB in total	Tel: +86-21-54742134 E-mail: siyichen@sjtu.edu.cn

2) Payment time

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

Graduates: July 1 - August 20, 2020.

3) Payment method

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

Scholarship undergraduates (tuition waiver) need to pay 3,000 RMB, the whole amount which will be returned after registration. Please keep the payment voucher for the refund.

4) Contact

Student Affairs Office, International Student Center

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

Admission Office, International Student Center

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



3 Accommodation

3.1 On-campus accommodation

1) The Dormitory Buildings for International Students

Minhang Campus: Nanyang Bei Yuan, Dorm No.8 and Dorm No.9;

Xuhui Campus: Tao Li Yuan and Lianxing Building;

The equipment and facilities in dormitories vary from each other, however, basic furniture, air-conditioner, internet access, separate bathroom, and 24-hour hot shower are all provided.

2) Fees (unit: RMB Yuan/Person)

Campus	Dorm	Type	Semester stay (18 weeks)	Short-term stay
Minhang	Nanyang Bei Yuan	Single (Shared bathroom)	10080 Yuan	125 Yuan/day
		Single (Private bathroom)	12600 Yuan	155 Yuan/day
	Dorm No.8 Dorm No.9	Double	6600 Yuan	80 Yuan/day
Xuhui	Tao Li Yuan	Double	6600 Yuan	80 Yuan/day
		Single	10600- 11900Yuan	140-150 Yuan/day
	Lianxing Building	Single	9300 Yuan	120 Yuan/day

NOTE:

1. The accommodation fee for international students was approved by the second meeting of the Financial Leading Group in 2020.
2. The period of validity of the above-listed accommodation fee is between September 2020 and August 2022.

3) How to make a reservation

Students who need to apply for on-campus accommodation are required to make reservations online. The specific reservation information can be available from **August 20, 2020** on Study@SJTU website (<https://isc.sjtu.edu.cn>). The reservation portal is <http://dormnew.sjtu.edu.cn>.

4) FAQ

1. Can I move into the dormitory earlier than the registration day?

For new students who have successfully booked for the fall semester of 2020-2021, be sure to complete the registration process according to the school's arrangement before moving in. Students arriving before the specified check-in date are required to resolve their accommodation, during which period you must obey the off-campus accommodation regulations and relevant pandemic prevention requirements.

2. Where to check-in and how to get the registration form of temporary residence?

According to Chinese law, all international students must check in with valid credentials. The check-in and registration venue is listed as follows:

Campus	Venue	Working Hours	Contact
Minhang	Reception Desk of No.8/9 Dorm; Reception Desk of Nanyang Bei Yuan	8:30-11:30, 13:30-17:00, Monday to Friday	+86-21-54743346
Xuhui	Reception Desk of Tao Li Yuan	8:30-11:30, 13:30-17:00, Monday to Friday	+86-21-62933296

3. What should I do if I fail to make an online reservation?

The students without a successful online reservation will not be arranged for on-campus accommodation by the university. Therefore, students should look for off-campus accommodation on its own before arrival. We provide the following information for reference.

Note: There is no cooperative relationship between our school and the off-campus accommodation, and the authenticity and validity of the information cannot be guaranteed.

Type	Name	Address	Contact	Close to
Apartment	Goyoo	No.227, Humin Rd., Minhang	Link	Minhang
Apartment	Ziroom	No.368 Duhui Road	Link	Minhang
Apartment	Landsea	No.190, Yongpingnan Rd., Minhang	Link	Minhang
Hotel	Jingjiang Inn	No.319, Humin Rd., Minhang	Link	Minhang
Hotel	Academic Center	On Minhang Campus	+86-21-54740735	Minhang
Hotel	Ji Hotel	No. 445 Humin Road	Link	Minhang

Hotel	Hanting Hotel	No.955, Panyu Rd., Xuhui	Link	Xuhui
Hotel	Ibis Hotel	No.858, Panyu Rd., Xuhui	Link	Xuhui
Hotel	Xihua Business Hotel	No.1, West Huaihai Rd., Changning	Link	Xuhui
Hotel	Faculty Club	On Xuhui Campus	+86-21-62822757	Xuhui

4. How to get the registration form of temporary residence if I live off-campus?

Following the *Article 39 of The Exit and Entry Administration Law of the People's Republic of China*, where foreigners stay in hotels in China, the hotels shall register their accommodation in accordance with the regulations on the public security administration of the hotel industry, and submit foreigners' accommodation registration information to the public security organs in the places where the hotels are located. For foreigners who reside or stay in domiciles other than hotels, they or the persons who accommodate them shall, within 24 hours after the foreigners' arrival, go through the registration formalities with the public security organs in the places of residence.

For details, please refer to The Notice on the Off-Campus Accommodation for International Student of SJTU.

5. How do I commute between Xuhui and Minhang Campus?

The inter-campus shuttle bus service is provided for all students and teachers. It takes about 40 minutes on the road. An alternative to this shuttle bus would be public transportation such as metro line 5 and line 1 or city bus.

International Student Service Center is in charge of the reservation and arrangement of accommodation for international students. If you have any questions about accommodation, you are welcome to contact us by phone or E-mail:

Minhang Campus: +86-21-34203955, 34202734, issc_minhang@sjtu.edu.cn

Xuhui Campus: +86-21-62933305, 62933296, issc_xuhui@sjtu.edu.cn

3.2 Notice on the Off-Campus Accommodation for International Student

The student without a successful online reservation will not be arranged for on-campus accommodation by the university. Therefore, you should look for the off-campus accommodation in advance before your arrival if you fail to reserve a room on campus.

Following the *Article 39 of The Exit and Entry Administration Law of the People's Republic of China*, where foreigners stay in hotels in China, the hotels shall register their accommodation and submit foreigners' accommodation registration information to the public security organs in the places where the hotels are located. For foreigners who reside or stay in domiciles other than hotels, they or the persons who accommodate them shall, within 24 hours after the foreigners' arrival, go through the registration formalities with the public security organs in the places of residence.

By the relevant regulations of SJTU, you should complete residence registration by self-help declaration system for overseas personnel's accommodation registration in 24 hours in cases like 1) You currently live off-campus without registration in ISSC; 2) Your off-campus address has been changed; 3) You currently live on campus, however, plan to move out. If you fail to register your off-campus accommodation within the required time, you are responsible for any legalization punishment.

The operating step is listed as follows:

Step 1: Scan the QR-code or visit the [website](#);



Step 2: Select your document type and upload the required document and photo;

Step 3: Fill in your residence address and date of arrival/departure and check the letter of commitment and submit;

Step 4: Review the declaration result and print the form.

NOTE: If the system fails to verify your registration due to incomplete information or other technical reasons, please wait patiently as your case will be handled by our staff. If you need your registration form immediately or the system says “Fail”, you’re advised to visit the local police station for registration.

4 Health Insurance

Dear international students:

The relevant regulations of the Ministry of Education of the People's Republic of China and the Regulations of Shanghai Jiao Tong University for International Students require international students to purchase comprehensive group insurance in mainland China. The purchase instructions are as follows:

1) For non-scholarship students, if you're in China, please log on to www.lxbx.net to purchase Group Comprehensive Insurance, the policy of which will be required for on-site registration. Please be noted that students without valid Group Comprehensive Insurance will not be allowed to accomplish the registration procedure.

2) For non-scholarship students, if you're outside China, you don't need to purchase insurance for the moment. You're asked to log on to www.lxbx.net to purchase Group Comprehensive Insurance when the Chinese border opens.

3) For scholarship students, the Group Comprehensive Insurance will be purchased by the University or your scholarship provider.

Group Comprehensive Insurance

1. Name of the Insurance: Comprehensive Insurance & Protection Scheme for Foreigners Staying in China of Ping An Annuity Insurance Company, Ltd.

2. The fees of the Group Comprehensive Insurance: RMB800 for one year, RMB400 for half a year. Please click the [link](#) to get details.

How to purchase

1. Please log on to www.lxbx.net to purchase the insurance. The payment can be made via online payment. The specific purchase process is attached.

2. You are required to download and print the insurance purchase details including the insurance receipt and other insurance information to submit on the registration day.

3. If your information cannot be found in the system or you fail to complete the online payment, you may purchase the insurance on the registration day with the help of the International Student Service Center.



Contact

For more detailed insurance information, please see www.lxbx.net or call 24-hour customer service hotline 400-810-5119. You may also contact the International Student Service Center to consult with the payment procedure.

Xuhui Campus: issc_xuhui@sjtu.edu.cn, 021-62933305 (8:30-17:00, Mon.- Fri.)

Minhang Campus: issc_minhang@sjtu.edu.cn, 021-34203955 (8:30-17:00, Mon.- Fri.)

Insurance Claim

Please dial +86-4008105119 (24-hour, bilingual) as soon as possible in case of any health problems and emergencies to consult issues regarding the medical treatment, advance payment for hospitalization, insurance claim, and so on.

Payment Procedure

1. Visit www.lxbx.net, click on “Student check payment” and log in with “Passport Number” (Capitalize letters and delete non-characters, no space).
2. Select and verify your personal information.
3. Select preferred insured duration and fees: one year, RMB800. (Half-year is only for the non-degree students with study period less than 6 months)
4. Follow the instructions and complete the payment.



NOTE:

1. Payment can be made using Alipay, WeChat Pay, or overseas bank cards (MasterCard, Visa, American Express, etc.). Please make sure that the bank card can be used for online payment.
2. You are suggested to use Internet Explorer (IE) for the online payment. In case of webpage errors, it is advised to refresh the page or try another browser.
3. After the payment, please be sure to fill in the mailbox and download the electronic receipt for further verification.
4. The insurance takes effect in two weeks after the successful payment. The system will show the insurance policy number after its effectivity.

International Student Service Center, Shanghai Jiao Tong University
Unichina International Insurance Brokers (Beijing) Co., Ltd.

5 Visa and Residence Permit

5.1 Visa Application

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

1) For students outside China

1. Please comply with all relevant immigration laws and abide by the Chinese Embassy's policies to apply for an X1 or X2 visa at the local Chinese Embassy or Consulate with the following documents: valid passport, Admission Notice, Visa Application Form (JW202 Form), Physical Examination Report (if applicable).

2. When getting your passport back, please check your personal information on the visa page carefully. Since the original Admission Notice and JW202 form are needed for registration and further application for Residence Permit, please make sure that they have been returned to you.

3. Only X1 or X2 visa can be accepted for registration. Please come to China no more than one week to the registration date.

4. University only provides visa services for students who have already completed the registration procedure.

2) For students in China

Students in China shall register with a valid study visa (including X visa and Residence Permit), otherwise, they will not be able to go through the registration procedures.

How to apply for Student's Residence Permit

According to the Chinese laws and regulations, international students (study more than 180 days) must take physical examinations at a designated agency in China or verify the physical report from the home country. The Physical Verification Certificate will be used for the application for the student's Residence Permit.

SJTU can issue visa extension documents only for those who have completed the registration procedure. Students holding an X1 visa must apply for the Residence Permit within 30 days after arrival. Students who illegally reside due to the expiration of visas shall be liable for the consequences

and pay the fine themselves. If you plan to stay in China for more than 180 days, you will have to apply for the Residence Permit, the application documents for which are as follows:

1. Original passport;
2. Admission Notice;
3. Registration form Temporary Residence;
4. One passport-sized photo;
5. Physical Verification Certificate (Please refer to the section of Physical Examination) (the Certificate is not required if you currently hold the Residence Permit or the previous Residence Permit expired within three months);
6. Proof of funds (in case of need, Proof of funds shall be prepared by the student himself/herself. Generally, non-scholarship international students are required to provide a certificate of deposit of CNY 100,000).

Physical Examination

According to the Chinese laws and regulations, international students (study more than 180 days) must take physical examinations at a designated agency in China or verify the physical report from the home country. The Physical Verification Certificate will be used for the application for the student's Residence Permit.

Who needs to take the physical examination or verification?

- 1) students with X1 visa;
- 2) students with X2 visa and plan to stay for more than 180 days;
- 3) students who apply for the Residence Permit for the first time;
- 4) students who apply for the Residence Permit after its expiration for more than 3 months.

Documents needed (for reference only):

- 1) a valid passport and a copy of it;
- 2) Admission Notice;
- 3) the whole set of physical examination report taken in the home country (if available);
- 4) four passport-sized photos (2*2);
- 5) CNY 500 for examination and CNY 70-400 for verification (in case of need).

NOTE: An empty stomach to ensure the accuracy of the results. The doctors will verify all your obtained reports and records. In case of need, you might be asked to re-take the physical examination.

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

Address: 15 Jinbang Road, Changning District, Shanghai

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

Tel: 86-21-62688851 Reservation website: <https://online.shhg12360.cn/sithc>

NOTE: The explanation above is for your reference only. However, please be aware that the regulations are subject to change and you should check with the relevant authorities before making the reservation.

5.2 Miscellaneous

1) According to Measures for the Enrollment and Cultivation of International Students by Schools in Order No. 42 of the Ministry of Education Administrative, all international students studying in our school must hold a study visa.

2) SJTU will only issue the Application Letter for student's Residence Permit for international students who have completed the enrollment procedure.

3) International students holding visas or Residence Permit issued by other universities or colleges in China need to provide the Certificate of Study Completion or Transfer Certificate issued by the former universities or colleges.

4) International students are requested to pay close attention to the validity of entry visas to avoid early entry. Those who need to apply for Residence Permit after entering China with remarks on their study visa shall apply for the Residence Permit in the Exit-Entry Administration Bureau of Shanghai within 30 days from the date of entry. Otherwise, the risk of failure to apply for Residence Permit due to early entry will be borne by the students themselves.

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

6) Loss of Passport: The loss of a foreign passport must first be reported to the Police Station

closest to where the loss occurred with valid identification by oneself. A “Receipt of Report” will be issued by the Police Station; Obtain a Confirmation of Reporting the Loss of Passport from Exit-Entry Administration Bureau of Shanghai Public Security Bureau with the Receipt of Report issued by the police station; Apply for a new passport at your embassy or consulate in China with the Confirmation of Reporting the Loss of Passport; Register at the SJTU Service Center for Exit-Entry Administration within ten days after obtaining a new passport, and then apply for a new visa or Residence Permit at the Exit-Entry Administration Bureau of Shanghai Public Security Bureau. Please note that you must go back to the police station to renew your Registration Form of Temporary Residence.

7) Passport Renewal upon expiration: If an international student plans to renew or replace the passport in the Embassy of his/her home country in China, he/she shall apply to the Embassy 2 months before the expiration of the validity period of Residence Permit. When the new passport is issued, the student shall apply for the alteration of Residence Permit within 10 days after the issuance of the new passport.

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

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

Contact number:

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

E-mail: visa_is@sjtu.edu.cn

6 Opening day and orientation

All international freshmen are required to attend the online orientation. Please install the ZOOM software or application in advance. The time is subject to change as necessary. Please refer to the latest information on <https://isc.sjtu.edu.cn/> or WeChat official platform.

Type	Time	ZOOM Meeting
Graduates	13:30-15:00, September 6 th	Meeting ID: 93052343989 Code: 472076
Exchange students	13:30-15:00, September 6 th	Meeting ID: 93052343989 Code: 472076
Undergraduates	13:30-15:00, September 13 th	Meeting ID: 96824527599 Code: 554673

7 Laws, decrees and regulations

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

1) The related laws and regulations to prevent the risks caused by the epidemic

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

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

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

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

The People's Republic of China respects the freedom of religious belief of foreigners within the Chinese territory and protects and administrates the religious activities of foreigners within Chinese

territory by the law. Foreigners may participate in religious activities at lawfully registered Buddhist monasteries, Taoist temples, mosques, churches within the Chinese territory according to their own religious beliefs. However, international students are prohibited from conducting any missionary work, religious ceremonies, or similar activities on campus.

3) Law of the People's Republic of China on Penalties for Administration of Public Security

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

4) Fire Protection Law of the People's Republic of China

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

5) Road Traffic Safety Law of the People's Republic of China

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

6) Narcotics Control Law of the People's Republic of China

Narcotics Control Law of the People's Republic of China is formulated to prevent and punish drug-related illegal and criminal behaviors, protecting the physical and mental health of citizens and maintaining social order. The term "narcotics" as mentioned in this Law refers to opium, heroin, methamphetamine (ice), morphine, cannabis, cocaine, and other narcotics and psychotropic drugs which are under the state control and addictive.

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

1. smuggling, vending, transporting or manufacturing drugs;

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

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

1. International students must fulfill their obligations as follows: to comply with Chinese laws and regulations; to respect social order and good customs; to abide by the university management system and norms for student behavior; to maintain the reputation of the university; to fulfill other obligations under the laws and regulations in China.
2. For students who violate laws or university regulations, the relevant function department of Jiao Tong University will subject them to corresponding criticism and disciplinary sanction in accordance with Provisions of Shanghai Jiao Tong University for Penalties on Violation of Regulation, and such conduct will affect their scholarships application and student status assessment.
3. International students should handle procedures concerning visa or residence permit registration in accordance with the laws and regulations. If students still need to study or remain in China after expiration, such students should conduct the formalities for the extension before the expiry of their visa or residence permits.
4. The university respects national customs and religious beliefs of international students, following the principle of separation of education and religion. However, activities such as preaching and religious gatherings are strictly forbidden on campus. The students with religious beliefs should participate in religious activities in lawful religious sites outside the campus.
5. All International students should comply with the International Student Accommodation Regulatory Rules of Shanghai Jiao Tong University. The following acts are forbidden in the dormitory: usage of unpermitted electrical appliances, over-drinking of alcohol, fights, drug abuse, and religious rituals. The penalties for the violation of the Rules consist of three levels corresponding with the seriousness of the committed acts, i.e. written warnings, circulating a notice of criticism and cancellation of accommodation qualification. According to Provisions of

Shanghai Jiao Tong University for Penalties on Violation of Regulation, the violator of the university regulations will be reported and transferred to the relevant function department for further penalties. All students residing in the dormitory are required to provide adequate compensation for any loss or damage of lawful rights and interests of others or public property caused by the violation of the university regulations.

References

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

8 Academic Affairs

8.1 jAccount

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

Click the [link](#) to create jAccount.



8.2 Virtual Campus Card (V-Card)

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

How to activate my V-card

1

Scan the QR code below to get the V-card

2

Fill in the identity information and activate the card.

3

Turn on auto-deduction service.



How to use the V-card

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

How to check consumption records

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

NOTE:

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

8.3 Chinese Proficiency Report

SJTU offers Chinese language, Introduction to Chinese Culture and Contemporary China courses for international students. Due to COVID-19, it is not likely for us to organize a Chinese proficiency placement test this year. Instead, you are asked to report your Chinese level and we will enroll you in the corresponding class of Chinese and Introduction to Chinese Culture. Please follow the instructions listed below:

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

For graduates: Please note that all international students admitted into English-taught graduate programs are required to have Chinese language proficiency that is equal to or above level 3 of the “Chinese Language Proficiency Scales for Speakers of Other Languages” when graduating from SJTU. For all international graduate students, there are two compulsory courses that will be arranged based on your proficiency in Chinese, namely the Chinese language and Introduction to Chinese Culture. The former will be divided into four levels: Elementary (1), Elementary (2), Intermediate (1) and Intermediate (2), while the latter will be instructed in either Chinese or English. After completing the compulsory course of the Chinese language, students are also welcome to select more Chinese as elective courses, but please bear in mind that you are also required to pass examinations in elective courses.

For exchange students: SJTU provides six levels of Chinese language courses, namely Elementary (1), Elementary (2), Intermediate (1), Intermediate (2), Advanced (1) and Advanced (2) for exchange students. **Students of Intensive Chinese Language Program (汉语进修项目), please wait for further notice.**

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

Level code	Type	Current Chinese proficiency	Learning time	Estimated vocabulary (words)	Chinese language class	Introduction to Chinese Culture (for graduates only)
1	Graduates Exchange students	beginner or about HSK1	less than 3 months	0-150	Elementary (1)	in English
2	Graduates Exchange students	about HSK 2	about 6 months	about 300	Elementary (2)	in English
3	Graduates Exchange students	about HSK3	about 12 months	about 1000	Intermediate (1)	in English
4	Undergraduates Graduates Exchange students	about HSK4	about 18 months	about 2000	Intermediate (2)	in English
5	Graduates	about HSK5 but with no certificate	about 24 months	about 4000	Intermediate (2)	in English
6	Graduates	about or above HSK6 but with no certificate	over 24 months	about 6000 or above	Intermediate (2)	in Chinese
7	Graduates	HSK 5 (with certificate)	Students who have obtained HSK 5 or HSK 6 can apply to be exempt from taking the Chinese language course. Eligible students shall send a copy of the HSK 5 or HSK 6 certificate, together with the information page of his/her passport, and the admission letter to joeyjiang@sjtu.edu.cn by Aug 30th, 2020.		exemption	in English
8	Graduates	HSK 6 (with certificate)			exemption	in Chinese
9	Undergraduates Exchange students	about HSK5	about 24 months	about 4000	Advanced (1)	/
10	Undergraduates Exchange students	about or above HSK6	over 24 months	about 6000 or above	Advanced (2)	/

2. In case you have difficulty figuring out your level code by yourself, please add “wjchs1” (Prof. Wang Jun, School of Humanities) as a contact in WeChat. He will help to find out your level code via chat.

3. Please visit the following website to report your Chinese level by Aug 30th, 2020. In case you fail to report your Chinese proficiency level on time, you will be enrolled in the beginner level classes automatically.

Undergraduates	Graduates	Exchange students
Link	Link log in with your jAccount	Link
		

NOTE: Please contact us if you encounter any problems: isc.o@sjtu.edu.cn (undergraduate), joeyjiang@sjtu.edu.cn (graduate), isc.exchange@sjtu.edu.cn (exchange students).

8.3 Instruction for Undergraduate Freshmen to Purchase Textbooks

- 1) Undergraduate freshmen may purchase the textbooks in a group with the class, or purchase the textbooks required by the instructor.
- 2) Textbooks for Chinese and English courses should be purchased based on the result of class placement.

Booklist for some basic courses

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

Teaching Material Office: Qiu Shi Rd., Minhang campus (close to Xier Gate)

Working hours: 9:00-11:30, 13:30-15:30

NOTE: Please contact xuhh@sjtu.edu.cn or isc.o@sjtu.edu.cn to purchase the electronic versions of textbooks, in case you're outside China.



9 Scholarship

9.1 Annual Review

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

9.2 Scholarship Sign-in and Issuing

- 1) The scholarship will be issued after you arrive in China, completion of the registration procedure and through qualification review on site;
- 2) All scholarship students are required to complete semester registration and monthly sign-in to receive allowance and stipends. This regulation refers to all kinds of scholarships.

Sign-in and issuing arrangement for Fall AY 2020-2021

	Sign-in Date	Venue	Issuing date
Semester registration	September 5 th	A successful on-site registration is linked to a successful scholarship sign-in.	Scholarship for September and October Transfer before September 30 th , 2020
Monthly sign-in	October 12 th -16 th	School	Scholarship for November Transfer before November 10 th , 2020
	November 10 th -16 th	School	Scholarship for December Transfer before December 10 th , 2020
	December 10 th -16 th	School	Scholarship for January and February Transfer before January 10 th , 2021

Scholarship sign-in regulation

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

1) Semester registration

Those who can NOT come to China due to visa restrictions or complete on-site registration for some special reasons, please click the [link](#) or scan the QR-code below to submit a request for the late scholarship registration between August 24th and September 10th. ISC will send the approval results via email from September 11th to 15th.



2) Monthly Sign-in

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

NOTE:

- 1) The current regulation is specified in the pandemic period.
- 2) If the student breaks disciplines of the university, the scholarship will be suspended or canceled depending on the punishment level. For details, please refer to Shanghai Jiao Tong University International Student Scholarship Regulation.
- 3) All students should obey International Student Accommodation Regulatory Rules of Shanghai Jiao Tong University and other related regulations of accommodation subsidies for the international scholarship students. The living subsidies of those who live in dormitories but refuse to pay accommodation fees will be withheld for the deduction of the accommodation fee.
- 4) Those who suspend, quit the study, or graduate in advance, are required to return the rest of accommodation subsidies to the university. Accommodation subsidies are suspended during the study suspension. For the Chinese Scholarship Council (CSC) candidates, those who apply to suspend study must report to ISC in advance. ISC will report to the CSC for review.
- 5) Those who have doubts about scholarship issuance (living, accommodation, etc.), can contact the ISC within two weeks after the issuance of the scholarship. Any application later, will not be accepted. Email: isc.o@sjtu.edu.cn.

10 Transportation Guide

University Address

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

Minhang Campus: 800 Dongchuan Rd., Minhang District, Shanghai (Line 5 to Dongchuan Rd. Station and transfer to Bus Line Jiangchuan 7 to Jiao Tong University Station)

Qibao Campus: 2678 Qixin Rd., Minhang District, Shanghai (Metro Line 9, Qibao Station)

Luwan Campus: 227 Chongqing South Rd., Huangpu District, Shanghai (Metro Line 10, Xintiandi Station)

Changning Campus: 535 Fahuazhen Rd., Changning District, Shanghai (Metro Line 10 or 11, Jiao Tong University Station)

How to Arrive

To Minhang Campus

- 1) From Pudong Airport (PVG): Take airport bus Line 9 (CNY 24) and get off at the terminal station-Xinzhuang. Take Metro Line 5 to Dongchuan Rd. Station and transfer to Bus Line Jiangchuan 7 to Minhang campus.
- 2) From Shanghai Railway Station or South Railway Station: Take Metro Line 1 and transfer to Line 5 at Xinzhuang Station. Take Metro Line 5 to Dongchuan Rd. Station and transfer to Bus Line Jiangchuan 7 to Minhang campus.
- 3) From Shanghai Hongqiao Airport (SHA) or Hongqiao Railway Station: Take Bus Line Hongqiao Hub 4 from Ease Hongqiao Hub station to Dongchuan Rd. at Yongping Rd. Station.

To Xuhui Campus

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

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

11 The overall schedule for undergraduates

Date	For students in China	For students outside China
Within two weeks after the announcement of the admission result	Click the link to pay tuition online.	
Before July 30 th	Send an email to isc.o@sjtu.edu.cn to update your ID photo. Send an email to isc.o@sjtu.edu.cn , in case you have renewed your passport.	
Before study	Prepare for study; Click the link to Get your jAccount	Prepare for study; Click the link to Get your jAccount; Apply for a student visa when possible. Please refer to the notice by Chinese Embassies and Consulates overseas.
August 20 th	Click the link to get detailed information about the on-campus accommodation reservation.	
By August 30 th	Click the link to report your Chinese proficiency	
September 9 th -11 th	Online registration ; Click the link to purchase insurance	Online registration ;
September 12 th	Complete on-site registration (Under the premise of meeting the requirements of pandemic prevention and control); Check in the dormitory; Extend visa (if needed)	
September 13 th	Use ZOOM to attend online orientation (13:30); Register in the school. Keep in touch with the teacher and school coordinator for academic issues.	
September 14 th	Class begins	
		On-site registration after arrival; Click the link to purchase insurance; Check in the dormitory; Extend visa (if needed)

12 The overall schedule for graduates

Date	For students in China	For students outside China
By July 30 th	Send an email to isc.o@sjtu.edu.cn to update your ID photo. Send an email to isc.o@sjtu.edu.cn , in case you have renewed your passport.	
Before study	Prepare for study; Click the link to Get your jAccount	Prepare for study; Click the link to Get your jAccount; Apply for a student visa when possible. Please refer to the notice by Chinese Embassies and Consulates overseas.
By August 20 th	Click the link to pay tuition online.	
August 20 th	Click the link to get detailed information about the on-campus accommodation reservation.	
By August 30 th	Click the link to report your Chinese proficiency (log in with your jAccount)	
September 2 nd -4 th	Online registration ; Click the link to purchase insurance	Online registration ;
September 5 th	Complete on-site registration (Under the premise of meeting the requirements of pandemic prevention and control); Check in the dormitory; Extend visa (if needed)	
September 6 th	Use ZOOM to attend online orientation (13:30); Register in the school. Keep in touch with the teacher and school coordinator for academic issues.	
September 7 th	Class begins	
		On-site registration after arrival; Click the link to purchase insurance; Check in the dormitory; Extend visa (if needed)

13 The overall schedule for exchange students

Date	For students in China	For students outside China
Before study	Prepare for study; Send email to isc.exchange@sjtu.edu.cn , in case you have renewed your passport. Click the link to Get your jAccount	Prepare for study; Send email to isc.exchange@sjtu.edu.cn , in case you have renewed your passport. Click the link to Get your jAccount; Apply for a student visa when possible. Please refer to the notice by Chinese Embassies and Consulates overseas.
August 20 th	Click the link to get detailed information about the on-campus accommodation reservation.	
By August 30 th	Click the link to report your Chinese proficiency	
September 2 nd -4 th	Online registration ; Click the link to purchase insurance	Online registration
September 5 th	Complete on-site registration (Under the premise of meeting the requirements of pandemic prevention and control); Check in the dormitory; Extend visa (if needed)	
September 6 th	Use ZOOM to attend online orientation (13:30); Register in the school. Keep in touch with the teacher and school coordinator for academic issues.	
September 7 th	Class begins; Enrollment for undergraduate courses, link ;	
9 月 12 日	Enrollment for graduate courses, link ;	
9 月 14 日	Deadline for course dropping. Deadline for selecting undergraduate courses from other schools	
9 月 15 日	Deadline for undergraduate course enrollment	
9 月 18 日	Deadline for graduate course enrollment	
		On-site registration after arrival; Click the link to purchase insurance; Check in the dormitory; Extend visa (if needed)

Contact Us

International Student Center

Admission Office

	Telephone	Office	E-mail	Responsibility for
Undergraduate Admission	+86-21-54743244	New Admin. Bldg. B100A, Minhang	isc.d@sjtu.edu.cn	Registration of undergraduates

Student Mobility Office

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

Student Affairs Office

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

Graduate School, International Affairs Office

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

International Service Center

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

Service Center for Exit-Entry Administration

	Telephone	Office	E-mail	Responsibility for
Visa-related affairs and physical examination for international students	+86-21-62933818 +86-21-34206748 +86-21-34207946	New Admin. Bldg. B200, Minhang	visa_is@sjtu.edu.cn	Visa examination, residence permit application, physical examination

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

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

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

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