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## WINTER SEMESTER 2019/20 EXCHANGE STUDENT GUIDE

### ARRIVAL AND TRANSPORTATION

#### 1. The two ways of transportation from Pudong Airport to CDHAW & CDIBB

- ① Call the taxi directly, cost about 300RMB.
- ② Take the metro line 2 (Shanghai Pudong International Airport) and get off at the Jiangsu Road Station, and then to take metro line 11 (Jiangsu Road Station) and get off at the Shanghai Automobile City Station, and then you have to call a taxi to the campus, because it costs a few time if you just from the Shanghai Automobile City Station to the campus on foot with the luggage.

The Shanghai Metro website is <http://service.shmetro.com/en/>

#### More tips about metro line

From **Pudong International Airport (浦东国际机场) (line 2)** to **Shanghai Automobile City (上海汽车城) (metro line 11)** or **An Ting (安亭) (metro line 11)**.

- It takes about 3 hours and costs 10 RMB.
- Route of metro line 2 has two parts, the first part ends at Guanglan Road (广兰路) station. All the passengers have to get off there and take another metro line 2(direction East Xujing 徐泾东) on next platform.
- Please transfer to line 11 from line 2 at Jiangsu Road station (江苏路).
- There are two end station of line 11 (direction north), North Jiading (嘉定北) and Huaqiao (花桥). Please make sure to take the metro to Huaqiao (花桥), Shanghai Automobile City (上海汽车城) is the last fifth station and An Ting (安亭) is the last fourth station. There is only Chinese characters shown on the metro, please take the one with two Chinese characters(花桥) instead of three(嘉定北).
- Please go out of Shanghai Automobile City station (上海汽车城) from Exit 1. Jiading Campus is still about 3.5km away. Find a "Taxi" to drive you to Tongji, which costs about 16 RMB. It is difficult there to find an official Taxi at the station, but a "black" one. There are lots of "black taxis" at the station.
- At An Ting Station (安亭) there are official Taxis at a shopping mall square nearby. Please go out of An Ting Station from Exit 4, through the shopping mall to the square. It costs about 20 RMB by taxi.

#### Note:

The Jiading Campus is a little bit far from the city center, so it will cost some time to take the metro line.

There are two campuses in Tongji University, Jiading Campus (remote area) and Siping Campus (city center). CDHAW and CDIBB are mainly on Jiading Campus.

The more information about Tongji University, please see the link <http://www.tongji.edu.cn/>

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### The Address of CDHAW & CDIBB

JiShi Lou 2F  
Sino-German College of Applied Sciences (CDHAW & CDIBB)  
Jiading Campus of Tongji University  
No. 4800 Cao An Road  
201804, Shanghai  
China

### The Chinese Version Address of CDHAW& CDIBB

同济大学嘉定校区  
曹安公路 4800 号  
中德工程学院、职业技术教育学院  
济事楼 2 楼  
201804, 上海, 中国

## REGISTRATION for NORMAL STUDENT in CDHAW & CDIBB on JIADING CAMPUS

### 1. Registration Procedure

#### ① Registration Time

The registration dates are on **August 26 to 30, 2019**

**Time: 9:30—12:00 AM, 1:00—3:30 PM**

Place: Room.255 International Office, JiShi Lou

Teacher: Ms. LI Jingjing

E-mail: [lijingjing@tongji.edu.cn](mailto:lijingjing@tongji.edu.cn)

Tel: 0086-021-69583929

#### ② Bring the following documents with you

- Admission Notice issued by Tongji University (Original)
- Form JW202—Visa Application for Study in China (Original)
- Passport (Copy version)
- Visa (Copy version)
- Passport photo(1 photo)
- German Health Insurance-Krankversicherung (Original)
- Course Taking Form (Original)

#### Note:

If you could not enroll on time, please offer us a formal Delay Explanation in the written form with signature by E-mail at least two weeks before the registration time, the deadline is **August 12, 2019**, please E-mail: [lijingjing@tongji.edu.cn](mailto:lijingjing@tongji.edu.cn)

**For CSC (China Scholarship Council) student, please take care of the note.**

**You will go to Tongji International Student Office on Siping Campus to register at first, and then to CDHAW register later.**

**From this semester on, your admission notice paper will to be posted out to you directly from China Scholarship Council, not from CDHAW. For the more CSC admission notice paper in details, please contact with the responsible teacher Ms FANG Xiaozhi ([fangxiaozhi@tongji.edu.cn](mailto:fangxiaozhi@tongji.edu.cn)).**

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## 2. Physical Examination by Shanghai Entry-Exit Inspection and Quarantine Bureau

The new exchange students shall pass the Chinese official medical examination or certificate authentication in due time.

The official location for the medical examination or certificate authentication is Shanghai Entry-Exit Inspection and Quarantine Bureau.

### The Address of Shanghai Entry-Exit Inspection and Quarantine Bureau

No.15, Jinbang Road

Website for reservation: <https://61.152.215.248/sithcen/>

The Chinese Version address of Shanghai Entry-Exit Inspection and Quarantine Bureau

上海市出入境检验检疫局国际旅行卫生保健中心 金浜路 15 号

### Note:

Please remember to ask about **when and where** to take the physical examination result paper, and normally it will take 5 working days.

**For student with X1 visa, please take care of the note.** Considering the X1 visa with 30 days valid after the entrance, and that means **you have to make the physical examination reservation online at first, and have to reserve it during the time you are still in Germany.**

**For student with X2 visa, the physical examination is unnecessary.**

**Important reminder:** The Shanghai Entry-Exit Inspection and Quarantine Bureau has the fixed number every day, and you have to reserve online in advance. According to your arrival date, please reserve it at moment in case you couldn't exam it after you arrive in Shanghai.

**Physical Examination should be without breakfast (check in the morning) or lunch (check in the afternoon).**

### Documents required as below,

① For Medical Examination please bring

- Passport(Original and Copy version)
- Passport Photo(4 photos)
- Admission notice issued by Tongji University(Original and copy version)
- Medical Examination Fee 500RMB(2019 price)

② For Medical Certificate Authentication please bring

- Passport(Original and Copy version)
- Passport Photo(4 photos)
- Admission notice issued by Tongji University(copy version)
- All original medical examination certificates and results with the stamp of the local hospital out of China (including Foreigner's Medical Examination Records, Blood Test, etc.)
- Medical Examination Fee 500RMB(2019 price)

## 3. Application of Residence Permit to Shanghai Exit-Entry Administration Bureau

① For student who hold **X1 visa** should get Residence Permits within 30 days since entry to China.

No excuse will be accepted for the delay of their application for the Residence Permit. Those who fail to get the Residence Permit within the prescribed time will be punished by Public Security Bureau.

② For student who hold **X2 visa** and will study for a period less than 180 days.

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**According to the new policy from Shanghai exit and entry bureau, x2 visa couldn't change to residence permit, and just keep x2 visa during the study period.**

③ Documents needed for **x1 visa** to application of Resident Permit are as follows

- Application Form of Resident Permit to be provided by bureau
- Passport(Original and Copy version)
- Admission Notice Admission notice issued by Tongji University(Original and Copy version)
- Form JW202—Visa Application for Study in China(Original and Copy version)
- Health Certificate issued by International Travel Healthcare Center of Shanghai Entry & Exit Inspection and Quarantine Bureau-**The physical examination result paper**
- **Registration Form of Temporary Residence**(Original and Copy version)
- **Official Introduction Letter from Tongji University**  
**(Normal student will get the Introduction Letter from CDHAW-international office)**  
**(CSC student will get the Introduction Letter from Tongji--international office, Teacher Ms ZHANG Hongli will offer it, Room 705 of Zonghe Building on Siping Campus, the signal of A1 on the map of Siping Campus)**
- Passport Photo (1 photo)
- Application Fee 400—800RMB

**Note:**

**The below explain how to get Registration Form of Temporary Residence & Official Introduction Letter from Tongji University.**

**1. Registration Form of Temporary Residence**

It links with residence where you will live during study period. It depends on where you will live. There are two residence situations for you to choose, and you will read on late pages-Accommodation.

- Live on **Jiading Campus, the international student dormitory**, reception desk there will provide Registration Form of Temporary Residence.
- Rent **apartment** by yourself, police station near Jiading Campus will provide, and you should also **prepare documents below (a to f) to show to police station**, and then police station will provide Registration Form of Temporary Residence.

**The police station address of Jiading Campus: No.7285 North Jiasong Road-嘉松北路 7285号,Tel: 0086-021- 59595214**

- a. Copy version of Real Estate License (Haus Besitz Schein) to be **provided by the apartment owner** -房产证复印件
- b. Copy version of real Estate property owners' identification card to be **provided by the apartment owner** -产权人身份证复印件
- c. Copy version of renting contract-租房合同复印件
- d. Original passport-护照原件
- e. Record of living off campus for Tongji international students to be **provided by Tongji University**-校外住宿登记表
- f. **Original and copy version of Registration Form after arrival within 24 hours-入境人员住宿登记单原件、复印件** (the paper to certify where you are living **after arrival within 24 hours**. Please remember to do with it within 24 hours, or you will to be fined for payment.)

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## 2. Official Introduction Letter from Tongji University

**(Normal student will get the Introduction Letter from CDHAW-international office)**

**(CSC student will get the Introduction Letter from Tongji-international office, Teacher Ms ZHANG Hongli will offer it, Room 705 of Zonghe Building on Siping Campus, the signal of A1 on the map of Siping Campus)**

After you collect all the documents above, and then to **buy Chinese Health Insurance-Krankversicherung** and then to get Official Introduction Letter from Tongji University. You go to **Room 212 North Administration Building on Siping Campus (the signal of A3 on the map of Siping Campus)** for insurance payment (except Tuesday afternoon).

Price: one year until July 31, 2020 in China costs **800 RMB**, half year until January 31, 2020 in China costs **400 RMB**.

Teacher will give the **yellow invoice paper** after your payment, and **keep the invoice carefully**. The date you have brought it, and it's the date you are in insurance. And then two weeks later, you may check personal information in insurance system.

**So above all are the processes to prepare for application of Residence Permit to Shanghai Exit-Entry Administration Bureau.**

**For different districts in Shanghai have the Branch Offices of Exit and Entry Affairs. The office list is together with other documents attached.**

### ■ The address of Shanghai Exit-Entry Administration Bureau-Headquarter

No.1500 Minsheng Road, Pudong New District, Shanghai

Tel: 0086-021-28951900

The Chinese Version address of Shanghai Exit-Entry Administration Bureau

上海市出入境管理局 民生路 1500 号

**Transportation:** Take the metro line 2, and get off at Shanghai Science & Technology Museum station

### ■ The address of Jiading Branch of Exit-Entry Administration Bureau (around Jiading campus)

No.1190, Yongsheng Road, Jintaiyihe Building, East of ground floor

Tel: 021-60765289, 021-60765290

Opening time: Monday - Saturday, 8:30-11:30, 13:00-17:00

The Chinese version address of Jiading Branch of Exit-Entry Administration Bureau

嘉定区永盛路 1190 号金钛怡和大厦底楼东侧

### ■ The address of Yangpu district Branch of Exit-Entry Administration Bureau (around Siping campus)

No.605, Songhu Road

Tel: 021-22170246

Opening time: Monday - Saturday, 8:30-11:30, 13:00-17:00

The Chinese version address of Yangpu district Branch of Exit-Entry Administration Bureau

杨浦区淞沪路 605 号

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**Note:**

The Shanghai Exit-Entry Administration Bureau normally takes **7working days for residence permit.**

After hand over passport, please remember to ask about **when and where** to take back the passport with new Residence Permit.

Since the passport will to be submitted for residence permit, you have to go to Bureau of exit-entry Administration personally ask for a statement, which serves as **alternative paper of the passport** if you wants to travel inside China.

#### 4. Student ID Card

The use of exchange international Student ID Card is including catering service and certification, entering library but **without borrowing.**

- The student ID card will to be personally printed out from automatic machine with passport and study number. The printed machine is on the first floor of F-building, jiating campus.

### COURSES

For the courses of different majors in winter semester 2019/20, the courses will to be addressed by CDHAW & CDIBB professors.

Our CDHAW & CDIBB Educational Department and majors will arrange the specific class schedule. For the Chinese language course will to be addressed by The International School of Tongji, the courses will to be addressed by Chinese teacher. The specific class schedule will inform later with mail.

**Note:**

The specific class schedule, information, please contact with teacher **Ms. ZHANG Chunyan, who is in charge of International Student Education (course timetable, course choosing & confirmation, transcript, bachelor degree application & degree certificate)**

E-mail: [cyzhang@tongji.edu.cn](mailto:cyzhang@tongji.edu.cn) Room.255, Tel: 0086-021-69583929

### SEMESTER DATES AND DAILY TIMETABLE

#### 1. Semester Dates

	Summer Semester 2019
Arrival and Enrolment	February 21 to March 8, 2019
Intensive major courses with orientation session	February 25 to July 31, 2019
Exam Period	June 24 to July 5, 2019
Semester Break-Winter Holiday	August 1 to 31, 2019

#### 2. Chinese National Holiday in 2019

Mid-Autumn Festival—September 13, 14, 15 2019

National Day—October 1-7, 2019

New Year—January 1, 2020

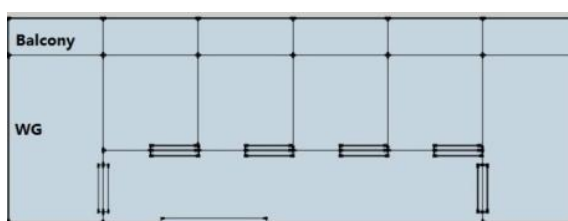
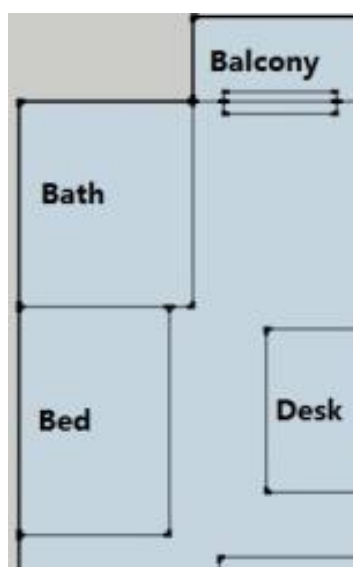
## ACCOMMODATION

International students should have Registration Form of Temporary Residence available within 24 hours after entering China, otherwise 2000-5000RMB to be fined for payment.

### 1. International Student Dormitory——Residence on campus

International students dormitory on Jiading Campus are newly built and will be offered to international students, which is located in Building 3, Peng Yuan on Jiading campus.

Kinds of Rooms	Accommodation Fee (Yuan/day)	Space(m <sup>2</sup> )
Single Room	45	13.77
Single Room(large) in WG	40	13.2
Single Room(Small) in WG	40	8
Double Room	35/person	19.8





**Note:**

Every room has bath and no kitchen. Each storey has one kitchen, shared by about 60 students. Laundry is in the basement. Cold water is free of charge, but one has to buy hot water, electricity over free amount. Bedclothes are offered in the dormitory.

The dormitory opens 24 hours each day.

**The dormitory will to be opened for living at earliest from August 19, 2019.**

**The dormitory doesn't accept the reservation before coming.**

Please take admission notice and passport to the dormitory.

Students will sign an agreement for at least one semester and meanwhile prepay the accommodation fee in cash for the whole semester. Please prepare sufficient cash with you.

After doing with the procedures as above, and you will get the **Registration Form of Temporary Residence** from the reception desk.

Once the student has signed the agreement and moved in, and one will not get the prepayment back if moved out earlier.

**2. Private apartment**

It costs about 3500 RMB/month for a private apartment with two bedrooms and simple furniture near the campus. Our Chinese student will help to offer some apartment information. You have to pay half a month rent as agency fee, one month rent as deposit, and prepay three months rent every three months. That means you have to pay 4.5 months rent (0.5 month rent as agency fee + 1 month rent as deposit + 3 months rent prepayment) when you sign the tenancy agreement.

**Please check with your bank the cash withdrawing limits daily of your credit card, because it**



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varies from different banks. It might be about 10,000 RMB/day from ATM in China.

**RESPONSIBLE TEACHERS IN CDHAW**

The director of CDHAW

**Prof. Dr. FENG Xiao** of Logistic Management

E-mail: fengxiao@tongji.edu.cn, Room.216 , Tel: 0086-021-69584732

The vice director of CDHAW

**Mr Oliver Schirmer**

E-mail: schirmer@tongji.edu.cn, Room.243 , Tel: 0086-021-33514022

The director of Mechatronics

**Prof. Dr. XIE Nan**

E-mail: xienan115@tongji.edu.cn, Room.246, Tel: 0086-021-69584734

The director of Building Technologies

**Prof. Dr. SHI Jie**

E-mail: shijie@tongji.edu.cn, Room.250, Tel: 0086-021-69584738

The director of Automotive Engineering & After-Sales Services

**Prof. Dr. Jin Wenrui**

E-mail: wruijin@tongji.edu.cn, Room.251, Tel: 0086-021-69584740

The director of Logistic Management

**Prof. Dr. ZHOU Chunyan**

E-mail: chunzhou@tongji.edu.cn, Room.248, Tel: 0086-021-69580246

**The English Version Address of International Office CDHAW & CDIBB**

Name

JiShi Lou Room.255

Sino-German College of Applied Sciences (CDHAW)

Jiading Campus of Tongji University

No. 4800 Cao An Road

201804, Shanghai, China

**The Chinese Version Address of International Office CDHAW & CDIBB**

同济大学嘉定校区

曹安公路 4800 号

中德工程学院、职业技术教育学院

济事楼 255 室

201804, 上海, 中国

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### TIPS IN THE END

- ① Sufficient cash for the first few days (deposit on rented accommodation, catering, physical examination, application for the Residence Permit, transportation, etc).
- ② Please read this student guide carefully, and it covers the detailed information for new first coming, and to print out one with you when come to CDHAW.
- ③ For student with X1 visa, please make the physical examination reservation online at first. You have to do with it during this time you are still in Germany. The Shanghai Entry-Exit Inspection & Quarantine Bureau offers the fixed number every day, and you have to reserve online in advance. According to your arrival date, please reserve it at moment in case you couldn't exam it after you arrive in Shanghai. You will have other things to do step by step for visa residence permit.
- ④ Please remember to have Registration Form after arrival within 24 hours.
- ⑤ If you want to live in the private apartment, it's really needs time, energy to find a satisfied apartment near the campus. Please sign a renting contract with landlord-apartment owner through the qualified renting intermediary.
- ⑥ From July 15, 2019 the winter holiday will begin, so the college staff will back to the office until August 26, 2019.
- ⑦ For opening ceremony will to inform later.
- ⑧ Please inform us quickly if you have the new passport or any personal information change during the study period in CDHAW.
- ⑨ Please take care the Tongji international student office official information on **WECHAT (number: isotju)**.