

WINTER SEMESTER 2015/16 EXCHANGE STUDENT GUIDE

ARRIVAL AND TRANSPORTATION

1. Pick Up at Shanghai Pudong International Airport

For this winter semester 2015/16, we will offer the taxi driver to pick up at Shanghai Pudong International Airport. Normally the date to pick up is as followed.

Date: September 7, 8, 2015

Time: 8:30—17:00 (All the pick up services are depend on the punctual flight arrivals without so much long long time delay or temporary landing at other airport.)

Place: Shanghai Pudong International Airport

Note:

If you are willing to have the picking up service on **September 7, 8, 2015**, please give us the detailed information about flight number, terminal and exact arrival time by E-mail: lijingjing@tongji.edu.cn before **August 20, 2015** (others we will take you go to CDHAW by yourself).

From July 20, 2015, the summer holiday begin, so we will back to the office until **September 7, 2015**.

2. The two ways of transportation from Pudong Airport to CDHAW

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 charaters(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 is mainly on Jiading Campus.

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

The Address of CDHAW

JiShi Lou 2F

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 CDHAW

同济大学嘉定校区

曹安公路 4800 号

中德工程学院

济事楼 2 楼

201804, 上海, 中国

REGISTRATION for NORMAL STUDENT in CDHAW on JIADING CAMPUS**1. Registration Procedure**

① Registration Time

The registration dates are on **September 9, 10, 11, 2015.**

Time: 8:30—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

Tel: 0086-021-69583929

② Bring the following documents with you

- Admission Notice issued by Tongji University(Original and Copy version)
- Form JW202—Visa Application for Study in China(Original and Copy version)
- Passport(Original and Copy version)
- Visa(Original and Copy version)
- Passport photo(2 photos)
- German Health Insurance-Krankversicherung (Copy version)

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 26, 2015, please E-mail: lijingjing@tongji.edu.cn

For CSC (China Scholarship Council) student, please take care of the note. You should go to Tongji International Student Office on Siping Campus to register at first, and then to CDHAW later.

REGISTRATION for CSC (CHINA SCHOLARSHIP COUNCIL) STUDENT on SIPING CAMPUS

The registration dates are on **September 7, 8, 2015**.

Time: 8:30—11:00 AM, 1:30—4:30 PM

Place: Room 705 of Zonghe Building on Siping Campus (The signal of **A1** on the map of Siping Campus)

Teacher: Ms. ZHANG Hongli

E-mail: iso-zhaosheng@tongji.edu.cn, istju@tongji.edu.cn

Tel: 0086-021-65983611, 0086-021-65988388

The address of Siping Campus No.1239 Siping Road

The Chinese Version address of Siping Campus is 四平路 1239 号

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: <http://www.sithc.com/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 do with it during this time you are still in Germany.**

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 600RMB(2014 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 200RMB(2014 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 150 days.

If you don't leave China to have international trips during the study period, physical examination and Residence Permits will not be necessary.

If you are to exit and reenter China after international trips during the 150-180-days period, physical examination and Residence Permits are to be required.

Note:

For student who with X2 visa, please take care of the note. If the valid days could totally cover the study period, and you also **don't plan the international trip** (including Hongkong, Taiwan, Macao), you may not do the physical examination and residence permit.

If you **do the residence permit for international trip with multiply entrances** during the study period, please take care the **expired date is not 150 days or 180 days as it has to be written on passport, and it will automatically change to the expired date on Tongji Admission Notice Letter.**

The deadline to change X2 to residence permit is on October 20, 2015, and after this date Tongji will not offer official interoduction letter (more details on page 5) any more.

- ◆ **Advantage:** Residence permit will be expired on January 31, 2015, X2 is valid for longer, 150 days after entry into China.
- ◆ **Disadvantage:** Residence permit allows multiple entries, but X2 visa only one entry, which means that you cannot leave Mainland China (the trip to Hongkong, Taiwan or Macao is not permitted as well), the visa expires after you leave Mainland China.

③ Documents needed for the 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** (To be provided by Tongji University, Teacher Ms GAO Pei, 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. About the four residence situations for you to choose, and you will read on late pages-Accommodation.

- ◆ Live on **Jiading Campus**, reception desk there will provide Registration Form of Temporary Residence.
- ◆ Live in **Jiashi Hotel**, CDHAW will help to do with Registration Form of Temporary Residence.
- ◆ Live in **Xietong Hotel**, 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**. If you live in **XIETONG Hotel**, reception desk there will provide. If you live in **JIASHI Hotel**, you may go to police station to have it. Please remember to do with it within 24 hours, or you will have at least 2000 RMB for fine payment.)

2. Official Introduction Letter from Tongji University

Place: Room 705 of Zonghe Building on Siping Campus (The signal of **A1** on the map of Siping Campus)

Teacher: Ms. WU Shucheng, in charge of Official Introduction Letter from Tongji University

After you collect all the documents above, and then to **buy Chinese Health Insurance-Krankversicherung (details on next page)**, 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, 2016 in China costs **600 RMB**, half year until January 31, 2016 in China costs **300 RMB**.

Teacher will give the invoice 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.

There are 3 places and ways to hand over documents as below.

■ **The address of Shanghai Exit-Entry Administration Bureau**

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**

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

Tel: 021-60765289, 021-60765290

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

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

■ **Tongji will invite Shanghai Exit-Entry Administration Bureau come to Siping Campus, but only one days**

Date: September 22, 2015, Time: 9:30-11:00, 13:30-15:00

Place: First floor on Multi-function Building on Siping Campus (The signal of **A1** on the map of Siping Campus)

Note:

From this time Shanghai Exit-Entry Administration Bureau has a new rule. That's for the Residence Permit has changed from **5 to 15 working days**.

That means you need to keep more time for application of Residence Permit to Shanghai Exit-Entry Administration Bureau.

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

Since your passport will be submitted for residence permit, you have to go to Bureau of exit-entry Administration personally for a statement, which serves as alternative of your passport if you want to travel during the weekends.

4. Student ID Card

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

Work Time: **Monday to Friday, 8:30—11:30, 13:30—16:00**

Place: Room 114, F-Building, on Jiading Campus

Tel: 0086-021-69584635

Documents Required,

- Passport(Original)
- Admission notice issued by Tongji University(Original)

5. Chinese Health Insurance-Krankversicherung

The international students are required to pay for the Chinese comprehensive insurance according to the regulations of the Chinese Education Ministry.

Details about the Comprehensive Insurance & Protection Scheme for Foreigners Staying in China of Ping An

Annuity Insurance Company, Ltd. Please see the detailed as followed.

Insure & Compensate ----- <http://www.lxbx.net/lxbx-eng.html>

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, 2016 in China costs **600 RMB**, half year until January 31, 2016 in China costs **300 RMB**.

Teacher will give the invoice 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.

COURSES

For the courses of different majors in winter semester 2015/16, the courses will be given by German professors. Our CDHAW Educational Department and majors will arrange the specific class schedule.

Note:

The specific class schedule will inform later in written form by Teacher **Ms. ZHANG Chunyan, is in charge of International Student Education (course timetable, course choosing & confirmation, transcript, bachelor degree application)**.

E-mail: cyzhang@tongji.edu.cn Room.255, Tel: 0086-021-69583929

SEMESTER DATES AND DAILY TIMETABLE

1. Semester Dates

	Winter Semester 2015/16
Arrival and Enrolment	September 9, 10, 11, 2015
Intensive major courses with orientation session	September 14, 2015 to January 8, 2016
Exam Period	January 11 to 22, 2016
Semester Break-Winter Holiday	January 23 to February 28, 2016

2. Timetable

Classes are usually held from Monday to Friday during the day time. Some courses will to be given in the evenings or on Saturday.

Period1: 8:00AM—9:40 AM

Period2: 10:00 AM—11:40 AM

Period3: 1:30 PM—3:05 PM

Period4: 3:25PM—5:00 PM

Period5: 6:30 PM—8:10 PM

3. Chinese National Holiday in 2015, 2016

Mid-Autumn Festival—September 26, 27, 2015

National Day—October 1-7, 2015

New Year—January 1, 2, 3, 2016

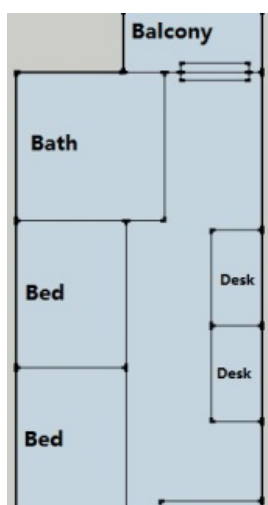
ACCOMMODATION

International students should have Registration Form of Temporary Residence available within 24 hours after entering China, otherwise 2000-5000 Yuan fine might be imposed. The way to get it is to be described on Page 4.

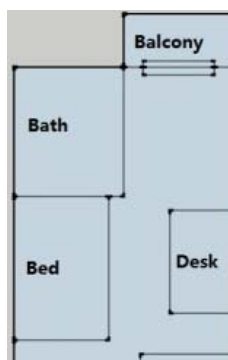
1. International Student Dormitory——Residence on campus

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 (Yuan/day)	Fee	Space(m ²)
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



Double Room



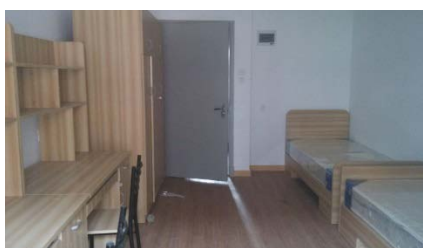
Single Room



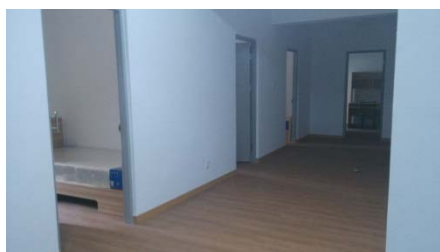
WG



Double Room



Single Room



WG



Big single room in WG



Small single room in WG

Note:

Every room has bath and no kichen. Each storey has one kichen, 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 dormiroty.

The dormitory will to be opened for living at earliest from September 1, 2015. The dormitory doesn't accept the reservation before coming. If you arrive earlier and will have more rooms choices.

Students with CSC scholarship will definitely have dormitory for free, but only in a double room with another CSC scholarship student. It is impossible to change it to a single room even if the students pay for it.

Please take admission notice and passport to the dormitory. The dormitory opens 24 hours each day.

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 the procedures above, and you will get the **Registration Form of Temporary Residence** from there.

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

2. Jiashi Hotel——Residence on campus

The single and double rooms are about 10-15 m², with bathroom but without kitchen.

Short term (less than 1 month)

- It costs 158 RMB/night with breakfast for Single Room, and 168 RMB/night with breakfast for Double Room.
- To pay 150% room rate as deposit in cash when check-in.
- Please take Tongji admission notice paper and passport when check in.

3. Xietong Hotel——Residence off campus (1000 meters away)

The address is No.4671 Cao An Road, TEL: 0086-021-59593316

The single and double rooms are about 20-25 m², with bathroom but without kitchen.

Short term (less than 1 month)

- It costs 160 RMB /night with breakfast for both Single and Double Room.
- To pay the total room rate with extra 200 RMB as deposit in cash when check-in.
- Please take Tongji admission notice paper and passport when check in.

4.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 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

Prof. Dr. CHEN Ming of Automotive Engineering & After-Sales Services

E-mail: chen.ming@tongji.edu.cn, Room.151, Tel: 0086-021-69583920

The vice director of CDHAW to in charge of German cooperation, company contact

Ms. Sabine Porsche

E-mail: porsche@tongji.edu.cn, Room.143, Tel: 0086-021-33514022

The director of Mechatronics

Prof. Dr. Xienan

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The director of Building Technologies

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The director of Automotive Engineering & After-Sales Services

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The director of Logistic Management

Prof. Dr. ZHANG Wenjuan

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The director of International Office

Mr. TAN Xiaoyun

E-mail: xiaoyuntan@tongji.edu.cn, Room.255, Tel: 0086-021-69583929

The director of College Affairs

Ms. GU Xin

E-mail: tjzdgcx1238@126.com, Room.256, Tel: 0086-021-69584739

Postal Address

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 CDHAW

同济大学嘉定校区

曹安公路 4800 号

中德工程学院

济事楼 255 室

201804, 上海, 中国

TRANSPORTATION

Transportation between Jiading Campus and Siping Campus

Destination	Bus Station
Jiading Campus	Bei An Kua Xian- at the main gate
Siping Campus	Bei An Kua Xian-on Guo Kang Road
The earliest time is 6:30AM, the latest time is 7:30PM, every half hour will have a bus	

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 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 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. You will have other things to do step by step for 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.