



Dear Students,

Welcome to Shanghai Jiao Tong University!

This is an exciting time as you begin or continue your college career.

Here are a few important instructions to help ensure your success!

2015.12



Step 1 Setting Your Life @ SJTU

Accommodation and Check In

All new students are allowed to check in a maximum of **3 days prior** to the registration date printed on the admission letter according to the relevant regulations of our university. For example, you are allowed to move into the dorm room on or after Feb.16, 2016, if your registration date on the admission letter is Feb.19, 2016. If you arrive before your allowed move in date, you will need to arrange to stay in a hotel near campus.

Students living on campus are required to check in and register for your room within 24 hours after arrival with your passport and admission notice. The information about housing check-in and registration is listed as below:



CAMPUS	CHECK-IN VENUE	OFFICE HOURS	CONTACTS
Minhang	Room 109, Dorm Building No.8	8:30-11:30 am, 13:30-17:00 pm, Mon. to Fri.	+86-21-34203955 issc_minhang@sjtu.edu.cn
Xuhui	Reception Desk, Asian Youth Center (Tao Li Yuan)	8:30-11:30 am, 13:30-17:00 pm, Mon. to Fri.	+86-21-62933296 issc_xuhui@sjtu.edu.cn

From the year of 2016, most of international students with a successful online reservation will be informed of their dorm room number before arrival. If you arrive during non-business hours, you are allowed to get the room key from the manager of your dorm building and move into the room in advance. You must check in on the next working day.

Students living off campus

By Chinese Law, all foreigners are required to register his or her address of accommodation with the local police station within 24 hours after arrival into China. Meanwhile, the students living off campus should register his or her address and local contact information with the International Student Service Center of SJTU as soon as possible. Information about the off-campus accommodation registration is listed as follows:

CAMPUS	REGISTRATION VENUE	OFFICE HOURS	CONTACTS
Minhang	Room B202-204, New Admin. Bldg. (新行政楼)	8:30-11:30 am, 13:30-17:00 pm, Mon. to Fri.	+86-21-34203955 issc_minhang@sjtu.edu.cn
Xuhui	Desk 6, Room 1001, Asian Youth Center (Tao Li Yuan) 桃李苑	8:30-11:30 am, 13:30-17:00 pm, Mon. to Fri.	+86-21-62933296 issc_xuhui@sjtu.edu.cn

If your residential address is changed, please notify the international student service center promptly.

The International Student Service Center of SJTU (Room B204, New Administration Building in Minhang Campus) is in charge of the reservation, arrangement and daily management of accommodations for international students. If you have any questions about your accommodation, you are welcome to contact us by phone or E-mail listed above.

For more details, please refer to the accommodation attachment.



Getting a mobile number in China

There are a few telecommunications companies in China. Each company has varying prices for the different packages available. You can sign up for a line at the official shops (营业厅) of these companies by bringing along your passport or identification documents. To ensure that you always have a working line, be sure to keep a positive balance in your account!

CAMPUS	TELCO SHOP NEARBY	OPERATING HOURS
Minhang	China Mobile 821 -829 Dongchuan Rd.(Opposite to the Campus Gate at the No.800 Dongchuan Rd.) 上海市闵行区东川路 821-829 号(交通大学东川路 800 号斜对面)	10am-6pm
	China Mobile 519 Xin Hua Road, No. 1 (新华路 519-1 号) 969 Zhao Jia Bang Road (肇家浜路 969 号)	10am-10pm
XuHui	China Unicom West Guang Yuan Road 45-5 (广元西路 45-5 号)	11am-10pm

Setting up a bank account in China

A bank account is very useful and convenient during your stay in China. There are bank branches in and around both campuses where you can set up your bank account. ATMs are also spread out around both campuses.

*Bank branches:

CAMPUS	BANK	LOCATION	OPERATING HOURS
Minhang Campus	Bank of China (BOC)	Next to Canteen 4 (第四餐饮)	9am - 5pm
	ICBC	Next to Canteen 3 (第三餐饮)	9am - 5pm
Xuhui Campus	Bank of China (BOC)	Exit the campus from gate 5 (Next to family mart)	9am - 5pm
	ICBC	Exit the campus from gate 5 (Next to family mart)	9am - 5pm



Transferring money from your home country to your bank account in China requires the bank account details which will be provided to you on the day you set up your account. However, do note that money transferred into the Chinese account may only be in USD, and the amount will be exchanged using the latest exchange rates of USD-> RMB.

The name for the Bank of China located inside Minhang Campus is listed below:

中国银行上海市交通大学支行

BANK OF CHINA, SHANGHAI JIAOTONG UNIVERSITY SUB-BRANCH

Step 2 Registration

(Please make sure you bring your passport, original copies of your admission notice, the certificate of your insurance, and the JW202 form.)

Step One: University-Level Registration

For those who arrive during the semester, please come to International Mobility Office of the International Student Center in Minhang Campus for registration.

Time: 8:30 am - 4:00 pm

Date: Feb. 19, 2016

Location: Room 809, New Administration Bldg.B ,Minhang Campus, No. 800 Dongchuan Rd., Shanghai 200240, China

Buddy Program: You will have a buddy from SJTU who will contact you before your arrival. This is a special program targeting international students which aims to help select courses and understand campus culture and life at SJTU. If you don't receive any messages, please contact our office.

International Mobility Office, International Students Center

Shanghai Jiao Tong University

Tel: +86-21-54744225

Email: isc.exchange@sjtu.edu.cn

Add.: Room 809, New Administration Bldg., Minhang Campus, No. 800 Dongchuan Rd., Shanghai 200240, China



Step Two: School-Level Registration

After finishing the university level registration, please refer to the department at the relevant school. For contacts of your school coordinators at SJTU, please refer to the page of the [SJTU Exchange Fact Sheet 2015](#).

Soft Reminder for Students Participating the Intensive Chinese Language Program:

This program is provided by the International Chinese Education Center which belongs to School of Humanities and is located at Engineering Hall, Xuhui Campus.

Please have the university level registration at International Student Center at first and then go to International Chinese Education Center for registration.

Registration time and date for students participating the Intensive Chinese Language Program

Time: 8:30 am - 4:00pm

Date: Feb. 18 and Feb.19, 2016

Location: Lobby of the Engineering Hall, Xuhui Campus

Step 3 Campus Card & Jaccount Application

Campus Card

Please come to the Information Center with your registration form showing your Student ID Number to receive your campus card. The cost of the card is RMB 20.

Xuhui Campus:

4th floor, Hao Ran High-Tech Building

Minhang Campus

1st floor, Information Tower & New Library



Soft Reminder:

Before applying for the card, students must finish your university registration first at the International Mobility Office and obtain your student number.

The Campus card is important for daily life on the SJTU campus. The campus card can be used to pay for your meals in the canteen and for the school bus travelling between the Xuhui and Minhang campuses. In some dormitories, the campus card is also required for your showers.

To top up your campus card: Your campus card can be topped up at the various top-up machines around the campus, both in Xuhui and in Minhang campus. You can find these machines at each canteen both in Xuhui and Minhang campus.

The mobile application “Alipay” can also be used to top up your card! However, should you top up your card with the “Alipay” application, do note that the amount you top up will not be reflected on your card immediately. The amount will be reflected only after you have made a purchase at one of the canteens.

Jaccount

After having registered at the university, students can apply for a JACCOUNT at the following website. The JACCOUNT credentials are used to log into the free Wi-Fi on both SJTU campuses.
<http://jaccount.sjtu.edu.cn/profile/apply.do>

Step 4 Course Selection

Enrollment in or withdraw from courses must be made **within the first 10 days** after the semester begins. If you have any questions or problems, you can always contact your buddy and academic adviser in your school.

Please attend trial courses as early as possible in the first week to make right decisions on time.



For undergraduate course information, please refer to the following website.

<http://ecc.sjtu.edu.cn/>

For Postgraduate course information, please refer to the following website:

<http://www.gs.sjtu.edu.cn/news/newShow.shtml?id=17274>

Step 5 Visa Information

X1 visa: long term study visa, for stay more than 180 days, required to be changed to a residence permit within 30 days upon arrival in China.

X2 visa: short term study visa, for stay less than 180 days.

Soft Reminder:

Most students holding an X2 visa only have single-entry permission (can only enter China one time). If you need to return during the valid period of the visa, you need to apply for a re-entry. If you hold an X2 visa and need multiple entry & exit during the exchange period, you should apply for residence permit within 30 days upon your arrival in China.

Documents required to apply for re-entry for X2 visas (provides one extra entry)

- A. Admission Notice
- B. JW 202 Form
- C. Visa/Stay Permit/Residence Permit Application Form
- D. International Students Visa Application Form (which is named in Chinese as“外籍学生办理签证申请函”)
- E. Temporary residence certificate

•Residence Permit

Students with X1 visa need to obtain residence permit (provides multiple entry) **within 30 days** upon their arrival in China



- A. Admission Notice
- B. JW 202 Form
- C. Visa/Stay Permit/Residence Permit Application Form
- D. International Students Visa Application Form (which is named in Chinese as“外国籍学生办理签证申请函”)
- E. Temporary Residence Certificate
- F. Medical Report

For more details, please refer to the attachment of student visa guidance.

Step 6 Insurance

Each student needs to submit a photocopy of their insurance certificate to the administrative staff on registration day. The insurance should cover your entire study period at SJTU. It is highly recommended that students without insurance should purchase insurance by visiting the following website from Feb.8 till Feb. 18, 2016.

<http://www.lxbx.net>

INSURANCE FROM CHINESE LOCAL COMPANY IS COMPULSORY FOR STAY OVER 180 DAYS!!!

For more details, please contact the **International Student Service Center**.

Minhang: +86-21-34203955; issc_minhang@sjtu.edu.cn

Room B202-204, New Admin. Bldg., Minhang Campus

Xuhui: +86-21-62933296; issc_xuhui@sjtu.edu.cn

Desk 6, Room 1001, Asian Youth Center (Tao Li Yuan)



Step 7 Orientation

New Student Orientation for Fall 2016 is designed to provide exchange students with an exciting introduction to Shanghai Jiao Tong University. Our staff will assist you by offering information and support to make the transition to schools and colleges as seamless as possible.

Date: Feb.20 2016

Time: 1:30PM

Venue: Room 418, New Administration Bldg. B, No.800 Dongchuan Rd., Shanghai

Everyone at SJTU is committed to working with you to make your college career a rewarding experience. We are always available to help you and answer your questions. We look forward to meeting you!





Transportation

PUDONG International Airport — Xuhui Campus

Option 1: By Taxi. It will take about 200 yuan during the daytime (5:00am to 11:00pm) and 250 yuan at the nighttime (11:00pm to 5:00am).

Option 2: Take the Metro Line 2, transfer to Line 1 at People's Square stop and take Line 1 to the Xujiahui stop (About 10 minutes' walk to Xuhui Campus). It will cost 7 yuan.

Option 3: Take the Airport bus line No.3, get off at Zhaojiabang & Tianping Rd. (Xujiahui-徐家汇) Get off, then take a taxi to Xuhui Campus. (About 15 minutes' walk to Xuhui Campus). It will cost 16-24 yuan.

PUDONG International Airport — Minhang Campus (About 50 km)

Option 1: By Taxi. It takes about 200 yuan during the daytime (5:00am to 11:00pm) and 250 yuan at night (11:00pm to 5:00am).

Option 2: Take the Airport bus line No. 7 which directly goes to the South railway station, then

Option (a): Take the Shanghai urban bus Line, No.180 and get off at Yongping Rd. & Dongchuan Rd. (永平路东川路).

Option (b): Take Metro Line 1 to the terminal (last) stop, Xinzhuang. Then transfer to Metro Line 5 to Dongchuan Road Station, and then take a taxi to Minhang Campus. (Walking takes about 20 minutes from Dongchuan Rd. station to the main gate.)

*** The Fare for Airport bus Line No.7 is 20RMB, there will be a bus every 10 - 25min. You can take the bus from the Pudong International Airport between 7:30 - 23:00; and from the South Railway Station between 6:30~21:30**

Option 3: Take the Metro Line 2, transfer to Line 1 at People's Square station. Take Line 1 to the terminal (final) stop, Xinzhuang station. Transfer to Metro Line 5 to the Dongchuan Road station, then take a taxi to Minhang Campus. (Walking takes about a 20 minutes from Dongchuan Rd. station to the main gate.)

Looking forward to meeting you here!