



上海交通大学
SHANGHAI JIAO TONG UNIVERSITY

GUIDE for SJTU
Exchange Students
2023 Spring

1 Registration

1.1 Students Registration

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 offer of admission from SJTU. Please contact our office (isc.exchange@sjtu.edu.cn) in advance, in case you need to register at a later date.

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.



Exchange students: between February 6th and 10th, 2023 (before 17:00, GMT+8).

On-site registration

After completing the online registration, students who are in China please complete the on-site registration. The specific time and place are as follows:

Time: 8:30-16:00, February 10, 2023(GMT+8)

Place: Minhang Campus Building 8/9, International Student Dormitory

Please note that all students that will be able to physically come to the university shall complete both online and on-site registrations. Others that will not be able to enter China due to visa shall only complete online registration and take online courses first. If there is any changes, the university will adjust relevant arrangements based on the actual situation and issue a notice in time.



2.Accommodation

2.1On-campus Accommodation and Booking Instructions

To whom it may concern:

Hello. Welcome to Shanghai Jiao Tong University. If you are going to apply for the international student apartment, please make your reservation online. Detailed information is as follows:

About Apartment Buildings for International Students

Building No.9 is located in the Minhang campus. Each room is shared by two students with a private bathroom, air conditioner and basic furniture. The size of the bed is 100cm*200cm, and bedding need to be prepared by yourself.

Note: No. 9 apartment building in the Minhang Campus is only available for international undergraduate students and university level exchange students who enter China for the first time (only in the fall semester of the 2022-2023 academic year).

Charging Standard for Accommodation

unit: yuan (RMB)/person

Campus	Location	Type	Accommodation Fee for a Semester (18 weeks)	Short-term Accommodation Fee
Minhang	No. 9 Apartment Building	Double room	6600yuan	80 yuan/day

Notes:

The charging standard was approved by the 2nd Financial Leadership Group Meeting in 2020.

The Spring Festival semester is from February 12, 2023 to June 18, 2023.

How to Reserve

- 1、Reservation Time: From 9:00 to 16:00 on February 10, 2023
- 2、Website: <http://dormnew.sjtu.edu.cn>
- 3、Username: Student Number (please refer to the offer)
- 4、Password: The last six digits of your passport number (for example, if your passport number is AK5123B4, the password will be 5123B4; if the passport number is shorter than six digits, 0 should be added before the first digit. For example, if your passport number is 1236, the password will be 001236; if you do not have a passport, the password would be your birthday in the form of YYYYMMDD)

Payment Instructions

You need to pay the accommodation fee in advance. Please pay attention that:

- 1、Full payment of the accommodation fee is required at the time of booking.

The reservation would only be valid after the payment.

2、 Online payment must be made at 16:00 on the day of booking, otherwise the system would be inaccessible automatically and the order will be invalid.

3、 You can pay the fee via Alipay, WeChat, or with a bank card with such logos as UnionPay, Master, Visa, American Express, etc. Please make sure your account has opened online payment service.

4、 If you pay by credit card through an international card organization channel such as Master, Visa or American Express, you will be charged a certain commission by the international card organization and bank. Therefore, it is recommended to pay via Alipay, WeChat or any bank card with the UnionPay logo so that you can enjoy a free handling fee.

5、 It is advisable to make reservation and payment via Internet Explorer. If any error occurs during the payment process, you can try to refresh the webpage or use another browser.

6、 Once the payment is finished, please wait until the page automatically jump to the “payment success page” . Click “Personal Center” and if you can see the paid order, it indicates that the reservation has been finished successfully.

Other Instructions

1. The earliest check-in date is February 10. Before moving into the dormitory, you must complete the registration and meet the requirements of the appropriate outbreak prevention and control regulations.
2. If the room you book is not available due to special circumstances, we will arrange a similar room for you.
3. Students who have made reservation successfully could not change room as long as the order is valid. **Please respect your roommate’s habits if you have chosen a double room.**
4. You can find the introduction of the international student apartment and the regulations of charges and other relevant in the help file on your personal web page. **You are deemed to have understood and agreed with the aforesaid information and regulations when you make the reservation.** You are expected to sign an accommodation contract with us before making the payment. Please carefully read and follow the provisions in the contract.
5. According to Article 8 in *Measures for Accommodation Management of International Student Apartment of Shanghai Jiao Tong University*, on-campus accommodation will be arranged on a first-come-first-served basis, depending on the timing of applications and availability of accommodation. which means **not all students' on-campus accommodation needs can be guaranteed.**
6. According to the decision approved by the 2nd Financial Leadership Group Meeting 2020, the accommodation fees for international students do not include bedding. You can go to the supermarkets around the campus for purchase. You can also buy bedding at the apartment. Please refer to the annex for detailed information about the bedding on offer at the apartment.
7. The receipt of accommodation fee can be downloaded and printed from the same website.

8. The apartments for international students on campus can only be fully booked according to the cycle (that is, fully booked for spring semester), and can only be accommodated after full payment. All applications requiring check-in before payment due to various reasons such as non-arrival of scholarship, lack of credit card, and lack of bank card will not be accepted. If you need to leave early due to reasons such as dropping out of school, suspension of school, you need to apply to the International Student Service Center for refund by mail at least five days in advance. The specific refund amount is actual payment amount - actual number of days of stay * short-term accommodation cost price. If the reservation cannot be checked in on time due to personal reasons, the refund application that has not completed the entire reservation period will not be accepted, so please book carefully.

If you have any questions, please feel free to contact the International Student Service Center. The contact information is as follows:

Minhang Campus: issc_minhang@sjtu.edu.cn, +86-21-34203955 (during working hours)

2.2 Information on Off-campus Accommodation

Students who will not successfully apply for an on-campus dormitory should prepare for off-campus accommodation in advance (the following off-campus accommodation locations are listed for your reference) and fill in the "Off-campus Accommodation Registration Form for International Students" (refer to the annex).

The following information is only for your reference

Type	Name	Address	Phone No.	Campus
Apartment	Longfor Goyoo Apartment	No. 227 Humin Road (Hanting Hotel)	+86-18918806693	Minhang
Apartment	Qiling Ziru Apartment	No. 368, Duhui Road	+86-17621631173	Minhang
Apartment	Leidingman Apartment	No. 190 South Yongping Road	+86-15601853340	Minhang
Hotel	JINJIANG Hotel	No. 319 Humin Road	+86-21-51101999	Minhang
On-campus hotel	Academic Activity Center	Inside Minhang Campus	+86-21-54740800	Minhang
Hotel	Ji Hotel	No. 445 Humin Road	+86-21-60292355	Minhang
Hostel	Hotel Ibis	No. 858 Panyu Road	+86-21-62838800	Xuhui
Hostel	Xihua Business Hotel	No. 1 West Huaihai Road	+86-21-52585656	Xuhui
On-campus hostel	Faculty Activity Center	Inside Xuhui Campus	+86-21-62822822	Xuhui
Hostel	Hanting Hotel	No. 955 Panyu Road	+86-21-64480808	Xuhui
Hostel	Boxuelou Hotel of SJTU	No. 1859 Huashan Road	+86-21-31200354	Xuhui

Our school has no cooperative relationship with off-campus accommodation. The above information is for reference only.

Off-campus Accommodation Registration Form for International Students

According to the Article 39 of 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.

In order to facilitate our international students to register for accommodation, the following procedures have been introduced in consultation with the Shanghai Public Security Administration.

Registration Process:

Option 1. On-site Registration——“One-door” on-site registration in the student service center

Place: Window 6, 1st Floor, Student Service Center, Minhang Campus, Shanghai Jiao Tong University

Time: Monday to Friday 8: 30 - 17: 00

(Available Time During Summer Vacation: Tuesday and Thursday 8: 30 - 17: 00)

Tel: 021-54743550 (Transfer to 223 According to the Prompt Tone)

Option 2. On-line Registration——Scan the following QR code and register according to requirements.

Step 1: Scan the QR Code;



Step2: Choose ID type (passport), and upload the information page of passport and your portrait;

Step3: Fill in your address and dates of arrival and departure, and check the letter of commitment and submit;

Step4: Check the result and print the electronic Registration Form.

2.3 Q&A

1. What are the international student apartments equipped with?

No. 8&9 Apartment Building: Located in Minhang Campus of Shanghai Jiao Tong University (close to university hospital), it's an international student apartment with six floors. All rooms are with double beds with independent bathrooms, air conditioners, free campus network and essential furniture. The size of the bed is 1.0 m *2.0 m.

2. Can I book a room on the other campus?

Reservations can only be made within your campus, not across campuses.

3. How can I travel between Xuhui Campus and Minhang Campus?

We provide shuttle buses between Xuhui and Minhang campuses with fixed bus stops. A one-way trip between the campuses usually takes about 40 minutes. You can also choose the subways (Line 5 and Line 1) or buses.

4. I'm not sure whether I can enter China for registration next term. Should I book a room on the campus?

Students who are not able to enter China can apply for accommodation on campus after arriving. Do not book in advance.

Contact us:

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

5. Can I change the room after booking?

Students who have successfully booked a room normally are not allowed to change the room during the booked period. If you choose a double room, please be aware of and respect the habits of your roommate.

6. Can I check in to the campus apartment ahead of time?

After completing the semester registration, the earliest check-in date for the dormitory is February 10th, 2023. Students who arrive before the stipulated earliest check-in date or fail to complete the semester registration must resolve their accommodation by themselves.

7. How can I get the Registration Form of Temporary Residence for Foreign Visitors?

Students living on the campus need to register and check in with your valid ID credentials at the reception.

Students living in apartments or rented houses outside the campus can refer to the Accommodation Registration Form for Overseas Students of Shanghai Jiao Tong University.

Students living in hotels outside the two campuses shall register and check in according to the rules and regulations as the hotels require.

8. Where can I find the service of luggage storage during winter vacation?

For luggage storage, please contact:

3. Insurance

Dear international students:

According to relevant regulations by the Ministry of Education of the People's Republic of China and *Management Regulations for International Student of SJTU*, international students **studying in Chinese mainland** are required to purchase "Comprehensive Medical Insurance & Protection Scheme for Foreigners Staying in Chin" in Chinese mainland. Please pay attention that students without this insurance or other valid insurances will not be allowed to register for the new semester after arriving in China.

Insurance introduction

1. Insurance name: Comprehensive Medical Insurance & Protection Scheme for Foreigners Staying in China
2. Insurance premium: RMB 800 per year, RMB 400 per half year.
3. For more information on specific terms, insurance responsibilities, settlement of claims, etc., please visit www.lxbx.net to check out and download relevant documents.
4. Recommended website for purchasing the insurance: www.lxbx.net

Purchase instructions

1. **International students in Chinese mainland** should purchase the insurance by themselves every year (800 yuan/year). The insurance needs to cover the entire semester at the time of registration. In addition, for **scholarship students whose scholarship is within the validity period**, after the insurance is successfully purchased, the insurance premium will be transferred to their bank accounts along with the scholarship.
2. **Overseas international students** should purchase the insurance one day before entry to ensure that the insurance has taken effect upon entry.

How to purchase



1. Please visit www.lxbx.net to purchase the insurance online. The purchase process is attached below.

2. Students without this insurance or other valid insurance certificate will not be allowed to register for the new semester after arriving in China. **Please purchase the insurance in time.**

Special Remind

1. This insurance does not cover claims for medical expenses outside Chinese mainland.

2. As the insurance data is synchronized to the university database at 24:00 every day, you need to complete the insurance purchase one day before the registration date.

How to Contact

1. For further information on the insurance, please visit www.lxbx.net. In case of any health problems and emergencies, please dial 4008105119 (24-hour, bilingual) as soon as possible.

2. For insurance premium transferred to scholarship students, please contact International Student Development Center by isc.o@sjtu.edu.cn or 86-21-34203849.

3. If you have any other problems, please contact International Student Service Center by issc_minhang@sjtu.edu.cn, or 86-21-34203848.

Insurance Claim

1. You can consult issues on medical treatment, advance payment for hospitalization application, etc.

2. Regarding reimbursement for medical expenses, if your totally payment is under 50000 RMB, please upload all the treatment documents through mobile terminal to claim settlement. There is need to send original documents.

3. You can visit www.lxbx.net to check out and download relevant documents.

Attachment 1: Insurance Payment Process

Attachment 2: Instruction of Obtaining Electronic Receipt



附件 1: 保险支付流程(Attachment 1: Insurance Payment Process)

Online payment Instruction.

网上支付看这里
轻松缴费我帮你

PC端
PC terminal

Step. 7 支付完成
Payment completed

Step. 6 支付
Pay

Step. 1 登录留学保险网
Login to lxbx.net

Step. 5 信息确认
Confirm info

Step. 2 输入证件号码和验证码
Passport number and verification code

Step. 4 查看详情
View detail

点击浏览
Read and click each box

Step. 3 方案选择
Choose plan

服务支持热线
Customer Service

400-810-5119

 来华留学生保险

Online payment Instruction.

网上支付看这里
轻松缴费我帮你

 **手机端**
Mobile terminal

Step. 1

扫描二维码或
浏览器访问留学保险网
Scan the QR code or
input lxbx.net into your
browser



Step. 2

点击登录
Click to login



Step. 3

输入证件号码和验证码
Passport number and
verification code



Step. 4

选择学校和方案
Choose school
and plan



Step. 8

获取凭证
Get receipt



Step. 7

支付
Pay



下一步
Next step

Step. 5-1

立即缴费
Pay now



Step. 6

信息确认
Confirm info



Step. 5-2

点击浏览
Read and click
each box

下一步
Next step



附件 2：保险电子收据获取指引

Attachment 2: Instruction of Obtaining Electronic Receipt

保险凭证获取指引

Instruction of downloading insurance receipt

Step.1

扫描二维码或访问留学保险网
Scan the QR code or input lxbx.net



Step.2

点击“我的订单”
Click "My order"



Step.3

输入证件号码和验证码
Passport number and verification code

留学保险
留學保險

输入证件号码

输入验证码

登录

Step.4

发送或下载保险凭证
Download insurance receipt
or send it to a email address



4. Visa and Residence Permit

4.1 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.

4.1.1 Visa Application for International Students

(1) International 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. Please remember to bring the following documents:
 - (1) Valid, regular passport
 - (2) *Admission Notice*
 - (3) *Visa Application Form* (JW202 Form)
 - (4) Physical Examination Report (if needed)
2. When you receive your passport and the Chinese visa, **please make sure that the embassy or consulate returns the *Admission Notice* and JW202 Form to you.** These are important documents which you will need to submit at the Shanghai Exit-Entry Administration Bureau when you deal with your visa conversion (to residence permit) inside China.
3. University only provides visa service for students who have already undergone registration. **It is compulsory that you hold an X1 or X2 visa to enter China, before the registration date.** As a student, you cannot enter China without first having a valid visa.
4. **The school can only apply for Residence Permit for international students who have completed the enrollment procedures**

(2) International students in China must register with a study visa (including X visa and the student's Residence Permit), otherwise they will not be able to go through the enrollment procedures.

International students who are in China shall go to Shanghai International Travel Healthcare Center for health examination before registration. (more details in 4.1.4).

4.1.2 Shanghai entry reminder

- (1) According to the Wechat official account news released in Shanghai, it will be

implemented from 0:00 on June 30, 2022. For inbound personnel, "7-day centralized isolation medical observation +3-day home health monitoring" will be implemented

(2) For all international students entering on an X1 study visa, to ensure that you can complete your study permit within 30 days, please visit the Shanghai International Travel Health Care Center's website (<https://online.shhg12360.cn/sithc>) according to the time that your actual quarantine ends, and make an appointment for medical examination in advance (the medical examination report will take 4 working days to collect), which will be used to apply for the residence permit of study category.

4.1.3 Application for Student's Residence Permit

(1) The school can only apply for Residence Permit for international students who have completed the enrollment procedures. Students entering the country with the **X1 visa** must apply for the Residence Permit **within 30 days**. Students who illegally reside due to the expiration of visas shall be liable for the consequences and pay the fine themselves. If you stay in China for more than six months, however, you will have to apply for a residence permit.

(2) International Student Visa Application Online Guide

International students who have finished the registration process can apply for "Visa Application Letter" online through "my.sjtu.edu.cn" or "交我办 APP".
(scan the QR code below)



To make your visa application, you are required to prepare the following documents:

- ✧ **Passport Photo page and visa page (Original and Copy)**
- ✧ **Visa Application Letter for International Students in Shanghai issued by SJTU(color printing)**
- ✧ **One passport photo (2 inches by 2 inches)**
- ✧ **The original and one copy of Registration Form of Temporary Residence for Visitors**
- ✧ **Admission Notice**
- ✧ **JW201/202 Form issued by SJTU**
- ✧ **Certificate of Verification of Physical Examination Record for Personnel from Overseas(You do not need to provide the residence permit if your previous one have not expired for more than 3 months (Except for the students who have not done the medical check during their study in high school in China))**
- ✧ **Proof of Funds (Proof of Funds shall be prepared by international students, which might be needed for visa application. Generally, non-scholarship international students are required to provide a certificate of deposit of 100,000 yuan according to the entry and exit requirements of Shanghai).**

4.1.4 Physical Examination

According to Chinese laws and regulations related to international travelers, incoming international students must take physical examination at a designated agency in China (or traveler's own physical report must be examined and verified). The Physical Verification Certificate will be used for the application for student's Residence Permit.

1. Who needs to take the physical examination or verification?
 - (1) International students with X1 visa.
 - (2) International students with X2 visa, and will be studying for over six months in China.
 - (3) International students who apply for residence permit for the first time.
 - (4) International students whose residence permits have expired for 3 months, and have to re-apply for it.
2. Documents needed (For reference only):
 - (1) Valid regular passport and a copy
 - (2) *Admission Notice*
 - (3) The whole set of physical examination report for verification (for those who have had physical examination taken in their own country)
 - (4) 4 passport-sized photos (2"×2")
 - (5) Around RMB 500 for physical examination or RMB 70 – 400 for verification.

NOTE: Before doing the physical examination, you should keep an empty stomach. Besides, students who need verification of their own physical examination document must submit: All original copies of physical examination report (hospital sealed) (Physical Examination Record for Foreigners, Blood Test Report, etc.) (If the student has taken physical examination abroad). The health center shall issue the Certificate of Verification (For Physical Examination Record for Foreigners or Overseas Chinese) to students whose examination record accords with the requirement. If a student does not meet the requirements, (s) he shall make a supplementary examination or carry out a new health examination. After passing the examination, the health center shall issue the Certificate of Verification (For Physical Examination Record for Foreigner or Overseas Chinese).

3. 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 am - 11:00 am.

Tel: 86-21-62688851

Reservation website: <http://sithc.chinaport-sh.com.cn>

★ 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 prior to making arrangements.

5. 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 visa 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 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

1) 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;
- 2) 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;
 - 3) Apply for a **new passport** at your embassy or consulate in China with the **Confirmation of Reporting the Loss of Passport**.
 - 4) Register at the SJTU Service Center for Exit-Entry Administration within ten days after obtaining **new passport**, and then apply 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 prior to 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 with the SJTU International Student Development Center to confirm the reapplication for a study visa.

Note: SJTU’s implementation of visa policy is subject to the official notice of Exit-Entry Administration Bureau of Shanghai Public Security Bureau. If you have any question about your passport and visa, 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. 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 legal 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
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7. Academic Affairs

7.1 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 create your account. Meanwhile, you will get a SJTU email as username@sju.edu.cn. Please keep the password properly. [Link](#) to create jAccount.



7.2 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 V-card

1. "Me"->"Cards & Offers"->"Campus Card".
2. Open the campus code and add it to "Pined Mini Program".
3. Drag WeChat homepage and open the V-Card in Mini Program.
4. You can quickly reopen V-Card in mini program when drag 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. After 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 in 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 get lost, you can ask your friends to help you freeze your account by "Me"->"Settings"->"Account Security"->"Help Friend Freeze Account". Thus, 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.

7.3 Chinese Proficiency Report

7.3.1 Notice on Chinese Language Course

SJTU offers Chinese language, Introduction to Chinese Culture and Contemporary China courses for international students. For the Chinese proficiency placement test, 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:

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 taking intensive Chinese Language Program (汉语进修项目) at school of Humanities, please wait for further notice.

Type	Current Chinese proficiency	Learning time	Estimated Chinese characters Known (hanzi)	Chinese language class
Exchange students	beginner or about HSK1	less than 3 months	0-150	Elementary (1)
Exchange students	about HSK 2	about 6 months	about 300	Elementary (2)
Exchange students	about HSK3	about 12 months	about 600	Intermediate (1)
Undergraduates Exchange students	about HSK4	about 18 months	about 1000	Intermediate (2)
Undergraduates Exchange students	about HSK5	about 24 months	about 1500	Advanced (1)
Undergraduates Exchange students	about or above HSK6	over 24 months	about 2000 or above	Advanced (2)

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

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

Please visit the following website to report your Chinese level by February 10th,

2023. In case you fail to report your Chinese proficiency level on time, you will be enrolled in the beginner level classes automatically.

Exchange students

<https://wj.sjtu.edu.cn/q/HTRD5Abc>



NOTE: Please contact us if you encounter any problems: isc.exchange@sjtu.edu.cn

8.Scholarship

8.1 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 on the student's performance through 3 online procedures: student self-assessment, college/school review and university review. The scholarship may be adjusted, suspended or cancelled, based on the all-round performance of the student.

8.2 Scholarship Sign-in and Issuing

- 1) The scholarship will be issued after your arrival 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 2023-2024

	Sign-in Date	Venue	Issuing Date
Semester Sign-in	Linked to semester registration	A successful on-site semester registration is linked to a successful scholarship sign-in	Scholarship of March & April Issued before March 30th, 2023
Monthly Sign-in	April 10th-14th	School	Scholarship of May Issued before May 10th, 2023
	May 12th-16th	School	Scholarship of June and Accommodation Fee (2023.09-2024.01) Issued before June 10th, 2023
	June 11th-14th	School	Scholarship of July & August Issued before July 10th, 2023

8.3 Sign-in rules

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

Monthly Sign-in

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

NOTE:

Scholarship students in China:

1. Issuing Principle: Semester & monthly scholarship issuing requires sign-in first and then distribution. If you do not sign-in on time, the scholarship will be suspended, and the scholarship will NOT be reissued.

(1) A successful semester registration is linked to the semester sign-in.

(2) After the semester sign-in is completed, scholarship students must go to their school for monthly sign-in. The monthly scholarship issuing list is subject to the sign-in list submitted by the school. If you encounter problems with the monthly sign-in, please contact your school.

2. Notes:

(1) If a scholarship student is disciplined by the university, the scholarship will be terminated or canceled according to the rules and regulations. For details, please refer to Measures of Administration for International Student Scholarships of Shanghai Jiao Tong University.

(2) Scholarship students who apply for study suspension, drop out or graduate early must give back the accommodation subsidy issued in advance.

(3) The scholarship will be suspended during the study suspension period. Study suspension of Chinese Government Scholarship students must be approved by the China Scholarship Council; if it is denied, the scholarship will be canceled, and students will be changed to self-funded students when returning to school.

(4) For scholarship issues, please contact the Academic Office of the International Student Center via isc.o@sjtu.edu.cn.

III. The Ministry of Education and the Shanghai Municipal Education Commission



may adjust the scholarship policies at any time according to the national epidemic prevention and control policies and other reasons; Shanghai Jiao Tong University will implement the government's latest guidelines.

9. 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 (Metro Line 5 to Dongchuan Rd. Station and transfer to Bus Line Jiangchuan 7 to Jiao Tong University Station, Metro Line 15 to Zizhu Hi-tech Park Station)

How to Arrive

To Minhang Campus

1) From Pudong Airport (PVG): Take airport bus Line 9 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: 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.

From South Railway Station: Take Metro Line 15 to Zizhu Hi-tech Park Station

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.

Contact Us

International Student Center



Student Mobility Office

	Telephone	Office	E-mail	Responsibility for
Inbound Exchange students	+86-21-34203803	New Bldg. Minhang Admin. B809,	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

International Service Center

	Telephone	Office	E-mail	Responsibility for
Minhang Affairs (Activities, Housing, Insurance, etc.)	+86-21-34203955	New Bldg. Minhang Admin. B204,	issc_minhang@sjtu.edu.cn	Dormitory reservation, check-in, insurance
Xuhui Affairs (Activities, Housing, Insurance, etc.)	+86-21-62933305	Taoliyuan Xuhui 1007,	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	+86-21-34207946	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 form.

Student Mobility Office		isc.exchange@sjtu.edu.cn
Antai College of Economics and Management	LIU Xunfei	liuxfei@sjtu.edu.cn
	XIONG Manwen (MBA)	xiongmanwen@sjtu.edu.cn
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	HAN Hai Lihan (Graduate Exchange)	h.han5@sjtu.edu.cn
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	ZHAO Zhiyi	zhao_zhiyi@sjtu.edu.cn
School of Media and Communication	ZHANG Lutong	zhanglutong@sjtu.edu.cn
School of Naval Architecture, Ocean and Civil Engineering	TIAN Yulin (Undergraduate Exchange)	scarletyulin@sjtu.edu.cn
	GAO Yi(Graduate Exchange)	gaoyi229@sjtu.edu.cn

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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