Good day!

Congratulations on being admitted to Fudan University, and starting your new and exciting campus life here. In order to help you finish all the registration procedures smoothly and adapt to your university life as soon as possible, we made this registration guide. All information mentioned in this booklet is very important to your university life. Please read carefully.

All freshmen, including medical students, must arrive at Fudan University to register on September 1, 2012. Otherwise, you will miss the orientation, which will affect your future campus life.

I. Preparation

1. Get your student number

   Please visit ISO website (iso.fudan.edu.cn) after August 5, 2012 to check your student number. When you know the student number, you may use the email address (12XXXXXXXXXX@fudan.edu.cn) in Fudan University. Username is your student number, and
password is the last six numbers of your passport number (non-numeric character should be replaced by 0).

Many important information will be sent to your university email address, please check every day.

2. Visit the Welcoming Portal for Freshmen (www.freshman.fudan.edu.cn)
From July 25, 2012, you may visit the Welcoming Portal for Freshmen. Download the 2012 Fudan University Teaching Scheme for Undergraduate Students to get information about teaching plan, curriculums and required credits, etc. Please also visit the website of Academic Affairs Office (www.jwc.fudan.edu.cn) to check the regulations for undergraduate students. You are suggested to read some relevant books of the courses in advance in order to get well prepared for your future study.

Your user name of the Welcoming Portal for Freshmen is your application number which can be found on the top right side of the admission notice, and the password is the last six numbers of your passport number (non-numeric character should be replaced by 0). You may also use your student number as the username.
3. Check information regarding registration
   After August 25, you may visit the Welcoming Portal for Freshmen to check your class number, the names of your counselor and tutor, and get the schedule of the orientation.

II. Registration
   All freshmen must arrive at Fudan University to register on September 1, 2012. If you cannot come because of sickness or emergency, you should contact ISO in written in advance. When your request is approved, you may postpone the registration for at most two weeks. If you don’t appear on time without contacting ISO in advance, your admission will be cancelled.
   How to contact International Students Office:
   Fax: +86-21-65117298
   E-mail: studyfudanbk@fudan.edu.cn

1. Registration schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sep 1 (Saturday)</td>
<td>Register at International Students Office</td>
<td>International Students Dormitory 57 Wudong Rd</td>
</tr>
</tbody>
</table>
Register at College Room 3104, No.3 Teaching building, Handan Campus (near to the Main Gate)

2. Documents needed for registration:
   A. Original and copy of Admission Notice
   B. Original JW202 form (visa application form)
   C. Valid passport (you must enter China with valid visa on this passport, or you cannot register)
   D. Diploma of final education (Diploma, IB Diploma, A-level Certificate, or STPM Certificate, etc.)
   E. Fudan University Foreign Students Registration Form (please fill it in, sign, and stick a passport photo)

III. Schedule of Orientation

<table>
<thead>
<tr>
<th>What to do</th>
<th>When</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Meeting</td>
<td>Sep 2, 10:00</td>
</tr>
<tr>
<td>Room 3104, No.3 Teaching building</td>
<td></td>
</tr>
<tr>
<td>Instruction on Course Selection</td>
<td>Sep 3</td>
</tr>
<tr>
<td>Course Selection on Computer</td>
<td>Sep 3 and Sep 4</td>
</tr>
<tr>
<td>Event</td>
<td>Date</td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>------------</td>
</tr>
<tr>
<td>Confirmation of Course Selection</td>
<td>Sep 7</td>
</tr>
<tr>
<td>Freshmen Orientation Meeting</td>
<td>Sep 5</td>
</tr>
<tr>
<td>Purchasing Textbooks for Common Courses (8:00-17:00)</td>
<td>Sep 6</td>
</tr>
<tr>
<td>Purchasing Textbooks for Specialized Courses (8:00-17:00)</td>
<td>Sep 8 and Sep 9</td>
</tr>
<tr>
<td>Taking Photo for E-Campus Card</td>
<td>Sep 3 – Sep 6</td>
</tr>
<tr>
<td>Opening Ceremony</td>
<td>Sep 7</td>
</tr>
<tr>
<td>Beginning of Classes</td>
<td>Sep 10</td>
</tr>
</tbody>
</table>

Please prepare yourself according to the requirements. When you register, your counsellor will hand out relevant materials. Please read them carefully.

If you have any questions during the registration period, please feel free to contact International Students Office for help.

International Students Office (Handan Campus) is located at the east of the Science Library and south of the Security Office.
Visa and Residence Permit for New International Students

An international student may only enter or exit China, study and live in China with valid passport and visa or residence permit.

I. Entry Visa

Please apply for a student visa (X visa) in your local Chinese embassy or consulate with your valid passport, the Admission Notice and the JW202 or JW201 form (visa application form). Please consult the embassy or consulate for other documents required.

II. Residence Permit

1. An X visa is only valid for thirty days, and may only be used for one entry. Students holding X visa need to apply for residence permit in the following 30 days after the entry. Students with a valid residence permit may exit and enter China multiple times freely.

2. Where to apply for a residence permit or visa:

   Exit-Entry Bureau of Shanghai Public Security Bureau

   Address: 1500 Minsheng Rd, Pudong, Shanghai

   Office hours: Monday to Saturday

   9:00—11:30, 13:30—16:30
3. During the registration period of the new semester, the Exit-Entry Bureau of Shanghai Public Security Bureau will come to Fudan University to accept residence permit applications; please go to apply for residence permit with all necessary documents.
Dates: September 17\textsuperscript{th}, 20\textsuperscript{th} and 25\textsuperscript{th}
Location: Foreign Students' Dormitory (57 Wudong Rd)
The above information is only for reference; if there is any change, it will be posted on the ISO website.

4. Documents needed for residence permit application (For reference only):

( 1 ) a valid passport

( 2 ) Admission Notice

( 3 ) JW202 or JW201 form (visa application form)

( 4 ) Physical Examination Record for Foreigners ( provided by the Shanghai Entry-Exit Inspection and Quarantine Bureau, International Travel Healthcare Center )

( 5 ) The Introduction Letter for Foreign Students ( provided by International Students Office )
( 6 ) One passport-sized photo

( 7 ) Residence permit application fee (800 RMB);

( 8 ) Temporary Residence Registration Form
**Tuition, Accommodation, and Insurance**

During registration period, each student should pay tuition, accommodation fee and buy insurance. Please be sure to pay before or on September 1\textsuperscript{st} at latest.

1. **Tuition**

Tuition is paid annually. You may choose online payment or pay on site in cash or by credit card on September 1\textsuperscript{st}.

<table>
<thead>
<tr>
<th>Humanities</th>
<th>Sciences</th>
<th>Medicine/Arts</th>
</tr>
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<tbody>
<tr>
<td>23000RMB/Year</td>
<td>26000RMB/Year</td>
<td>42000RMB/Year</td>
</tr>
<tr>
<td></td>
<td></td>
<td>75000RMB/Year (M.B.B.S)</td>
</tr>
</tbody>
</table>

If you fail to pay tuition before the registration deadline because of a certain reason, you may pay later only under approval from International Students office. But you will need to pay a late fee which equals to 5\% of the tuition. The extended period is two weeks from the date of registration.

Students may register only after tuition fees have been paid. Students who fail to register within the first two weeks after the registration date will be considered as a waiver of admission.
2. Accommodation Fee
Please refer to page 14 *Check-In at Foreign Students Dormitory.*

3. Insurance
Please refer to page 21 *Insurance for International Students.*
Please pay the insurance fee **on site in cash** when you come to register.

4. Online Payment
If you would like to pay online, please visit http://iso.fudan.edu.cn/wszf.htm and follow the instructions to pay after August 15.

5. Payment in Cash
If you would like to pay in cash, you can only pay on September 1.
Please change the foreign currency into Chinese currency (RMB) in a bank before the payment.

6. Payment by Card
During the registration period, payment by using bank card or credit card of China Union Pay, VISA and MasterCard is accepted. But you need to pay in cash for the insurance.
7. Tuition Refund

Within the first two weeks after the registration day, if you decide to drop out, you may get the tuition refund. But if it is after the first two weeks, you will have no refund. The refund will be calculated in Chinese currency (RMB).
Online Room Reservation for New Students

All freshmen, including medical students, will study at Handan Campus for the first year (No 220, Handan Road, Shanghai). If you want to live in the Foreign Students Dormitory, you need to reserve a room online.

Reservation period (Beijing Time):
9:00 a.m. Aug. 14, 2012 till 9:00 a.m. Aug. 17, 2012

Please visit http://iso.fudan.edu.cn/en/house.htm to reserve.

Dorm Introduction

Read the notices carefully

Fill in and check your personal information

Choose your room and submit your reservation

Pay prepaid accommodation fee online

Check whether your reservation request is accepted

Check whether the payment for prepaid accommodation fee is successful

Reservation is successful

Check-in at the dorm on the reserved date

Pay the rest accommodation fee online
Attention:

1. *Introduction to Foreign Students Dormitory, Notice on Room Reservation* and *Accommodation regulations of Foreign Students Dormitory* on ISO website are important documents. Please read them carefully before your room reservation.

2. You may only reserve a room by using your student number, and it is also the inquiry number to check your reservation status. Please visit ISO website after Aug. 5 for your student number according to the application number on the top right of your admission notice.

3. When reserving a room, please select a check-in date. The room will be kept *only for three days* from the check-in date; if you fail to check in on time without contacting ISO in advance, your reservation will be cancelled.

4. All students living in the dorm are not allowed to check out or change the room within one semester.

5. After your reservation, if you choose not to live in the dorm, the prepaid accommodation fee will not be refunded. Please think over before your reservation.

6. Reservation hotline: +86-21-65643407
   Fax: +86-21-55076831
   Email: xs_zhou@fudan.edu.cn
Check-in at Foreign Students Dormitory

1. Students who have successfully booked a room may check in at Foreign Students Dormitory (57 Wudong Rd) with Admission Notice on the specified check-in date. If you arrive before the agreed check-in date, we cannot assure you the room.

2. If you fail to book a room, you may come to the reception desk of the dorm with your admission notice to check availability. If there are vacant rooms, you may get a room at that time.

3. Accommodation Fees:

   Single room: 45 RMB per day (sub-building)
               80 RMB per day (main building)
   Double room: 55 RMB per day

   Accommodation period is from your check-in date until January 19, 2013. You are required to pay accommodation fee for the whole semester all at once. Please calculate the total amount and prepare for the payment in advance.

4. When check-in, a room deposit of 200 RMB will be required. The deposit will be refunded when check-out by showing the receipt, so please keep your receipt very well.

5. Bedclothes are not provided in Foreign Students Dormitory, please prepare by yourself. You may buy in the convenient store inside the dorm or in supermarkets nearby.
6. The reception desk is 24 hours open. You may check-in at any time when you arrive.

Tel: +86-21-55076825 or + 86-21-65643407
**Hotel/Hostel in the Campus or Vicinity**

Students who were unable to book a room in the dorm, or who wish to live off-campus, can get information or find somewhere to stay in the hotel or hostel in the campus or vicinity.

1. Tonghe International Students Center  
   Address: No.2, Lane.28, Wu Dong Road  
   Tel: +86-21-65105187  
   Website: [www.tohee.com](http://www.tohee.com)  
   (need to reserve in advance and pay deposit)

2. YanYuan Hotel of Fudan University  
   Address: No.270, Zheng Tong Road  
   Tel: +86-21-65643600

3. ZhengDa Hotel of Fudan University  
   Address: No.220, Han Dan Road  
   Tel: +86-21-65642249  
   [http://www.fdsm.fudan.edu.cn/zd/](http://www.fdsm.fudan.edu.cn/zd/)

4. Hostel of Fudan University  
   Address: No.1, Lane.260, Guo Nian Road  
   Tel: +86-21-65643289
Physical Examination or Verification for New International Students

I. International students who need to have a physical examination or verification:
   1. International students with X visa
   2. International students with F visa but will study in China for more than 6 months.
   3. International students with valid residence permit but were under 18 years old when the residence permit was issued

II. Where to have physical examination or verification:
   1. Shanghai Exit-Entry Inspection and Quarantine Bureau, International Travel Healthcare Center
      Address: No.15, Jinbang Rd, Changning District, Shanghai (near Hami Rd):
      Office hours: Monday to Friday 8:00—11:00
      Hotline: +86-21-62688851
      Reservation website: www.sithc.com
   2. During the new students’ registration period, International Travel Healthcare Center will come to Fudan University for the physical examinations and verification. There will be staff helping to reserve the time for physical examination or verification and pick the report during the registration period.
Tel: +86-21-65643407/65643406  
Time: Sep 3 – Sep 6  
(You may know the specific time when you reserve.)  
Location: 4th Floor, East Sub-Building, Guanghua Tower  
3. Students who need to have physical examination or verification after the above mentioned dates should visit www.sithc.com to reserve online and go to Jingbang Road for physical examination or verification.  

III. Documents needed for physical examination or verification  
(for reference only):  
1. Admission Notice  
2. Valid passport and photocopy of passport  
3. Four passport-sized photos  
4. All physical examination reports for verification, including all lab test results (for those who have had physical examination at home countries)  
5. Around RMB 80-600 for physical examination or verification
Off-Campus Accommodation for International Students

All foreigners living in Shanghai should register in local police station for their temporary residence. Foreigners staying in hotels will get Registration Form of Temporary Residence provided by the hotel. International students living off-campus should register in the police station within 10 days after entering China and within 24 hours after moving into an apartment.

The registration procedures are as following:

1. Sign a contract with the landlord and ask the landlord to provide a security license for the apartment.
2. Fill in Off-Campus Accommodation Registration Form for Foreign Students of Fudan University when you come to register.
3. Go to International Students Office with the contract and completed off-campus accommodation registration form. The form will be signed and stamped, and the second page will be given to you.
4. Go to local police station with your passport, copy of your passport, one passport-sized photo, contract, Security License (provided by the landlord) and the second page of the off-campus accommodation registration form. The local police station will issue you the Registration Form of Temporary Residence.
Attention:

(1) It is advised that international students should ask the landlord to provide Security License when signing a contract, in order to ensure your own safety. Without the Security License, maybe the local police station will not issue you the Registration Form of Temporary Residence.

(2) We would like to remind you to rent an apartment under reliable source and complete all related procedures in accordance with the law.

(3) Students living off-campus should pay the rent on time, in order to avoid unnecessary legal disputes.

(4) During your study at Fudan University, if you change your address, you should go through the same procedures mentioned above again.
Insurance for International Students

In order to assure the safety of international students during their studying periods, and in accordance with the relevant regulations from Ministry of Education of China, all international students are required to purchase a compulsory insurance named “Comprehensive Insurance & Protection Scheme Plan for Foreigners Staying in China”.

This insurance costs 600 RMB per academic year.

Please be prepared to buy the insurance in cash when register.

For detailed information about this insurance, please refer to Brief Introduction to Ping An Annuity Insurance Company, Ltd. Comprehensive Insurance & Protection Scheme for Foreigners staying in China which is sent along with the admission package.
Regarding Study

If you encounter any problems in your study, please contact your tutor, counsellor or the staff who is responsible for academic affair in your school or department for help.

I. Registration and Examination Center

There is a Registration and Examination Center in the university. It is responsible for many academic affairs closely related to a student’s study. The responsibilities of the center include:

- registration
- re-issuing student ID card
- issuing Certificate of Study Status for undergraduate students
- helping in selecting courses, dropping courses, and retaking courses
- helping in selecting courses at other universities
- other tasks related to exams

Address of Registration and Examination Center:
1st floor, North Building, Computer Center, Handan campus

In addition, all news and information related to teaching activities and student status can be found on the website of Academic Affairs Office (http://www.jwc.fudan.edu.cn), so please visit the website frequently.
Please read all documents or materials distributed by the university carefully. In addition to study, each student should learn how to solve problems as well in the university. You should therefore be familiar with the regulations and procedures of the university, and know where to consult and seek help in solving problems.

II. Important Websites
There are a few websites that all students should pay regular attention to while studying at Fudan. There is frequently published and updated information which is directly related to your studies and campus life on the websites. We suggest that all students visit the websites very often.

1. Mailbox of Fudan University
   Mail.fudan.edu.cn
2. Fudan University
   www.fudan.edu.cn
3. Academic Affairs Office
   www.jwc.fudan.edu.cn
4. International Students Office
   iso.fudan.edu.cn
5. Fudan University Portal
   www.portal.fudan.edu.cn
6. website of the student’s school or department
E-Campus Card and WiFi

1. E-campus Card
   E-campus card can be used at the campus dining hall, convenient shop and library, etc.

1) Photo-taking
   Please consult your counselor for the specific date and place for taking photo.

2) Recharging your account
   For on-campus consumption, you can deposit money into your account of e-campus card at the cashier’s window of the dining hall.

2. WiFi
   In most teaching areas on campus and libraries, you can use WiFi (fduwireless). Username is your student number on the e-campus card, initial password is the last six digits of your passport number. Substitute letters with number 0, e.g. for passport number A123B5678C, the initial password is 056780.
   If you have further inquiry about WiFi, please contact the Information Office of Fudan University:
   Tel: 86-21-65643207,
   Email: urp@fudan.edu.cn.
Getting to Fudan University

The university does not offer airport or train station pick-up service; please find your own way to arrive the university.

I. Handan Campus, Fudan University
   No. 220, Handan Road, Yangpu District, Shanghai
A. From Pudong International Airport to Handan Campus:
   1) Take Airport Bus Line 4, get off at Guoding Road and then transfer to a taxi. (around 35 RMB)
   2) Take a taxi. (around 180 RMB)
B. From Hongqiao International Airport to Handan Campus:
   1) Take Metro Line 10, get off at Wujiaochang or Jiangwan Stadium and then transfer to a taxi. (around 20 RMB)
   2) Take a taxi. (around 110 RMB)
C. From Shanghai Railway Station to Handan Campus:
   Take a taxi. (around 50 RMB)

II. Foreign Students Dormitory (Handan Campus), Fudan University
   No. 57 Wudong Road, Yangpu District, Shanghai
A. From Pudong International Airport to Foreign Students Dormitory:
   1) Take Airport Bus Line 4, get off at Guoding Road and then
transfer to a taxi. (around 35 RMB)

2) Take a taxi. (around 180 RMB)

B. From Hongqiao International Airport to Foreign Students Dormitory:

1) Take Metro Line 10, get off at Wujiaochang or Jiangwan Stadium and then transfer to a taxi. (around 20 RMB)

2) Take a taxi. (around 110 RMB)

C. From Shanghai Railway Station to Foreign Students Dormitory

1) Take a taxi. (around 50 RMB)

2) Take Metro Line 3, get off at Jiangwan Town and then transfer to a taxi. (around 15 RMB)

★When taking a taxi, we recommend only riding in taxis that are clearly marked and can be assumed to be legal taxis. Pay according to the amount on the meter, and be sure to keep the receipt in case of problems or lost items. The above fares are for regular traffic conditions; if there is a traffic jam, or if you are taking the taxi at night, the fare will be higher.
Life in Shanghai

1. Financial Service
   It is advised that you exchange some RMB cash on your arrival in Shanghai. You can find some banks providing currency exchange service at the exit of the airport. It is reasonable for you to keep several hundred RMB at hand for daily use.
   Many banks in Shanghai provide currency exchange service. You can exchange foreign currency for RMB conveniently.
   Cards issued by most of the international credit card organizations can be identified by the ATMs in China. Among them, the most widely acceptable ones are VISAs and Master Cards. Some others, such as American Express, Diners, Discovery and JCB are also acceptable, but can only be identified by a few ATMs in the city center. Therefore, we suggest you take a VISA card to China.

2. Public Transportation
   The public transportation system in Shanghai consists of the Rail System, the Bus System and taxis.
   The rail system includes Metro and Meglev, 12 lines in total. The Bus System is composed of buses, Airport Expresses, etc. Generally, wherever you would like to go in Shanghai, you can take the Metro, get off at the nearest stop and take a bus or a taxi
to the destination. The nearest Metro station to Handan Campus of Fudan University is Jiangwan Stadium Station of Line 10.

3. Commercial Centers
The nearest commercial center to Handan Campus of Fudan University is Wujiaochang, where you can find shops, supermarkets, restaurants, cinemas, and many other entertainment facilities. Bus 99, 559,713,749 will take you from the International Students Dormitory to Wujiaochang. The city center of Shanghai is People’s Square. You can get there by taking Bus 537 outside the Foreign Student Dormitory at Handan Campus.

4. Food and Drinks
You can use your e-campus card to eat at the dining hall. Breakfast is served between 6:30 am - 9:00 am, lunch between 11:00 am – 1:00 pm, and supper between 5:00 pm – 7:00 pm. You can also get some snacks in the dining hall before 10:00 pm.
Please keep it in your mind that you cannot drink tap-water before boiling it. If you are allergic to some food, please pay attention to the ingredients of the food you eat.
There are a number of restaurants around the campus, serving either local specialties or cuisines of different countries in the
5. Hospital
The Clinic in the university provides a 24-hour service in case you become sick. The nearest hospital in the vicinity is Changhai Hospital, a state-run hospital, providing high-quality, comprehensive health care. In addition, there are 10 hospitals affiliated to Fudan University, providing first-class medical treatment.
Emergency Call

Police: 110
Ambulance: 120
Medical Insurance: 4008105119

Security on Handan Campus: 65642221
Security on Fenglin Campus: 54237031