Registration Procedure

(The times below is Beijing Time)

Registration at International Students Office

Address: South Hall of International Students Dorm, 57 Wudong Road, Shanghai. Time: 9:00 to 11:30 and 13:30 to 16:30, September 3.

Note: New medical students should register at 130 Dong’an Road, International Students Office of Fenglin Campus.

Document needed for registration:
(1) The Official Admission Notice
(2) Valid regular passport
(3) Completed Registration Form for Fudan University’s Foreign Students
(4) A passport-sized photo
Registration at Department

Address: Stadium of Fudan North Campus
Time: 9:00 to 11:30 and 13:30 to 16:30, September 3.

Note: Law school students should register at 2005 Songhu Road, the first floor of Liang Kaiyuan Building, Jiangwan Campus of Fudan University.

On Being Late for Registration

If you cannot register on time, you should ask for leave from International Students Office in advance with your application number via fax: +86-21-65117298 and email to lxsyjs@fudan.edu.cn. You can ask for leave no longer than two weeks from the scheduled registration date on. If you do not ask for leave and fail to register, your study right will be cancelled.

On Diploma Verification

All new students are kindly required to present original highest degree and diploma to be verified during registration period. If not provided, he or she would be treated according to Fudan Management Regulation for Postgraduates.
Visa and Residence Permit

1. Visa

Bring the letter of acceptance, the JW202 or the JW 201 form to the Chinese Embassy of your country to apply for an X or F Visa. You can consult with local Chinese Embassy on detailed information.

It is highly recommended that your hold X or F visa to enter China 2 or 3 days before the registration date. Fudan University only provides visa service for students who have already done registration.

2. Residence Permit

(1) Students who enter the country on an X visa are only allowed one entry, and the stay is only valid for 30 days. Within these 30 days you must complete the application for a student residence permit. Normally application for a residence permit requires a Shanghai Entry-Exit Hygiene & Quarantine Bureau approved medical check, for details on how to go about this please consult with the International Student Office during registration. Students with a residence permit can enter and leave the country as often as they wish within the period of validity without having to apply for another visa.

(2) The department responsible for visas and residence permit is the Shanghai Municipal Entry Exit Administration
Bureau (上海市出入境管理局).
Address: No. 1500 Minsheng Rd, Pudong District, Shanghai (中国上海市浦东新区民生路1500号)
Operating hours: Monday to Saturday 9:00—11:30、13:30—16:30
Tel: 86-21-28951900
(3) During the new student registration period, on September 17, 20 and 25, the entry exit bureau will be at the No.57 Wudong Rd Foreign Students Dormitory to assist with the application for the residence permit, so please bring all related material. (The times above are for reference, and may change. If there are changes the International Student Office will notify you on website)
3. Residence Permit Application Materials:
   (1) Valid Passport;
   (2) Letter of Acceptance;
   (3) JW202 form or JW201 form (Visa application form);
   (4) Physical Examination (Produced by the Shanghai Entry-Exit Hygiene & Quarantine Bureau International Travel and Sanitation Centre);
   (5) Foreign National Student Permit Application Letter (produced by the International Students Office);
   (6) One 2-inch photo (passport size);
   (7) Residence permit application fee 400-800 RMB;
   (8) Foreigner temporary residence registration form.
Tuition, Accommodation and Insurance Fees

New students should pay their tuition and accommodation fees online between 15th, August and 2nd, September. Please visit the following website (http://iso.fudan.edu.cn/wszf.htm).

Note: Username is your Student Number, which is to be released on the homepage of the website of International Students Office (http://iso.fudan.edu.cn) from August 10th on.

1. Tuition

The university usually accepts payment on a yearly basis. Tuition fees are as follows, not including professional degree programs:

<table>
<thead>
<tr>
<th>Program</th>
<th>Liberal Arts</th>
<th>Natural Science</th>
<th>Medicine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chinese-taught, Master Program</td>
<td>26000RMB/year</td>
<td>30000RMB/year</td>
<td>48000RMB/year</td>
</tr>
<tr>
<td>Phd Program</td>
<td>30000RMB/year</td>
<td>37000RMB/year</td>
<td>54000RMB/year</td>
</tr>
<tr>
<td>EMA Program</td>
<td>50000-80000RMB/year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>L.L.M(Chinese Business Law)</td>
<td>160000RMB in total</td>
<td></td>
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<tr>
<td>IMBA</td>
<td>157000RMB in total</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MBA</td>
<td>188000RMB in total</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If you are unable to pay within two weeks of registration
for a special reason, you may apply for late payment from the International Students Office; however payment will include a 5% late fee. Once tuition has been paid students can register, students who haven’t registered within two weeks of the registration date will be automatically considered to have lost their eligibility for study.

2. Accommodation fees
   Please refer to the Foreign Students Dormitory Accommodation Notice.

3. Insurance fees:
   Please refer to the “Medical Insurance for International Students”.

4. Return of tuition: The total amount of tuition paid will be returned if students cancel their studies within two weeks of registration, after this period the tuition will not be returned. Any returns will be given in Renminbi.
Booking your room

If you want to live in the Foreign Students dormitory, please book a room online.

Booking period: Beijing Time **2012-8-14 9:00am** until all room are reserved. The reservation would be closed at **9:00 am 2012-8-17**.

Booking method: Log onto the website (http://iso.fudan.edu.cn/en/house.htm)

Medical students can directly apply for dorm during registration period without booking online.

Please Note:

1. The content of the Dormitory Introduction, Booking Notice and Residence Notice is very important, please read carefully and ensure that you understand before agreeing and continuing.

2. Your **student ID number is your query number**, your student ID number can be found on the website (http://iso.fudan.edu.cn) from August 10th on.

3. When you book a room you should choose the date of arrival. Your room will be kept for three days after this date. If you have not yet arrived the room will be assigned to another person. Please confirm your successful reservation after booking online.
4. Once you have taken up residence at the dormitory you may not return or exchange your room during the semester.

5. Booking helpline: 86-21-65643407
   E-mail: xs_zhou@fudan.edu.cn
   Fax: 86-21-55076831
   Fenglin Campus: 86-21-54237600

Note: All full scholarship students are not necessary to book dorm online at all. They can directly check in dorm with the Admission Notice on registration date.

Foreign Student Dormitory Accommodation Notice

1. Students who have already booked a room please take up residence at the dormitory by arriving at No. 57 Wudong Rd with your letter of acceptance on the date which you booked the room for. We are unable to ensure that students who arrive earlier will have a room, and students will have to find alternative accommodation for this period.

2. Students who did not book a room or failed to book a room may consult the front desk of the foreign students dormitory with their letter of acceptance. If there are empty rooms, the university will assign one to you.
3. Accommodation fee:
   - Main Building: Single Room 80RMB per person per day
     Double Room 55RMB per person per day
   - Sub-Building: Single Room 45RMB per person per day

4. Upon taking up residence it will be necessary to pay a deposit of RMB200. The deposit will be returned to you on leaving the room if you provide the deposit slip. Please take care of the deposit slip.

5. The dormitory does not provide bedding so please bring your own or prepare to buy bedding when you arrive. The dormitory shop and nearby markets and supermarkets all sell such items.

6. The dormitory front desk is manned 24 hours and you can take up residence at any time.

7. The front desk number is:  86-21-55076825
   86-21-65643407 86-21-54237119（Fenglin Campus）.
Hotels Nearby

Students who did not book the dorm or plan to live off campus can get related rental information through the following hotels

1. Tonghe International Students Dormitory (http://www.tohee.com/)
   No2 Lane 28 Wudong Road   Tel: 86-21-6510-5187

2. Yanyuan Hotel of Fudan University
   NO.270 Zhengtong Road    Tel: 86-21-6564-3600

3. Zhengda Development Center (http://www.fdsm.fudan.edu.cn/zd/)
   NO.220 Handan Road     Tel: 86-21-6564-2249

4. Guest House of Fudan University
   Lane 1 Guonian Road    Tel: 86-21-6564-3289
Physical Examination and Verification

1. Who needs to take the Physical Examination and Verification?
   (1) Holders of Student X visas.
   (2) Holders of F visas who will be in China for more than 6 months.

2. Place of Physical examination and verification
   (1) Shanghai Entry-Exit Hygiene & Quarantine Bureau
   International Travel and Sanitation Centre.
   Address: Ground floor of No 1 Building, No. 15 Jinbin Rd
   Changning District (originally Hami Rd) (中国上海市长宁区
   金浜路15号（原哈密路1701号）)
   Operating hours: Monday to Friday 8:00―11:00 or in the
   afternoon of every Monday to Thursday.

3. Detailed Method
   (1) During the new student registration period, September
   3rd to 6th, AM 8:30—11:30, PM 1:30—4:30, Shanghai
   Entry-Exit Hygiene & Quarantine Bureau will be on the 4th
   floor of East Sub-building, Guanghua Tower to assist with the
   Physical Examination and Verification, so please bring all
   related material. (The times above are for reference, and may
   change. If there are changes the International Student Office
   will notify you on website.)
   (2) Students can choose to book examination on their own at
least one week in advance. The detailed booking method is as follows.

A: By Telephone  Booking Tel: 86-21-62688851
B: Via Internet http://www.sithc.com/log/index.asp
C: By fax: Fax your information and telephone number to 86-21-62683088

Please bring the following material:
(1) Letter of acceptance.
(2) Passport original and photocopy
(3) Four 2-inch passport size photos
(4) Those who have already taken the examination should bring all relevant materials.
(5) Physical examination fee or an approval fee of 80-600RMB.

4. How to get there?
   Take subway Line 10 to Station Shanghai Zoo and then take a taxi there.

5. The Chinese government will refuse entry to people suffering from the following diseases. If you are suffering from one of these diseases you will be unable to study in China.
   1. Leprosy
   2. Mental Disorders
   3. Pulmonary Tuberculosis
Accommodation off-campus

The municipal government manages the registration of all foreign students who live off campus. Students who live off-campus should report their new address to the local public security bureau within 24 hours of taking up residence and 10 days of arriving in the country.

Procedure as follows:
1. Sign a contract with the owner of the apartment, and complete the 《房屋租赁治安责任书》.
2. During registration, get the Fudan Foreign Student off campus residence registration form 《复旦大学外国留学生校外住宿登记表》.
3. With the rental contract and the completed registration form, report to the international students office. Once the office has stamped the documents, the second copy will be returned to you.
4. With your passport and a photocopy of your passport, a 2 inch photo (passport size), the rental contract, the 《房屋租赁治安责任书》 (supplied by the owner), Fudan Foreign Student off campus residence registration form, report to the local police station to register and get the Foreigner temporary registration form.

Note:
(1) When signing the rental contract with the owner, please
make sure that the owner provides the《房屋租赁治安责任书》, in order to ensure your safety. If you don’t have this document, the police station will not be able to provide the *Foreigner temporary registration form*.

(2) Please remember, you should ensure that all information related to the rental is reliable and that all procedures are conducted legally. The owner should also record the rental at the local police station. You should also make contact with the local residents committee to ensure that the transaction is complete, legal and reliable.

(3) Please pay all rental fees on time in order to prevent unnecessary disputes.

(4) While you are at the university, if your address changes you should repeat the registration process outlined above.

**Medical Insurance**

In order to increase the safety of students during their study period, according to the spirit of the Chinese department of education announcements, all foreign students in China must purchase Foreign Student comprehensive insurance (“来华留学生综合保险”)

The insurance costs 600RMB per year.

You should pay the insurance fee when you register.

For more information on this insurance policy, please refer to the China Ping’an Life Comprehensive Insurance plan for
Some Important Websites

Students should often visit the following websites during your stay in the University. All information and regulations on the websites is closely related to your study and life. Hope all students have a good habit of visiting the website everyday.

1. Fudan University  www.fudan.edu.cn

2. Graduate School  www.gs.fudan.edu.cn

3. International Students Office  http://iso.fudan.edu.cn

4. department website

Emergency Call

Police: 110
Ambulance: 120
Medical Insurance: 4008105119
Security on Handan Campus: 65642221
Security on Fenglin Campus: 54237031
Getting to the University

The university does not provide airport pick-up, students are required to find their own way to the university.

Address: No. 220 Handan Rd, Shanghai (上海市邯郸路 220号)

From Pudong Airport to Fudan: ① Take No. 4 bus to Guoding Rd. 24RMB ② Take a taxi to the university. Approx. 160 RMB.

Hongqiao Airport to Fudan: Take a taxi. Approx 100RMB.

Shanghai Railway station to Fudan: Take a taxi, approx 50RMB.

Hongqiao Railway Station to Fudan: Take a taxi, approx 120RMB.

Fudan University Handan Campus Foreign Students Dormitory address: Fudan University North Gate (near Wuchuan Rd) No. 57 Wudong Rd, Yangpu District, Shanghai (上海市杨浦区武东路 57号复旦大学北门（靠近武川路）)

Fenglin Campus Foreign Students Dormitory address: No. 130 Dong’an Rd, Xuhui District (徐汇区东安路 130号).

Pudong Airport to Handan Campus Dormitory: ① Take No. 4 bus to Guoding Rd, and then take a taxi, approx 35RMB. ② Take a taxi to the dormitory, approx 160 RMB.
Pudong Airport to Fenglin Campus: ① Take a taxi, approx 150 RMB ② Take no.3 bus to Xujiahui station 20RMB, then take No.1 public bus to Dong’an Rd.

Hongqiao Airport to Handan Campus Dormitory: Take a taxi. Approx 80 RMB.

Hongqiao Airport to Fenglin Campus: ① Take a taxi, approx 30-40RMB ② Take No. 806 bus to Zhaojiabang Rd Dong’an Rd.

Shanghai Railway Station to Handan Campus Dormitory: ① Take a taxi, approx 40RMB. ② Take subway line 3 to Jiangwanzhen Station and take a taxi, approx 20RMB.

Shanghai Railway station to Fenglin Campus: ① take a taxi, approx 30RMB ② Take subway line 7 to Zhaojiabanglu station.

★When taking a taxi we recommend that you take one that has a legal operating mark, and will take payment according to a meter. Please retain the receipt in case of accident, loss or any other dispute. The prices noted above are for normal traffic conditions, if there is heavy traffic or if you take a taxi after 11pm, the prices will be higher.