入学指南

ORIENTATION

研究学者
Research Scholars
本手册内容可能会有变化，请关注外国留学生工作处网站，http://iso.fudan.edu.cn

The information in this handbook might change, please pay attention to the website of ISO, http://iso.fudan.edu.cn
目录

Contents

第一章 准备
第二章 报到须知
第三章 学费
第四章 校内住宿
第五章 校外住宿
第六章 签证和居留许可
第七章 健康检查或验证
第八章 保险
第九章 一卡通和无线网络
第十章 生活信息
第十一章 紧急电话

Part One Preparation
Part Two Registration Notes
Part Three Tuition
Part Four On-campus Accommodation
Part Five Off-campus Accommodation
Part Six Visa and Residence Permit
Part Seven Physical Examination or Verification
Part Eight Insurance
Part Nine E-Campus Card and WiFi
Part Ten Life in Shanghai
Part Eleven Emergency Call
欢迎你来复旦大学学习，请认真阅读以下信息。

第一章 准备

1. 入境签证
   请你凭有效普通护照、我校的《录取通知书》、《签证申请表》（JW202 表）、《外国人体格检查记录》到中华人民共和国驻外使领馆申请来华 X1 或 X2 签证。在你取回护照及领取来华签证的同时，请确保使领馆把你的《录取通知书》及 JW202 表第三联（黄色的一页）归还给你。在你到达中国后，处理签证问题时，上海市出入境管理局还需要这些材料。

2. 申请编号在《录取通知书》的右上角，学号与申请编号相同。

3. 强烈建议你持 X1 或 X2 签证，在报到日前 1 周内入境。学校只为报到后的学生办理签证事宜。

4. 如何到达复旦大学
   ※ 邯郸校区留学生公寓（武东路 57 号）
   (1) 上海浦东国际机场到公寓：①乘坐机场快线 4 号线，在五角场站下（约 20 元）；换乘出租车到达（约 14 元）。②乘坐出租车到达（约 200 元）。
   (2) 上海虹桥国际机场到公寓：①乘坐轨道交通 10 号线，在江湾体育场站下（约 5 元）；换乘出租车到达（约 14 元）。②乘坐出租车到达（约 100 元）。

※ 枫林校区留学生公寓（东安路 130 号）
(1) 上海浦东国际机场到公寓：①乘坐轨道交通 2 号线，到世纪大道站换乘 9 号线，在肇嘉浜路站下（约 7 元），步行到达。②乘坐出租车到达（约 150 元）。
(2) 上海虹桥国际机场到公寓：乘坐出租车到达（约 40 元）。
第二章 报到须知

1. 请按照《录取通知书》上的日期和地点办理报到手续。报到时请准备以下材料：
   （1）《录取通知书》
   （2）有效普通护照

2. 报到后，你应尽快到院系与教授见面。

3. 不能按时报到的学生，应事先办理请假手续。将请假书传真至外国留学生工作处（86-21-65117298），注明你的申请编号。在报到日起两周内未完成注册的，将视作自动放弃入学资格。

第三章 学费

1. 研究学者应一次性付清学费，学费标准如下：

<table>
<thead>
<tr>
<th>学生类别</th>
<th>文科</th>
<th>理科</th>
<th>医药</th>
</tr>
</thead>
<tbody>
<tr>
<td>研究学者</td>
<td>3600 元/月</td>
<td>4000 元/月</td>
<td>5400 元/月</td>
</tr>
</tbody>
</table>

2. 国际文化交流学院的学生在光华楼东主楼 908 室交学费，其它学生在综合楼一楼北 111 室交学费。项目开始后，恕不退款。

3. 滞纳金
   因特殊原因无法在规定的报到截止日前交纳学费的，经外国留学生工作处同意可缓交学费，但需加付滞纳金，滞纳金的数额为一学期学费的 5%。

4. 退学费
   学生在报到日期 2 周内办理退学手续，可退还全额学费；超过 2 周的概不退还学费。退费均以人民币结算。

第四章 校内住宿

1. 住宿费
请查阅《收费一览表》，http://iso.fudan.edu.cn/xuewei.htm。

2. 学生可以选择住在邯郸校区的留学生公寓。
   (1) 公寓地址：上海市杨浦区武东路 57 号。
   (2) 公寓向短期生免费提供一套简易的床上用品。你可以在附近的超市或者便利店按照自己的喜好购买。
   (3) 所有入住留学生公寓的学生在项目期间不能退房，也不能随意更换房间。
   (4) 咨询电话：86-21-65643407 / 86-21-65643413
       传真：86-21-55076831
       Email：xs_zhou@fudan.edu.cn
   (5) 服务台每天 24 小时提供服务，可在服务台办理入住手续。电话：86-21-65643407。

3. 如果你要住在枫林校区的留学生公寓，需先咨询。
   (1) 公寓地址：上海市徐汇区东安路 130 号。
   (2) 咨询电话：86-21-54237600 / 86-21-54237798

4. 入住后，可在留学生公寓服务台领取《境外人员临时住宿登记表》。

第五章 校外住宿

上海市对校外住宿的外国留学生实行住宿登记管理。住宿校外的留学生自入住房屋 24 小时内，必须到房屋所在地所辖派出所办理临时住宿登记手续。

办理程序如下：
1. 学生与房屋出租人签订房屋租赁合同，并督促房东办理《房屋租赁治安责任书》。
2. 学生到邯郸校区留学生公寓 119 室（电话：86-21-65642252）领取并填写《复旦大学外国留学生校外住宿登记表》。外国留学生工作处签字盖章，将登记表第二联交给学生。
3. 学生带护照和护照复印件、1 张 2 寸照片（护照照片大小）、租房合同、《房屋租赁治安责任书》、《复旦大学外国留学生校外住宿登记表》去居住地派出所办理临时住宿登记手续，领取《境外人员临时住宿登记表》。

注意：在校期间，如果你的校外住宿地址有变化，须在 10 天之内重新办理
第六章 签证和居留许可

1. 持 X1 签证入境的留学生，必须在入境之日起 30 天内办理居留许可。持 X2 签证，且签证有效期长于该生的学习时间，可以不转换签证。在中国持续停留时间已超过或将超过半年以上的学生必须办理居留许可。

2. 办理签证、居留许可的部门是：上海市出入境管理局
地址：上海市浦东新区民生路 1500 号。
服务时间：星期一至星期六，9:00—11:30、13:30—16:30
咨询电话：86-21-28951900

3. 初次申请居留许可时须准备以下材料（仅供参考）：
   (1) 有效普通护照；
   (2) 《录取通知书》;
   (3) 《签证申请表》(JW202 表)；
   (4) 《健康合格证》(请阅读第七章)；
   (5) 《境外人员临时住宿登记表》(请阅读第四、五章)；
   (6) 《外国籍学生办证申请函》(在邯郸校区留学生公寓主楼 119 室办理，电话：86-21-65642252)；
   (7) 1 张 2 寸证件照片(护照照片大小)；
   (8) 办理居留许可费用人民币 400 元左右（一年以内）。

4. 办理《外国籍学生办证申请函》时，学生应携带《录取通知书》、护照、学费收据、保险收据，提供校内公寓房号或校外租房地址。住址不可以是宾馆的地址。

第七章 健康检查或验证

1. 需要健康检查或验证的对象
   (1) 持 X1 签证入境的留学生。
   (2) 持 X2 签证入境、在中国持续停留时间超过 6 个月的留学生。
   (3) 初次申请居留许可的留学生。
（4）居留许可过期3个月，再次申请居留许可的留学生。

2. 健康检查或验证的部门
上海出入境检验检疫局国际旅行卫生保健中心
地址：上海市长宁区金浜路15号（原哈密路1701号）
服务时间：星期一至星期五，8:00—15:30
咨询电话：86-21-62688851
预约网址：http://www.sithc.com

3. 健康检查或验证须准备以下材料（仅供参考）：
（1）有效普通护照和复印件1份；
（2）《录取通知书》；
（3）已在本国内体检者，提供全套体检原始报告；
（4）2寸证件照3张；
（5）健康检查费500元左右，验证费70元—400元。

★ 体检之前，你应保持空腹。

第八章 保险

为加强留学生学习期间的安全保障，根据中国教育部相关文件，长期在华外国留学生必须购买“来华留学生综合保险”。长期生保险费为每6个月300元人民币。短期生可以选择购买，但前提是已买了类似的保险。短期生保险费按下表收取：

<table>
<thead>
<tr>
<th></th>
<th>1个月</th>
<th>2个月</th>
<th>3个月</th>
<th>4个月</th>
<th>5个月</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>120元</td>
<td>180元</td>
<td>240元</td>
<td>300元</td>
<td>300元</td>
</tr>
</tbody>
</table>

有关该保险的具体内容请参见《平安人寿来华人员综合保险保障计划》简介。

时间：周一至周五，13:30—16:30
地点：留学生公寓124室
咨询电话：86-21-65643413
传真：86-21-55076831
Email: xs_zhou@fudan.edu.cn
第九章 一卡通和无线网络

1. 一卡通
一卡通可以在校内食堂、便利店等使用。
（1）拍照：需要提供你的学号
时间：每周三下午 1:30—4:30
地点：邯郸校区 10 号楼 107 室
（2）充值：可在食堂用现金向一卡通账户充值，用于消费。

2. 无线网络
在校园的大部分教学区域和图书馆，你可以使用无线网络（SSID: iFudan）。无线上网的用户名是你的学号，初始密码是你在网上报名系统中填写的护照号码的后六位。所有非数字字符均转为数字 0，例如：护照号码为 A123B5678C，则初始密码为 056780。
如果使用中有疑问，请联系信息办 86-21-65643207，urp@fudan.edu.cn。

第十章 生活信息

1. 金融服务
我们建议，在你抵达机场时，应当兑换一定数量的人民币现金。在机场的出口处有银行提供货币兑换的服务。几百元的数额应该是一个比较合理的选择。在上海的很多银行网点都提供外币兑换服务，如果持有外币现金的话可以很方便的换成人民币。

在中国的 ATM 机上，很多国际信用卡组织发行的卡片都可以使用，但最常见的是 VISA 和 MasterCard，其他类型的卡片（American Express/Diners/Discovery/JCB 等）相对比较少见。因此，我们建议你携带 VISA 的银行卡在中国使用。

2. 公共交通
上海市区的公共交通主要是轨道交通、公交车和出租车。

轨道交通包括地铁和磁浮，共有 12 条线路；公交系统则包括普通公交线路、机场快线、大桥专线等线路。一般情况下，去往上海市区很多地方的最方便的做法是，先到达最近的地铁站，然后转乘公交车或者出租车。距离复旦大学邯郸校区最近的地铁站是 10 号线的江湾体育场站（在五角场商业中心）。

3. 商业中心
距离复旦大学邯郸校区最近的商业中心是五角场，在邯郸校区留学生公寓外乘坐 713 路公交车可以直接到达。

上海的市中心是人民广场。在邯郸校区留学生公寓外乘坐 537 路公交车可以直接到达。

4. 饮食
校内食堂只能使用一卡通就餐。用餐参考价：两菜+饭≈8 元。食堂的营业时间为早餐 6:30—9:00，午餐 11:00—13:00，晚餐 17:00—19:00。个别餐厅 22:00 前会提供夜宵。

我们特别要提醒的是，请不要直接饮用没有经过处理的自来水，至少要煮沸以后才可以饮用。如果你对某种食品过敏，请务必注意你所吃的食品的成分。

学校周边有很多不同风味的餐馆。这些餐馆不仅有中国各地的风味菜，也有世界各国的风味饮食。

5. 就医
如果生病了，你可以前往校医院就诊。校医院提供 24 小时的服务。如果病情严重，请及时到附近的长海医院等大医院就医。另外，复旦大学有 10 所附属医院，提供一流的医疗服务。

第十一章 紧急电话

报警：110
急救：120
保险救援：4008105119

邯郸校区报警电话：65642221
枫林校区报警电话：54237031
Welcome to Fudan University. Please read the information below carefully.

Part One  Preparation

1. Entry Visa
   Please apply for an X1 or X2 visa at the local Chinese Embassy or Consulate with
   (1) Valid regular passport
   (2) Admission Notice
   (3) Visa Application Form (JW202 Form)
   (4) Physical Examination Report
   When you receive the Chinese visa, please make sure that the embassy or consulate returns the Admission Notice and JW202 Form page 3 (the yellow page) to you. This is an important document which you will need to submit to the Shanghai Exit-Entry Administration Bureau when you deal with your visa problem inside China.

2. Application Number is on the upper right of your Admission Notice. Student Number is the same as Application Number.

3. It is highly recommended that you hold an X1 or X2 visa to enter China, within 1 week before the registration date. Fudan University only provides visa service for students who have already done registration.

4. How to arrive at Fudan University
   ※ Foreign Student Dormitory at Handan Campus (57 Wudong Road)
   (1) From Shanghai Pudong International Airport to dormitory: ① Take Airport Express Line 4, get off at Wujiaochang Station (around RMB 20), then take a taxi to destination (around RMB 14). ② Take a taxi to destination (around RMB 200).
   (2) From Shanghai Hongqiao International Airport to dormitory: ① Take Metro Line 10, get off at Jiangwan Stadium Station (around RMB 5), then take a taxi to destination (around RMB 14). ② Take a taxi to destination (around RMB 100).
※ Foreign Student Dormitory at Fenglin Campus (130 Dong’an Road)
(1) From Shanghai Pudong International Airport to dormitory: ① Take Metro Line 2, interchange Line 9 at Century Avenue Station, get off at Zhaojiabang Road Station (around RMB 7), then walk to destination. ② Take a taxi to destination (around RMB 150).
(2) From Shanghai Hongqiao International Airport to dormitory: Take a taxi to destination (around RMB 40).

Part Two  Registration Notes

1. Please do registration according to the date and place printed on your Admission Notice. *Materials needed for registration*:
   (1) Admission Notice
   (2) Valid regular passport

2. After finishing registration, students should go to their own schools or departments to meet with professors.

3. If you cannot register on time, you have to ask for leave from International Students Office in advance with your Application Number via fax: 86-21-65117298. **If you fail to register within the first 2 weeks after the registration date, your study right of the program will be cancelled.**

Part Three  Tuition

1. Research Scholars should pay tuition in lump sum. Tuition are as follows:

<table>
<thead>
<tr>
<th>Student Category</th>
<th>Liberal Arts</th>
<th>Natural Science</th>
<th>Medicine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Scholars</td>
<td>RMB 3600 per month</td>
<td>RMB 4000 per month</td>
<td>RMB 5400 per month</td>
</tr>
</tbody>
</table>

2. Students at International Cultural Exchange School should pay tuition at Room 908, East Guanghua Tower; other students should pay tuition at Room 111, north part of Administrative Office Building. After program begins, tuition is not refundable.
3. Late Registration Fee
   If you fail to pay tuition before the registration deadline, and you get permission from ISO that you can pay later, you will need to pay a late registration fee of 5% of tuition for one semester.

4. Refund of Tuition
   Within the first 2 weeks after the registration date, if you want to quit your study, you will get a refund of all tuition. If it is after the first two weeks, you will have no refund. The refund will be calculated in RMB.

**Part Four On-campus Accommodation**

1. Accommodation Fee
   Please read Charge List on http://iso.fudan.edu.cn/xuewei.htm.

2. Students can choose to live in Foreign Student Dormitory on Handan Campus.
   (1) Address: 57 Wudong Road, Yangpu District, Shanghai.
   (2) Dormitory offers a set of simple bedding without charge for short-term students. You may also buy beddings of your preference at the convenient store or supermarket nearby.
   (3) All students living in the dorm are not allowed to check out or change for another room during their programs.
   (4) If you need assistance, please contact:
       Tel: 86-21-65643407 / 86-21-65643413
       Fax: 86-21-55076831
       E-mail: xs_zhou@fudan.edu.cn
   (5) Reception Desk is open 24 hours a day. You can check in any time after you arrive. Tel: 86-21-65643407.

3. If you want to live in Foreign Student Dormitory on Fenglin Campus, you need to consult.
   (1) Address: 130 Dong’an Road, Xuhui District, Shanghai.
   (2) Tel: 86-21-54237600 / 86-21-54237798
4. After check-in, you can get *Temporary Accommodation Registration Form* at Reception Desk of Foreign Student Dormitory.

**Part Five  ** Off-campus Accommodation

Shanghai adopts accommodation registration management for foreign students who live off-campus. Within 24 hours after moving into the apartment you will need to go to your local police station to go through the temporary accommodation registration procedure.

**Procedures:**
1. Sign a contract with the landlord and ask him/her to apply for a *Security License for the apartment*.
2. Go to Room 119 of Main Building of Foreign Student Dormitory on Handan Campus (Tel: 86-21-65642252) and ask for *Off-campus Accommodation Registration Form for Fudan University’s Foreign Students*. ISO will sign and stamp the form and give the second page back to student.
3. Go to local police station to apply for a *Temporary Accommodation Registration Form* with your passport, copy of passport, one passport-sized photo, contract, *Security License for the apartment* (provided by the landlord) and *Off-campus Accommodation Registration Form for Fudan University’s Foreign Students*.

**Notice:** During your study here, if you change your address, you will need to go through the same procedure again within 10 days.

**Part Six  ** Visa and Residence Permit

1. If you hold an X1 visa, you will need to apply for residence permit in the following 30 days after your entry. If you hold X2 visa and the validity of your X2 visa is longer than your study period here, you can keep your X2 visa with no need to change it. If you stay in China for more than six months, however, you will have to apply for the residence permit.
2. Exit-Entry Administration Bureau of Shanghai Public Security Bureau processes your application for visa and residence permit. Address: 1500 Minsheng Road, Pudong New District, Shanghai. Service Hours: Monday to Saturday, 9:00 am - 11:30 am, 1:30 pm - 4:30 pm. Tel: 86-21-28951900

3. Documents needed for residence permit application (For reference only):
   (1) Valid regular passport
   (2) Admission Notice
   (3) Visa Application Form (JW202 Form)
   (4) Physical Examination Record for Foreigners (Please read Part Seven.)
   (5) Temporary Accommodation Registration Form (Please read Part Four and Part Five)
   (6) Introduction Letter for Visa (processed at Room 119 of Main Building of Foreign Student Dormitory on Handan Campus, Tel: 86-21-65642252)
   (7) One passport-sized photo
   (8) Around RMB 400 (for residence permit shorter than one year)

4. When getting Introduction Letter for Visa, students should take Admission Notice, passport, tuition receipt, insurance receipt and offer on-campus room number or off-campus address. The address of a hotel is not acceptable.

**Part Seven  Physical Examination or Verification**

1. Who needs to take the physical examination or verification
   (1) International students whose visa is X1.
   (2) International students whose visa is X2, and who will study for over six months in China.
   (3) International students who apply for residence permit for the first time.
   (4) International students whose residence permit has expired for 3 months, and re-apply for it.

2. Shanghai Exit-Entry Inspection and Quarantine Bureau, International
Travel Healthcare Center provides the service of physical examination and verification.  
Address: 15 Jinbang Road, Chang Ning District, Shanghai.  
Service Hours: Monday to Friday, 8:00 am - 3:30 pm.  
Tel: 86-21-62688851  
Reservation website: http://www.sithc.com

3. 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 at home countries)
   (4) 3 passport-sized photos
   (5) Around RMB 500 for physical examination or RMB 70 - 400 for verification

★ Before doing the physical examination, you should keep an empty stomach.

Part Eight  Insurance

In order to assure the safety of international students during the study here, and according to the regulations issued by the Chinese Ministry of Education, long-term international students are required to purchase Foreign Students Overall Insurance. The insurance fee for long-term students is RMB 300 every 6 months. Short-term students are not required to purchase the insurance on condition that they’ve already purchased a similar insurance. The insurance fee for short-term students as follows:

<table>
<thead>
<tr>
<th></th>
<th>1 month</th>
<th>2 months</th>
<th>3 months</th>
<th>4 months</th>
<th>5 months</th>
</tr>
</thead>
<tbody>
<tr>
<td>RMB</td>
<td>120</td>
<td>180</td>
<td>240</td>
<td>300</td>
<td>300</td>
</tr>
</tbody>
</table>

For further information, please check Comprehensive Insurance & Protection Scheme for Foreigners Staying in China of Ping An Annuity Insurance Company, Ltd.  
Place: Room 124, Foreign Student Dormitory  
Service Hours: Monday to Friday, 1:30 am – 4:30 pm
Part Nine  E-Campus Card and WiFi

1. E-campus Card
   E-campus card can be used at the campus dining hall, convenient shop, etc.
   (1) Photo-taking: It needs your Student Number.
       Service Hours: 1:30 pm – 4:30 pm, every Wednesday afternoon.
       Place: Room 107, Building 10, Handan Campus.
   (2) Deposit: 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 (SSID: iFudan). Username is your Student Number, 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.

Part Ten  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 a few 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 (at Wujiaochang commercial center).

3. Commercial Centers

The nearest commercial center to Handan Campus of Fudan University is Wujiaochang. You can get there by taking Bus 713 outside the Foreign Student Dormitory at Handan Campus.

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. Reference price of a meal in the dining hall: two dishes with a bowl of rice will cost approximately RMB 8. 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 world.

5. Hospital

The College Hospital provides a 24-hour service in case you become sick.
Near Fudan University 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.

**Part Eleven  Emergency Call**

Police:  110  
First-aid:  120  
Insurance:  4008105119  

Security on Handan Campus:  65642221  
Security on Fenglin Campus:  54237031
中国 上海 邯郸路 220 号

复旦大学 外国留学生工作处 非学历生办公室

Non-degree Students Division
International Students Office, Fudan University
220 Handan Road, Shanghai, 200433, P.R.China

Tel: 86-21-65642250
Fax: 86-21-65117298
Email: nondegree@fudan.edu.cn
http://iso.fudan.edu.cn

2013.10