



上海交通大学  
SHANGHAI JIAO TONG UNIVERSITY



人文学院  
School of Humanities

# 汉语进修 国际学生手册

**HANDBOOK**  
for International  
Students  
Studying  
Chinese  
Language

**2025**





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## 【联系信息】

- ◆ 网上报名注册(Online registration)  
[iso@sjtu.edu.cn](mailto:iso@sjtu.edu.cn)  
[linchunhua@sjtu.edu.cn](mailto:linchunhua@sjtu.edu.cn) (Korean)  
[lixiaoxuan@sjtu.edu.cn](mailto:lixiaoxuan@sjtu.edu.cn) (Japanese)  
[huhaiying2019@sjtu.edu.cn](mailto:huhaiying2019@sjtu.edu.cn)  
8621-62932277
  
- ◆ 签证和保险事务 (Visa & insurance affairs)  
[clpvisa@sjtu.edu.cn](mailto:clpvisa@sjtu.edu.cn)  
8621-62821076
  
- ◆ 教学事务(Academic affairs)  
[daixing@sjtu.edu.cn](mailto:daixing@sjtu.edu.cn)  
8621-62821015
  
- ◆ 学生事务(Student affairs)  
[zhjinpo@sjtu.edu.cn](mailto:zhjinpo@sjtu.edu.cn) 8621-62821017  
[xwhelen@sjtu.edu.cn](mailto:xwhelen@sjtu.edu.cn) 8621-62821076
  
- ◆ 人文学院汉语进修项目网站  
(Website for Chinese learning program)  
<http://ichinese.sjtu.edu.cn>
  
- ◆ 工作时间(Working Hours)  
08:30-11:30 13:30-16:30  
(Monday to Friday, excluding Wednesday afternoons)

注：学院学期及节假日工作时间安排将根据学校相关要求执行。

## 【Contacts】

### ➤ 上海市公安局出入境管理局

咨询电话：12367；网址：<https://gaj.sh.gov.cn/crj/>

工作时间：周一至周五（8:30-16:00）国定假日除外

☐ 浦东新区民生路1500号，上海市公安局出入境管理局接待大厅

☐ 南宁路999号，上海市公安局徐汇分局出入境接待大厅

### Exit-Entry Administration Bureau of Shanghai Public Security Bureau

Hotline: 12367 ;

Web-site: <https://gaj.sh.gov.cn/crj/>

Office hour: Monday – Saturday (8:30 to 16:00)

☐ Exit-Entry Administration Bureau of Shanghai Public Security Bureau  
(Main office)

1500 Minsheng Road, Pudong New District

☐ Shanghai Public Security Bureau, Xuhui District Branch, Exit-Entry  
Reception Center

999 Nanning Road, Xuhui District

### ➤ 学校财务管理系统

地址：<http://applychinese.sjtu.edu.cn> 如需发票，在支付费用  
后第二天，可在该网站下载电子发票。如有问题，请联系

[yanjunzhang@sjtu.edu.cn](mailto:yanjunzhang@sjtu.edu.cn)

### University Financial Management System

Web address: <http://applychinese.sjtu.edu.cn>

If you need invoice, please download it on the same web page in the  
second day after you paid. Any questions about it, please contact to  
[yanjunzhang@sjtu.edu.cn](mailto:yanjunzhang@sjtu.edu.cn)

**Note:** The semester schedule and holiday or vacation arrangements will  
be implemented according to the relevant requirements of the university.

### ➤ 校外临时住宿登记

根据《中华人民共和国出境入境管理法》第三十九条，外国人在旅馆以外的其他住所居住或者住宿的，应当在入住后24小时内，向居住地的公安机关办理登记进行申报。申报住宿登记是您应遵守的法律义务，也是您将来申请居留证件的重要依据。

为便于您的申报，上海市公安出入境管理部门推出网上自助申报。

请如实填报相关信息，如作虚假陈述，将承担相应法律后果。请通过以下两种方式进入自助申报系统：

1. 使用手机扫描本页二维码
2. 在浏览器中输入：<https://gaj.sh.gov.cn/crj/24hr>

★ 小贴士：如果你住宿地址发生改变，也请按上述要求办理临时住宿登记手续。如果在自助申报过程中遇到问题，至属地派出所进行申报。■



1. 手机端  
(mobile phone)

2. <https://gaj.sh.gov.cn/crj/24hr>

### Registration for Temporary Residence

Following the Article 39 of The Exit and Entry Administration Law of the People's Republic of China, for foreigners who reside or stay in domiciles other than hotels shall go through the registration formalities with the public security organs in the places of residence within 24 hours after the arrival. It is your legal obligation and makes an important condition for visa or residence permit application in the future.

To facilitate such work, the Shanghai Police Exit- Entry Administration presents the online self-registration. Please make sure the information you provide is complete, accurate and true. Any false statement shall result in legal consequences. You are welcome to use :

1. Scanning the QR code here with your mobile phone
2. Log on the web-site at: <https://gaj.sh.gov.cn/crj/24hr>

★ Tip: Please follow the above requirements to complete the registration Form of temporary residence within 24 hours if you changed the address. Go to local police station to handle it if necessary. ■



### ➤ 体检（上海国际旅行卫生保健中心）

咨询电话：8621-62688851

按中国政府相关法规要求，来华留学的国际学生(180天或以上)必须在指定的机构接受健康检查(或审核自检健康文件的有效性)。该体检报告是办理学习类居留许可必要材料。

需要健康检查或验证的对象：

- 持X1签证入境的国际学生(30天内需完成学习居留许可申请)；
- 持X2签证入境、在中国持续停留时间超过180天的国际学生；
- 初次申请或刚满18周岁申请居留许可的国际学生；
- 居留许可过期3个月以上，再次申请居留许可的国际学生。

» 所有体检需以微信预约平台进行预约。微信预约平台进入方式为：1) 搜索微信公众号“上海国际旅行卫生保健中心”>点击下方菜单栏中的“在线预约”；2) 使用微信扫描本页二维码。



### Physical Examination

Shanghai International Travel Healthcare Center

Enquiry hotline : 8621-62688851

According to Chinese laws and regulations related to international travelers, incoming international students ( $\geq 180$ days) must take physical examination/verification at a designated agency in China. The Physical Verification Certificate will be used for the application for student's Residence Permit.

Who needs to take the physical examination or verification?

- International students with X1 visa (X1 should be changed into residence permit for studying within 30 days) .
- International students with X2 visa, and will be studying for over six months in China.
- International students who apply for residence permit for the first time or have not done the medical check during their study in high school in China.
- International students whose residence permits have expired for 3 months, and have to re-apply for it.

» Ways of making reservation of physical examinations, 1) please search for the WeChat public account "Shanghai International Travel Healthcare Center 上海国际旅行卫生保健中心" and click the "online booking 在线预约" button in the menu ; 2) use WeChat to scan the QR code here:





➡ 健康检查或验证须准备以下材料（仅供参考）

- 有效普通护照原件及其复印件1份；
- 录取通知书或校园卡；
- 4张护照尺寸照片4.5cm\*3.5cm；
- 《外国人体格检查记录》和血液化验单的原件（如有）
- 健康检查费 550 元左右，验证费 70 元--450 元。

注意：健康评估体检前5小时需保持空腹状态，可以喝水。

验证合格者由保健中心出具《境外人员体格检查记录验证证明》。如不符合要求，须补充检查或重新进行健康检查，检查合格后保健中心出具《境外人员体格检查记录验证证明》。

**健康检查及验证地点：**上海国际旅行卫生保健中心

**地址：**上海市长宁区金浜路15号

**电话：**86-21-62688851

**服务时间：**周一至周五，上午8:00至11:00

**网站：**<https://sithc.shhgtsc.org.cn/#/index>

★说明：以上信息仅供参考，健康检查或体检以上海国际旅行卫生保健中心的具体规定和解释为准。■

➡ Physical Examination documents needed (For reference only):

- Valid regular passport and photocopy of passport
- Admission Notice or Student ID Card
- The whole set of physical examination report for verification (for those who have had physical examination taken in their own country)
- Four 4.5cm by 3.5cm passport photos;
- Around RMB 550 for physical examination or RMB 70 – 450 for verification.

**NOTE:** Please keep the stomach empty for at least 5 hours. (Except for the water)

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).

The Address of the physical examination and verification:

Shanghai International Travel Healthcare Center

15 Jinbang Road, Changning District, Shanghai.

**Service Hours:** Monday to Friday, 8:00 am - 11:00 am.

**Reservation website:**

<https://sithc.shhgtsc.org.cn/#/index>

**Tel:** 86-21-62688851

★ 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. ■

## 【签证和居留许可证】

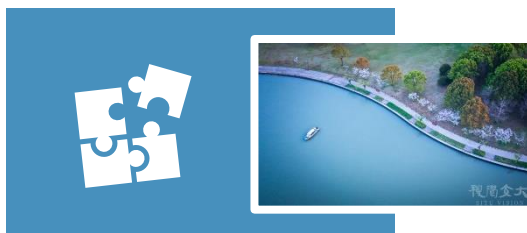
学校除持有学生签证(X)和公安机关签发的居留许可,不接受持非学习类签证入境的外国人入学。学生签证没有任何工作、实习许可,必须按照学校的课程安排准时上课和参加考试。学生退学,必须先取消(或缩短)学生签证,再按要求退费。

特别提醒:非全日制课程不提供学生签证。

### ➤ X1签证申请学习类居留许可

入学报到注册后,持X1签证的留学生,需要在入境30天内,到上海市公安局出入境管理局(或各区出入境接待中心)申请学习类居留许可。必须准备的材料(不含需补充的)包括:

- 1) 《在沪外国留学生办证申请函》- 全日制自费汉语进修生请至学院留学生事务办公室(教一楼107室)办理,奖学金生和交流交换生请通过“交我办”在线申请。
- 2) 《外国来华人员签证申请表》(JW202) 请登录“留学中国网” <https://www.studyinchina.edu.cn> 自己下载并打印。
- 3) 《上海交通大学录取通知书》(教一楼105A办公室)
- 4) 护照原件和护照首页及签证页复印件
- 5) 护照照片尺寸大小的照片1张(2吋)
- 6) 《境外人员临时住宿登记单》原件及复印件
- 7) 由上海国际旅行卫生保健中心签发的《境外人员体格检查记录验证证明》➡



## 【Visas and Permits】

The University only accept foreign student study with student visa (X) and residence permit issued by the Public Security Authority. The student visa does not have any work or internship permit, and must attend classes on time and take exams according to the school's curriculum arrangement. If a student drops out, his/her student visa must be cancelled (or shortened), and then the tuition fee will be refunded according to the relevant regulation.

**Note:** Student visas are issued to full-time program students only and not available for part-time courses.

### ➤ Application for Residence Permits for Foreign Students with X1 Visas

After registration, international students with X1 Visas need to apply for the “Residence Permit for Foreign Students” at the Exit-Entry Administration Bureau of Shanghai Public Security Bureau (or at the Exit-Entry Reception Center of any district) within 30 days after entry. The following are required documents (excluding those that may need to be supplemented):

- 1) “Visa Application Letter for International Students in Shanghai” / 《在沪外国留学生办证申请函》 - (Chinese Government Scholarship students & exchange program students can apply online at APP “交我办”. Self-funded students can apply at **the International Students Affairs Office**(Room 107,Lecture Building No.1.))
- 2) JW202 Visa Application for Study in China (《外国留学人员来华签证申请表》)(JW202) Please login the web of "Study in China" <https://www.studyinchina.edu.cn> to download and print JW202 by yourself.
- 3) “Admission Notice from SJTU”;(Room 105A,Lecture Building No.1)
- 4) original passport and the copy of the information page and visa page;
- 5) passport-sized photos (2 inches size);
- 6) original and one additional copy of the “Registration Form of Temporary Residence”(《境外人员临时住宿登记单》);
- 7) “Certificate of Physical Examination Record of Overseas Personnel” (《境外人员体格检查记录验证证明》) issued by the Shanghai International Travel Healthcare Center. ➡

## 【签证和居留许可证】

### ➤ X2签证增加出入境次数

仅可增加一次。全日制自费汉语进修生请至学院留学生事务办公室办理。

### ➤ 学习类居留许可延长和X2签证延长

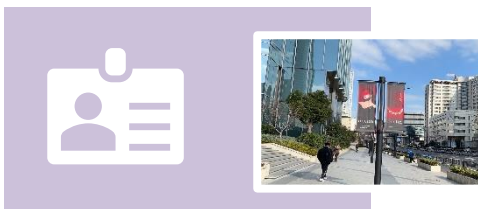
持 X2 签证且在中国持续停留时间超过 180 天的国际学生，需要体检后办理居留许可。

## 【学期延长】

为方便学期延长的全日制自费汉语进修生申请签证延长，学院在第12周发布《汉语学期延长通知》，并公布下学期开学报到日期。申请学期延长，需要满足三个条件：

- 1) 缺勤率不超过已考勤课时的三分之一；
- 2) 期中考试成绩合格,加权平均60分以上；
- 3) 年龄在55周岁以下。

满足条件的同学在本学期第14-15周至留学生事务办公室申请学期延长。■



## 【Visas and Permits】

### ➤ Application for additional entries and exits under the X2 Visa

Additional entries and exits can be requested once only. Self-funded full-time program students please go to **the International Students Affairs Office** of the School of Humanities.

### ➤ Extension of Residence Permits for Foreign Students and X2 Visa extensions

Student holding a X2 type visa and staying in Chinese mainland more than 180 days needs to do the Physical Examination before applying for the residence permit of studying.

## 【Semester extension】

In order to facilitate applications for visa extensions for those international students wishing to continue their studies for an additional semester, the school will issue a “Notice on Application for Semester Extension” (《汉语学期延长的通知》) in the 12th week of classes and, at the same time, will announce the registration date for the following semester. Three conditions must be met.

- 1) The number of absences shall not exceed one third of the total number of class sessions for classes that record attendance.
- 2) The average score of midterm examinations should be at least 60 based on the weighted mean method.
- 3) Students must not exceed 54 years of age.

Students who meet these conditions can apply for study extensions and visa extensions during the 14th and 15th week of the semester.■



“为了一个共同的目标，我们相聚在一起！欢迎你！”——人文学院





### 【班级】

新生入学后，将进行汉语测试，然后确定上课班级，分班后，需根据课程安排，按时到课。正式上课第一周内，学生如需调换班级，可到**留学生事务办公室**戴老师处申请，不可以私自调换班级，同级别的班级不可调换。

### 【教材】

教材信息，请联系教务办公室：

[daixing@sjtu.edu.cn](mailto:daixing@sjtu.edu.cn)；

电话：8621-62821015

### 【Classes】

After entering the school, new students will take a Chinese-language test to determine level placement. After placement, they should attend classes on time based on their class schedules. During the first week of formal instruction, students may apply to adjust their class selections **at the International Students Affairs Office**. They may not adjust class selections on their own. Students may not transfer between different sections of the same class.

### 【Textbooks】

Any questions, please email to [daixing@sjtu.edu.cn](mailto:daixing@sjtu.edu.cn), or call 8621-62821015.



- ◆ 学生每学期的总评成绩根据平时考核、期中考核和期末考试成绩综合评定。其中平时考核成绩占30%，期中考核成绩占30%，期末考核成绩占40%。期中考试成绩作为延长签证的重要依据之一。
- ◆ 平时考核以学生上课出勤率、上课认真程度以及作业完成情况等为依据，以满分100分计算；期中考核在每学期第9周进行，由任课教师在考试周内自行安排考试；期末考核在每学期第17周进行，学院会统一安排。
- ◆ 考试成绩都以满分100分计算；所学课程的缺课时数（病假、事假、旷课累计）超过该门课程学期总学时三分之一者，不能参加该门课程的期末考试。缺考或者在考试中有舞弊行为的课程，期末总评考试成绩登记为0分。
- ◆ 持一年期学习类居留许可的学生，如果第一学期总评成绩不及格者，第二学期不能升入高一年级学习。
- ◆ 成绩查询：  
(<https://applychinese.sjtu.edu.cn/teach/> 【用户名（11位学号号码， HXXXXXXXXXX）；密码(生日，如:20030101)】  
(以上管理规定由留学生事务办负责解释。)

- ◆ Final semester grades for each class are made up of three parts: class performance (30%), the midterm exam (30%), and the final exam (40%). Midterm exam scores are a significant factor in determining whether student visas are extended.
- ◆ The class performance is based on attendance rates, attentiveness in class, homework completion and quality, etc. Full marks are 100. Midterm exams are held during the 9th week of each semester, and each subject teacher will arrange and notice students. Then final exams are held during the 17th week, and the examination notice will be issued a week before the Final Examination.
- ◆ Full marks for both exams are 100. Students whose absence rate for any course (based on an accumulation of sick leave, personal leave, and/or unexcused absences) exceeds one third of the total number of sessions for that course may not participate in the final exam. If there is the absent of the Examination without authorization or having fraud in the examination, the total semester score record of this examination is 0 points.
- ◆ For students holding a one-year residence permit for studying, if failed the overall evaluation in the first semester will not be able to advance to a higher level of study in second semester.
- ◆ Testing results:  
(<https://applychinese.sjtu.edu.cn/teach/> 【User name(the 11-digit Student ID number, HXXXXXXXXXX); password (personal birthday, e.g. 20030101)】  
(International student affairs office is in charge of the explanation of the above rules.) ■

【成绩百分比换算等级制参考】

【Score Percentage Conversion Grade System Reference】

本表数据仅供交流交换生参考，具体仍需根据原交换学校换算。

百分比 (Score percentage)	等级制 (Grade system)	积点 (Credits)	评价的参考标准 (Reference standard for evaluation)	
[95-100]	A+	4.3	课程考试通过，	The course passed the examination, and the comprehensive evaluation of the understanding, mastery and application of knowledge is excellent.
[90-95]	A	4.0	对知识的理解、	
[85-90]	A-	3.7	掌握、运用情况 综合评价优秀。	
[80-85]	B+	3.3	课程考核通过，	The course passed the examination, and the comprehensive evaluation of the understanding, mastery and application of knowledge is general.
[75-80]	B	3.0	对知识的理解、	
[70-75]	B-	2.7	掌握、运用情况 综合评价一般。	
[67-70]	C+	2.3	课程考核通过，	The course has passed the examination, and the comprehensive evaluation on the understanding, mastery and application of knowledge is basically qualified.
[65-67]	C	2.0	对知识的理解、	
[62-65]	C-	1.7	掌握、运用情况	
[60-62]	D	1.0	综合评价基本合格。	
≥60	P(Pass)	N/A	通过	Pass the exam.
<60	F(Failure)	0	未通过	Failed the exam.

The table here is only for the reference of exchange students. The details still need to be converted according to the original exchange university.

## 1.期中考试补考规定:

- 1)期中考试补考申请时间为该门课程开考前半个小时;
- 2)期中考试补考时间为期中考试后一周之内及任课老师期中试卷讲评前。时间由任课老师决定。
- 3)学生只有一次补考机会。

## 2.期末考试补考规定:

- 1)期末补考申请时间统一安排期末考试后一周;
- 2)补考时间是下一个学期报到注册日(具体时间见通知)。
- 3)学生只有一次补考机会

## 3.补考成绩:

- 1)期中补考成绩记录时,以实际成绩的70%录入。
- 2)期末补考成绩及格者,记录登记为实际成绩+(补考),但这门课学期总评分登记为60分;期末补考成绩不及格者,记录登记为F,这门课学期总评分登记为F。
- 3)补考报名后缺考,这门课学期总评分登记为F。■



## 1.The Regulations on Resit Examination of Mid-term

- I.The application time for mid-term make-up exam is half an hour before the exams start.
- II.The mid-term exam make-up time is within one week after the mid-term exam and before the mid-term exam paper is explained. The time is determined by your teacher.
- III.The students are only allowed to take the resit examination once

## 2. The Regulations on Resit Examination of Final-term

- I.The resit examination application time is uniformly arranged on the first week after the Final Exam,
- II.The resit examination time is arranged on the registration date of the next semester (see the notice for the specific time).
- III.The students are only allowed to take the resit examination once.

## 3. Resit Score

- I.The resit Examination Score of Mid-term: The Score will be registered as 70% of the actual score.
- II.The resit Examination Score of Final-term: Those who pass the exam will be recorded as actual results (resit), but the total semester score of this course is registered as 60 points. And those who fail the exam will be recorded as F, and the total semester score of this course also will be registered as F.
- III.If you are absent from the resit examination after registration, the total semester score of this course is registered as F. ■



### 【教学评价】

每学期第9周至16周进行，留学生可登录学院教学管理系统 (<https://applychinese.sjtu.edu.cn/teach/> 【用户名 (11位学号号码, HXXXXXXXXXX); 密码(生日, 如:20030101)】进行课堂教学评价。学生完成问卷调查的学生才能查询期中、期末考试成绩。

### 【课堂出勤管理】

1. 学习期间，如临时不能到校上课，须通过学院教学管理系统 (<https://applychinese.sjtu.edu.cn/teach/>) 请假，未请假不上课，将作旷课处理。考勤将记录在成绩单上。
2. 旷课达到60课时的学生，本院招录的汉语言进修生，学院将作违纪和退学处理；本院交换生及各类校级以上奖学金生，将上报学校留学生发展中心，按规定处理。
3. 缺课（病假、事假、旷课累计）达到106课时，学院将作违纪和退学处理。■

### 【Teacher Evaluations】

From the 9th to the 16th week of the semester, international students can log into the school's Teaching Management System (<https://applychinese.sjtu.edu.cn/teach/> 【User name(the 11-digit Student ID number, HXXXXXXXXXX); password (personal birthday, e.g. 20030101)】) to evaluate their teachers. Only those students who have completed their teacher-evaluation questionnaires will be able to view their midterm and final exam grades.

### 【Class Attendance】

1. During the period of study, students who are temporarily unable to attend classes must request leave through the school's online Teaching Management System (<https://applychinese.sjtu.edu.cn/teach/>). Students who fail to attend class without requesting leave or whose leave request is not approved will accrue unexcused absences. Attendance will be recorded on the transcript.
2. If total unexcused absences reach 60 class hours, students will be subject to disciplinary measures and asked to withdraw. Exchange students and scholarship students, at or above the university level, who are in violation of attendance policies will be reported to the university's International Student Center. The Center will handle the situation in accordance with its policies.
3. The school will begin disciplinary and expulsion processes for students who miss 106 class hours due to an accumulation of sick leave, personal leave, and/or unexcused absences. ■

### 【结业证书】

凡符合如下条件的学习者，均可在学期的结业日（以学期安排表为准）到107学生事务办公室领取本学期的《结业证书》。结业证书代为保管2个学期（本学期+下学期），过期自动放弃，纸质版和电子版二选一。如有问题，请联系 [daixing@sjtu.edu.cn](mailto:daixing@sjtu.edu.cn)

1. 每门课程的缺勤率不得超过1/3;
2. 学期所修课程的加权平均成绩需达到60分以上;
3. 无违纪、违规行为。

### 【退学】

持学习类居留许可的学生退学前必须先终止学习类居留许可；持X2签证的学生中途退学，需要办理缩短X2签证停留期限事项。退学办理流程：

1. 至学院留学生事务107办公室或写邮件至 [clpvisa@sjtu.edu.cn](mailto:clpvisa@sjtu.edu.cn)，办理签证变更手续；
2. 学生在退学的5个工作日内，需提交《外国人签证证件受理(RECEIPT)》（市出入境管理局提供）至107办公室或发送其图片至 [clpvisa@sjtu.edu.cn](mailto:clpvisa@sjtu.edu.cn) 进行退班，之后退费(如需)。否则，名单将上报学校出入境管理与服务中心，作黑名单处理。
3. 退学者如需要《学习证明》《离校证明》或《学习成绩单（Official Academic Transcript）》，可写信至 [daixing@sjtu.edu.cn](mailto:daixing@sjtu.edu.cn) 获取■

### 【Certificate of Completion】

Student who meets the requirements below can get the Certificate of Completion for current semester at International Student Affairs Office, room 107, on the last day of the semester. The certificate will be kept on for 2 semesters (this semester + next semester). It will be automatically forfeited if overdue. Students can choose either the paper version or the electronic version. Any questions, please email to [daixing@sjtu.edu.cn](mailto:daixing@sjtu.edu.cn)

- I. The absence rate for each course should not exceed 1 / 3;
- II. The weighted average score of the courses taken in the semester should reach 60 or above;
- III. The student may not violate any laws or regulations.

### 【Withdrawing from School】

Students holding Residence Permits for Foreign Students must terminate their permits before leaving the school. Students holding X2 Visas who withdraw midway through studies must shorten the duration of their X2 Visas accordingly. The process of withdrawing from the school requires several steps.

- I. Go to International Student Affairs Office, room 107, or email to [clpvisa@sjtu.edu.cn](mailto:clpvisa@sjtu.edu.cn) to change visa status.
- II. Within five working days of withdrawal of study, bring the “Receipt of Visa Processing for Foreigners” 《外国人签证证件受理回执(RECEIPT)》(provided by Exit-Entry Administration Bureau of Shanghai Public Security Bureau) to International Student Affairs Office, room 107(or send it's pic to [clpvisa@sjtu.edu.cn](mailto:clpvisa@sjtu.edu.cn)) to present that you canceled your student visa already, and then get your refund if you have. Without completing this step, student situation will be reported to the Exit and Entry Administration and Service Center of the university and placed on a blacklist.
- III. Documents such as 《学习证明 (Proof of Studies)》，《离校证明 (Proof of Departure from the University)》，or an 《学习成绩单（Official Academic Transcript）》，if required, please email to [daixing@sjtu.edu.cn](mailto:daixing@sjtu.edu.cn) ■

## 【退费】

## 【About Refunds】

提出退学时间 (Time of asking for refunds)	全日制长期汉语生 (For full-time, long-term Chinese-language students)	业余班汉语生 (For part-time Chinese-language students)	暑期班学生 (For 4-week summer program learners)
----	报名费不退(Registration fees will not be refunded.)		
在本学期结束日（以学期安排表为准）之前(before the last day of current semester)	下学期学费的100% (100% , full refund of next term)	100%	--
从上学期结束日（以学期安排表为准）开始，到新学期开学注册日 ( withdraw between the last day of previous semester and registration day of next semester)	75%	100%	100%; 未获得学生签证者(only for the student who didn't get student visa)
开学后的两周内 (the first two-week of the semester )	75%	75%	0
开学后第三周 (the third week of the semester )	50%	50%	--
第四周开始 (from the fourth week)	0	0	--
	*1	*2	*3

\*1\*3: 持X2或学习类居留许可的退学者，如需退学费，则需向[clpvisa@sjtu.edu.cn](mailto:clpvisa@sjtu.edu.cn)提供已取消签证的材料《外国人签证证件受理(RECEIPT)》（市出入境管理局提供），并同时向 [yanjunzhang@sjtu.edu.cn](mailto:yanjunzhang@sjtu.edu.cn) 提供学费发票和银行信息，办理退费。

Student holding X2 visa or residency permit for studying, if withdraw from the school and apply for the refund, the first thing he or she should do is to cancel the student visa, and then send the pic of document of "Receipt of Visa Processing for Foreigners" 《外国人签证证件受理回执(RECEIPT)》(provided by Exit-Entry Administration Bureau of Shanghai Public Security Bureau ) to [clpvisa@sjtu.edu.cn](mailto:clpvisa@sjtu.edu.cn); meanwhile, also send receipt of tuition payment and the information of bank account to [yanjunzhang@sjtu.edu.cn](mailto:yanjunzhang@sjtu.edu.cn).

\*2: 业余班如果未能成班，报名费和学费全额退回。(For part-time students, tuition and registration fees for any class that cannot be offered will be fully refunded.)

### 说明:

1. 违纪开除学籍的学生，本学期学费不退。  
(Students expelled from the school for violating school regulations are not eligible for tuition refunds for that semester.)

2. 退费申请时间均以正常工作日时间为准。(Time for applying the refund must be in the normal office working time.)



## 【奖学金】

### ■ 申请条件:

1. 遵守中国法律, 遵守学校及学院各项规章制度的**自费全日制非学位汉语进修生**。
2. 无旷课记录、出勤率高。
3. 参加所有课程考试, 期中考试平均分不低于85分。
4. 将在本院继续下学期学习 (至少一个月)。

### ■ 申请时间:

学期第12周, 凭学生证, 到教一楼107室申请。

获得者名单将于第14周公布。

### ■ 奖项设置及奖励额度:

1. 一等奖, 2000元
2. 二等奖, 1500元
3. 三等奖, 1000元

### ■ 荣誉证书与奖学金的发放:

1. 荣誉证书的颁发将在下学期开学典礼上进行。
2. 本奖学金不以现金、支票或转账等形式发放。获得奖学金的同学, 请自行办理中国银联卡, 在第二学期的第四周开始, 可持卡至学院107室, 由财务人员办理奖学金发放到卡。

### ■ 管理办法:

如有以下情况之一者, 将取消其奖金及证书:

1. 学期末成绩中有不及格 (<60) 的课程者。
2. 学期中有违反《汉语进修国际学生手册》中“国际汉语学生纪律处分规定”者。
3. 无故不参加下学期开学典礼者。

## 【Scholarship】

### ■ Application Requirements:

- I. Self-funded full-time non-degree Chinese language students who Comply with Chinese laws and all regulations of the university.
- II. No record of unexcused absence and maintain a high attendance rate.
- III. Participate in all course examinations, with an average midterm score of no less than 85.
- IV. Students who will continue their studies at the school for at least one month in the following semester.

### ■ Application Period:

- I. During the 12th week of the semester, students may apply at Room 107, Teaching Building No. 1, by presenting their student ID.
- II. The list of recipients will be announced in the 14th week.

### ■ Award Categories and Amounts:

- I. First Prize: 2,000 RMB
- II. Second Prize: 1,500 RMB
- III. Third Prize: 1,000 RMB

### ■ About Certificates and Scholarships:

- I. Honorary certificates will be awarded during the following semester's opening ceremony.
- II. The scholarship will not be distributed in cash, by check, or via bank transfer. Recipients must apply for a China UnionPay card. Starting from the 4th week of the second semester, they may present their card at Room 107 of the school for the financial officer to process the scholarship transfer.

### ■ Management Rules:

The scholarship and certificate will be revoked under any of the following circumstances:

- I. Failing any course (<60) by the end of the semester.
- II. Violating the "Regulations on Disciplinary Actions Applicable to International Chinese-language Students" of this Handbook during the semester.
- III. Unjustifiably missing the following semester's opening ceremony.

## 【申请jAccount帐号】

申请交大jAccount帐号，步骤如下：

第一步：请浏览给网页：

<https://jaccount.sjtu.edu.cn/profile/#/apply> ,  
在网页右上角选择语言“EN”，然后点击“Next”。

第二步：在以下网页选择“Accept”，然后点击“Next”。

第三步：在“Registration”页面，填入个人信息(包括“护照名”“护照号码”“学校学号(HXXXXXXXXXXXX)”)，然后点击“submit”。

第四步：第三步提交后，看到“jAccount Registration”页面，即可以申请jAccount邮箱了。请注意，这里的“User name”指的是你的所申请的交大邮箱的“username”@sjtu.edu.cn；完成注册后，就拥有了自己的交大邮箱。之后，如有问题可写信至 [service@sjtu.edu.cn](mailto:service@sjtu.edu.cn) 获取帮助。■



## 【jAccount ID Application】

Non-degree international students can follow the steps below to apply for the jAccount at Shanghai Jiao Tong University :

Step 1: please visit

<https://jaccount.sjtu.edu.cn/profile/#/apply>, choose “EN” at the top right corner, then click “Next”;

Step 2: tick the “Accept”, then click “Next”;

Step 3: On “**Registration**” page, fill in all the required information(**Exact** “Passport Name”, “Passport ID”, and “Students ID”, **which is begin with ‘H’**), then put into “Captcha”, and finally click “submit”.

Step 4: After step3, you will see the page of “**jAccount Registration**”, and you can set “username” and “password” of your SJTU email box, and then you will have your own SJTU email box. Any questions about it , Please email to [service@sjtu.edu.cn](mailto:service@sjtu.edu.cn) ■







“在交大学习汉语，是一种很好的体验，收获很多，很难忘……”

—— 李 凯文 (LEE)



进出校园，需要使用手机app;

(1)手机下载“交我办”app。用交大邮箱的用户名和密码登录(请看“申请jAccount账号”的第四步)

(2)进入“首页”面后，找到“思源码”，点击后刷二维码即可进校。（另外，如果个人微信可以支付，即可在校园食堂使用思源码。）。



- First, download app “交我办” with your mobile phone. Then, log in the app with your jAccount username and password.(see the Step4 of **jAccount ID Application**)
- On its first page, click the icon of click the icon of “思源码”， and scan the QR code at the campus entrances and you can enter the campus. (You can also use the QR code in campus canteen as long as you can pay by your WeChat account.)

## 【校园体育场馆预约】

请登录手机上海交通大学app“交我办”，进入“服务大厅”中的“智慧体育”进行“场馆预约”。可在各个校区的各处活动场馆进行查看、预约，例如：预约“徐汇校区体育馆”。

## 【Sports Venue/Field Reservation】

Please log on to mobile phone app “交我办” of SJTU to make a reservation, and steps as follows:  
click “服务大厅”;then next page “智慧体育”;and then click “场馆预约” to select the sports venue on different campus; for example, 徐汇校区体育馆.

### 【HSK考试】

请登录汉语考试服务网站: <http://www.chinesetest.cn>

### 【学生活动】

学院每学期将组织若干次活动。每次活动学院将通过微信公众号“交大汉语”、班级微信群, 或海报等方式通知。



### 【The HSK Test】

Please log on to the following website for information on the HSK Test: <http://www.chinesetest.cn>

The school will organize several activities during the semester.

### 【Students Activities】

Details will be provided further via school WeChat account “交大汉语”, public notice, or WeChat group.





## 【留学保险】

➤ 根据中华人民共和国教育部相关规定和《上海交通大学国际学生管理规定》的要求，在中国大陆就读的国际学生必须购买来华留学保险。上海交大人文学院汉语进修的自费国际学生可以购买自己认定的保险产品，只要该保险能覆盖在华学习期限，且能在中国大陆使用。**建议国际学生在入境前购买保险，以保证入境时保险已生效。**开学报到时，学生需携带并出示已购保险的证明(中文版或英文版)。

➤ 如果购买中国大陆的保险产品，建议如下：

1) 登录“来华留学保险”网购买。网址：[www.lxbx.net](http://www.lxbx.net)

2) 保险名称：留学生 800 元保险方案（有关保险的具体条款、保险责任、理赔方式等信息。）

3) 保险保费：人民币 800 元/年，或人民币 400 元/半年；人民币 160 元（一个月），人民币 240 元（两个月）

4) 购买流程：新学期开学前一周（暑期班学生在开学前三天），可登录以下页面进行购买（登录[www.lxbx.net/login?redirect=/plan](http://www.lxbx.net/login?redirect=/plan)，分别输入“证件号码”和“验证码”，即可自行购买）。

5) 购买支付方式：网上支付，微信/支付宝/MASTER/VISA/JCB

**特别提醒：**此保险不包含中国大陆以外的医疗费用理赔。生病或发生意外事故，请第一时间拨打保险公司服务电话 4008105119（24 小时，双语服务）。如果保险存在断档期，则在上一保期以及断档期内发生的疾病或意外，即使在新一保期进行治疗，将属于既往症，无法理赔。因此，请确保保险的连续有效性。

➤ 对上述内容若有疑问，可咨询：[clpvisa@sjtu.edu.cn](mailto:clpvisa@sjtu.edu.cn) ■

## 【Insurance】

➤ According to relevant regulations of the Ministry of Education of the People's Republic of China and the "Regulations on the Management of International Students at Shanghai Jiao Tong University (SJTU)", international students studying in Chinese mainland are required to have insurance. For self-funded international student studying Chinese language at school of humanities SJTU, whatever the insurance product will be, it should cover the period of studying and can be used in Chinese Mainland. **It is recommended that international students purchase insurance before entering Chinese Mainland to ensure that the insurance is in effect at the time of entry.** Student must bring and show the proof of purchased insurance when registering on the registration day of the new semester (Chinese version or English version).

➤ If international student purchase insurance product of Chinese Mainland, advice is here:

1) Purchase on the specialized website: [www.lxbx.net](http://www.lxbx.net)

2) Insurance name: "800 yuan Insurance plans for International students" (For information on the specific terms, insurance liability, and claim application.)

3) Insurance premium: RMB 800/year, or RMB 400/half year; RMB 160 for one month; and RMB 240 for two months.

**4) Student can purchase insurance on web one week before (summer courses students 3 days before) the registration day of the new semester (web: [www.lxbx.net/login?redirect=/plan](http://www.lxbx.net/login?redirect=/plan), put into "passport No" and "verification code").**

5) Payment Methods: Pay online by Wechat Pay /Alipay /MASTER/VISA/JCB.

**Special note:** This insurance does not cover medical expense claims outside Chinese Mainland. If you are sick or have an accident, please call the insurance company's service hotline at 4008105119 (24-hour, bilingual service) as soon as possible. (If there is a hiatus period in insurance, any illness or accident that occurred during the previous insurance period and the hiatus period, even if treated during the new insurance period, will be considered a past illness and cannot be compensated. Therefore, please pay and renew the insurance timely to ensure the continuous validity of the insurance.)

➤ Any questions on the mentioned information here, one can email to [clpvisa@sjtu.edu.cn](mailto:clpvisa@sjtu.edu.cn) ■

### 【校园卡】

学院统一为线下课程按时报到注册的汉语进修生制作校园卡，校园卡可在餐厅、浴室、图书馆使用。校园卡需充值后才能使用，充值地点：徐汇校区研一楼一楼大厅。

校园卡单日消费超过30元，需要输入消费密码，消费初始密码为123456。未在规定期限内报名或之后丢失校园卡的汉语进修生，需自行前往校园卡中心办理，且需要自付办卡费用20元。

**校园卡中心地址：**教三楼1楼（徐汇校区地图No.14）。

**工作时间：**8:30—11:30；13:30-16:30。

### 【日常生活注意事项】

留学生人身及财产安全第一；在校留学生必须遵纪守法，并为自己在中国的言行负责。留学本校即认为同意和接受相关的管理规定。入学后，请及时将个人和紧急联系人在中国的有效联系电话及邮箱告知所在班的班主任，以便更新学院管理系统。留学期间，如遇情况，可拨打相关电话。

**紧急求助电话：**“110”；**医疗救护电话：**“120”；

**火警电话：**“119”；**徐汇校园应急电话：**“62932300” ■

### 【Student ID Card】

The school will make Student ID Cards for all international Chinese-language students who registered on time. ID cards can be used in cafeterias, bathrooms, and libraries.

Student ID Cards are activated once funds are added. Students can top up their cards in the lobby of the No. 1 Graduate Student Building on the Xuhui Campus.

Students must enter a password if they want to spend more than 30 RMB per day using their Student ID Cards. The initial password of the card is 123456.

Students who fail to apply at the time stated or lose their student ID card must go to the Student ID Card Center and pay a fee of 20RMB to get a Student ID Card.

The Student ID Center is on the 1st Floor of the Lecture Building 3 (No. 14 on the Xuhui Campus map).

Office hours: 8:30-11:00 ; 13:30-16:30.

### 【Tips for Daily Life】

The personal safety of international students and the security of their property is always a top priority. International students must abide by the law and be personally responsible for what they say and do in China. Studying at the university implies agreement with and acceptance of relevant university rules and regulations. After enrollment, please promptly provide your class adviser with your valid telephone number, email address, and emergency contacts in China. This will help ensure that the school's management system is up to date. During the period of overseas study, students in distress should call one of the following numbers: **for emergencies, call 110**; to summon an ambulance, call 120; **to report a fire, call 119**; Xuhui campus emergencies, call 62932300. ■



## 【付费方式】

依据《上海交通大学录取通知书》，学费需一次交清。

1. 注册时付费。开学注册付费要求：依据《上海交通大学录取通知书》，学期费用一次交清。银行卡支付。使用中国境外发行的标有“银联”标志的银行卡，需支付手续费率是2.5%；使用国际卡仅限VISA、MASTER卡、JCB卡、American Express卡，手续费率是1.9-3.5%。
2. 在线支付(仅限学号为HXXXXXXXXXX的学生，学号请参见附件的录取通知书)。使用微信、支付宝或信用卡在线支付，在报名注册网址（<http://applychinese.sjtu.edu.cn>）用学号(HXXXXXXXXXX)登录，密码是护照号码后六位数。学号为非HXXXXXXXXXX的学生，请通过其他方式付款。
3. 银行汇款。请按以下银行信息汇款，并请填写汇款用途（学费）、学生姓名、学号和汇款金额。国际汇款时请考虑汇率变化和中转银行收取的费用。并将汇款凭证发送电子邮件：[yanjunzhang@sjtu.edu.cn](mailto:yanjunzhang@sjtu.edu.cn)。■

名称NAME:	上海交通大学SHANGHAI JIAO TONG UNIVERSITY
银行账号A/C NUMBER:	439059226890
银行BANK:	中国银行上海交通大学支行 BANK OF CHINA, SHANGHAI JIAOTONG UNIVERSITY SUB-BRANCH
银行地址BANK ADD:	中国上海市东川路800号 NO.800 DONG CHUAN ROAD, SHANGHAI, CHINA
银行代码SWIFT CODE:	BKCHCN BJ300
电话号码TEL NO.	0086-21-54747180
邮编POST CODE:	200240
备注NOTES:	学费,姓名+学号(HXXXXXXXXXX) Tuition, NAME & STUDENT NO. (HXXXXXXXXXX)

## 【Payment Methods】

1. Using a bank card. Students who use a “UnionPay” card issued abroad must pay an additional service fee of 2.5%. Students who use an international card (limited to VISA, Master card, JCB, and American Express) must pay an additional service fee of 1.9%-3.5%.
2. Online payment (only for students with student ID HXXXXXXXXXX, which can be found in the attached Admission Notice) To pay online via WeChat, Alipay or credit card, please re-login with your student ID (HXXXXXXXXXX) at <http://applychinese.sjtu.edu.cn>. The password is the last six numbers of your passport number. For students whose student ID is not HXXXXXXXXXX, please pay by other methods.
3. Remittance If you are not eligible for online payment, please make a remittance using the information here on time (ATM transfer is not allowed). Please notes tuition, the student name, student number and the amount in the remittance details. Please consider exchange rate changes and fees charged by the Correspondent/ intermediary bank when making an international remittance. And send the remittance voucher via email [yanjunzhang@sjtu.edu.cn](mailto:yanjunzhang@sjtu.edu.cn) ■



## 【违纪处分管理规定】

一、本规定根据《上海交通大学国际学生管理规定》（沪交外[2014]129号）、《上海交通大学非学位国际学生的接收与教学管理办法》（沪交外[2014]127）及《上海交通大学学生手册》（2018版），并在学校留学生发展中心、留学生服务中心的指导下，结合人文学院汉语进修留学生实际情况制订，并报学校学生处和法律事务室审查备案后执行。

二、本规定的“汉语进修留学生”，主要指由上海交通大学人文学院招录的持学习类签证（学习类居留许可或X2）的各类长、短期的自费非学历汉语进修留学生。凡入院学习的汉语进修留学生，即被视为认同和接受本规定。

三、在上海交大人文学院学习的汉语进修留学生，必须遵守中华人民共和国法律，尊重中国人民的风俗习惯，自觉维护各国学生间的友好关系，尊重各国学生间不同的种族、宗教和风俗习惯；必须遵守上海交通大学的各项规章制度，按照教学计划 and 安排，认真学习。



## 【Regulations on Disciplinary Actions Applicable to International Chinese-language Students】

I . These regulations are in accordance with the “International Student Management Regulations of Shanghai Jiao Tong University”(《上海交通大学国际学生管理规定》（沪交外[2014]129号）); the “Measures for the Reception and Teaching Management of Non-degree International Students ,SJTU” (《上海交通大学非学位国际学生的接收与教学管理办法》（沪交外[2014]127号）); and the “Student Handbook, SJTU(2018 Edition)” (《上海交通大学学生手册》（2018版）). In addition, they were formulated under the guidance of the university’s International Student Center and International Student Service Center and in conjunction with the actual circumstances of full-time international Chinese-language students at the School of Humanities. The university's Students Affairs Division and Legal Affairs Office has reviewed and consented to these regulations and will supervise their implementation.

II .As used in these regulations, the term “international Chinese-language students” refers primarily to long-term and short-term, self-funded, non-degree, international Chinese-language students who are enrolled by the International Office of the School of Humanities at SJTU and who hold study-type visas, such as the X1 Visa (or Residence Permit for Study) or the X2 Visa. All such international Chinese-language students enrolled at the school are assumed to have acknowledged and accepted these regulations.

III .All such international Chinese-language students enrolled at SJTU’s School of Humanities must abide by the laws of the People’s Republic of China, respect the customs and habits of the Chinese people, conscientiously maintain friendly relations among students of all countries, respect the different races, religions, customs, and habits of students from all countries, abide by the rules and regulations of Shanghai Jiao Tong University, and study earnestly in accordance with teaching plans and arrangements. ➡

### ➡ 四、违纪及处理：

人文学院汉语进修留学生，如有以下情况，将由学院开具《汉语进修留学生违纪处分告知单》；取消学习资格；本学期的学费不予退还；且以后不再录取；同时向学校出入境管理和服 务部门报告情况。

（一）如有任何下列行为，经批评教育拒不悔改，且态度恶劣者

1. 打架斗殴、造成不良影响或人身伤害；
2. 非法占有他人财物（以偷窃、骗取、勒索、冒领等手段）；
3. 破坏学校公共财物，拒不赔偿；
4. 扰乱教学秩序、扰乱考试秩序；
5. 酗酒并造成恶劣影响的；
6. 故意侮辱老师、同学（包括宗教、政治、信仰和风俗习惯等）； ➡

### ➡ IV. Disciplinary Violations and Penalties

International Chinese-language students at the School of Humanities exhibiting the following behaviors will be issued a “Disciplinary Action Report for International Chinese-language Students” (《汉语进修留学 违纪处分告知单》) and be expelled without the possibility of a refund for the current semester. Such students will not be readmitted in the future; and, moreover, they will be reported to the Exit and Entry Administration and Service Center of the university, which will record the circumstances of the violation.

**A. Students who exhibit any of the following behaviors, and, after criticism and education, refuse to change the behavior and continue to display a bad attitude:**

- 1) fighting and brawling causing adverse effects or personal injury;
- 2) illegally possessing other people’s belongings (through theft, fraud, extortion, or fraudulent claims);
- 3) destroying the university’s public property and refusing to pay compensation;
- 4) disrupting teaching or examinations;
- 5) drinking excessively with associated negative effects; or
- 6) deliberately insulting teachers or students (including insults to religions, politics, beliefs, and customary practices). ➡

## 【违纪处分管理规定】

### ➡(二) 出现任何下列情况的

1. 旷课达到60课时者;
2. 缺课(病假、事假、旷课累计)达到106课时者;
3. 未经学院批准, 开学三周内未报到注册者;

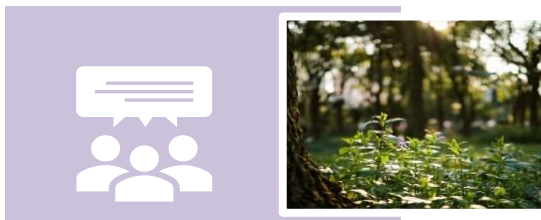
(三) 贩卖、传播或者制作淫秽色情和反动书刊、电子出版物及音像制品;

(四) 涉毒者(吸毒、贩毒等);

(五) 参与赌博;

(六) 校内违规进行宗教活动;

(七) 受到中华人民共和国治安处罚、行政处罚或司法处罚; 或有任何隐瞒此类处罚的情况; ■



## 【 Regulations on Disciplinary Actions Applicable to International Chinese-language Students 】

### ➡B. Students for whom any of the following situations apply:

- 1) accumulating 60 class hours of unexcused absences;
- 2) accumulating 106 class hours of overall absences (including sick leave, personal leave, and/or unexcused absences); or
- 3) failing to register within three weeks of the beginning of the semester without the approval of the school.

**C. Trafficking, disseminating, or producing obscene, pornographic, or reactionary printed materials, electronic publications, or audio-visual products**

**D. Engaging in drug related activity (including using or trafficking drugs)**

**E. Gambling**

**F. Violating regulations regarding religious activities on campus**

**G. Receiving public security, administrative, or judicial penalties from the People's Republic of China or concealing the existence of any such penalties ■**



## 【如何办理在学期间《无不良行为记录证明》和《无犯罪记录证明》】

汉语学习的国际学生，如需办理：

1. 可以打开本人“交我办”APP，找到“安全保卫”-“其他服务”下的“外籍学生《无不良行为记录证明》申请”，即可开始流程，经由本人填写信息，学院初审，保卫处复审后，学生可直接下载带保卫处保卫科电子签章的电子版证明。

如线上无法操作，也可请本人（也可以委托他人）到学校徐汇校区保卫处107室办理（地点，近华山路1954号门）。

请提供学生本人护照和学生证（照片也可以）。

学校保卫处联系人：刘老师、丁老师。电话：8621-62932584

2. 如需公安机关盖章的《无犯罪记录证明》，请持学生本人的新旧全部护照原件和在沪临时住宿登记单（由宾馆、学生宿舍或居住地派出所开具），前往上海市公安局出入境管理局（各区分局出入境管理办公室）办理。

上海市公安局出入境管理局 咨询电话：12367

徐汇区出入境管理办公室地址：南宁路999号徐汇行政服务中心一楼

闵行区出入境管理办公室地址：中春路4099号

黄浦区出入境管理办公室地址：蒙自路701号



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## 【Application Procedures for a Certificate of No Misconduct (Academic Period) & How to Request a No Criminal Record Certificate】

For international student studying Chinese, if you need a **Certificate of No Misconduct** of the period of study at SJTU, you can:

1. apply it online. Open the SJTU app “交我办” and find the “**Certificate of No Misconduct**” under “安全保卫”-“其他服务” to start the process. After filling in the information, the school will conduct a preliminary review, and the security department will conduct a review. Students can directly download the electronic version of the certificate with the electronic signature of the security department.

If it cannot be operated online, you can also go to Room 107 of the Security Office of Xuhui campus of the university to apply for it (you can entrust others to do it too). Please provide your passport and student ID card (photos are also acceptable).

➤ **Address:** Security Office of Xuhui campus: near Huashan road, the main entrance of the campus, see No.1 on campus map of this handbook.

➤ **Contact:** Ms. Liu or Mr. Ding Tel: +86 21 62932584

2. if you will **request a No Criminal Record Certificate**, please bring your passport (if necessary, you may need to bring your former passport too), as well as the Registration Form of Temporary Residence in Shanghai (issued by the hotel, student dormitory, or local police station), to the exit-entry administration office of your living district to apply for it.

➤ Exit-entry Administration Bureau of Shanghai Public Security Bureau (Tel:12367)

➤ Address of Exit-entry Administration Office in :

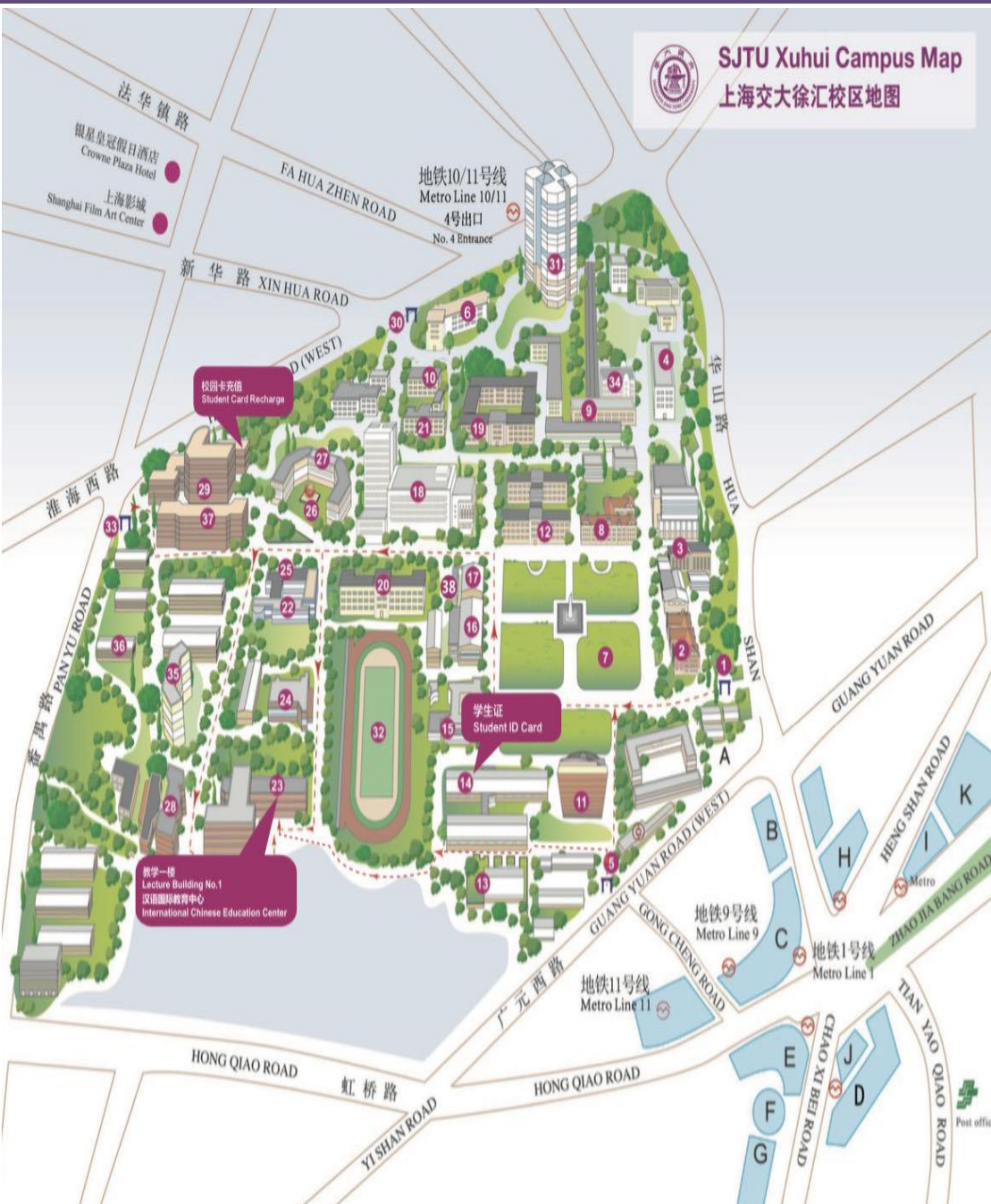
**Xuhui District:** First Floor, Xuhui Administrative Service Center, No. 999 Nanning Road

**Minhang District:** No. 4099 Zhongchun Road

**Huangpu District:** No. 701 Mengzi Road

(For the handbook, the Chinese-language document takes precedence over any other translated versions. School of Humanities at SJTU reserves the right to determine the official interpretation of this handbook.) ■

# 【徐汇校园地图】



# 【Xuhui Campus Map】



1 一号门 (华山路 1954 号)	1 Main Entrance (1954 Hua Shan Rd.)	1 一号门 (华山路 1954 号)	1 主楼
2 档案馆	2 Archives	2 档案馆	2 기록보관소
3 教师活动中心	3 Faculty Club	3 教师活动中心	3 교직원 센터
4 钱学森图书馆	4 Qian Xuesen Library & Museum	4 钱学森图书馆	4 천학산 박물관
5 五号门 (广元西路 55 号)	5 Entrance No. 5 (55 Guang Yuan Rd. (west))	5 五号门 (广元西路 55 号)	5 5호문
6 校医院	6 School Hospital	6 校医院	6 학교병원
7 草坪	7 Lawn	7 草坪	7 잔디밭
8 中院	8 Lecture Hall No.5 (Zhong Yuan)	8 中院	8中院
9 实验楼	9 Laboratory Hall	9 实验楼	9 실험동
10 机械楼	10 Mechanical Building	10 机械楼	10 기계공학 빌딩
11 浩然高科技大厦	11 Hao Ran High-Tech Building	11 浩然高科技大厦	11浩然빌딩
12 新上院	12 Xin Shang Yuan	12 新上院	12 신상원
13 高压实验室	13 High Voltage Laboratory	13 高压实验室	13 고압실험실
14 第三教学楼 (MED-X)	14 Lecture Hall No.3 (MED-X)	14 第三教学楼 (MED-X)	14 제3강의동 (MED-X)
15 新建楼	15 Xin Jian Building	15 新建楼	15 국제빛 공공사무대학
16 体育馆	16 Gymnasium	16 体育馆	16 체육관
17 总办公厅	17 General Office Building	17 总办公厅	17 대청 본관
18 包兆龙楼	18 Bao Zhao Long Building	18 包兆龙楼	18 bao zhao long 빌딩
19 工程楼	19 Engineering Hall	19 工程楼	19 공학관 (Engineering Hall)
20 凯原法学院	20 Ke Yuan Law School	20 凯原法学院	20凱원 법과대학
21 科学馆	21 Science Hall	21 科学馆	21 과학관
22 餐厅	22 Dining Hall	22 餐厅	22 교직원 식당
23 教学一樓	23 Lecture Building No.1	23 教学一樓	23 교수동
24 大礼堂	24 Auditorium	24 大礼堂	24 대강당
25 餐厅	25 Dining Hall	25 餐厅	25 학생식당
26 饮水思源	26 Think of Its Source While Drinking Water	26 饮水思源	26 飲水思源 기념비
27 第一宿舍	27 Dormitory No.1	27 第一宿舍	27 제1기숙사 (중국 학생)
28 桃李苑	28 Tao Li Yuan	28 桃李苑	28桃李苑
29 研究生宿舍	29 Dormitory (Graduate Students)	29 研究生宿舍	29 대학원생 기숙사
30 2号门 (淮海西路 125 号)	30 Entrance No.2 (125 Huai Hai Rd. (West))	30 2号门 (淮海西路 125 号)	30 2호문
31 申通广场	31 Sun Tong Plaza	31 申通广场	31申通 플라자
32 运动场	32 Stadium	32 运动场	32 운동장
33 三号门 (番禺路 655 号)	33 Entrance No.3 (655 Pan Yu Rd.)	33 三号门 (番禺路 655 号)	33 3호문
34 教工之家 (铁生馆)	34 Faculty Center (Tiesheng Hall)	34 教工之家 (铁生馆)	34 교직원 활동실
35 联兴楼	35 Lian Xin Building	35 联兴楼	35 聯興樓
36 9号楼	36 Dormitory No.9	36 9号楼	36 9호동
37 第三宿舍	37 Dormitory No.3	37 第三宿舍	37 제3기숙사 (중국 학생)
38 学生服务中心	38 Student Service Center	38 学生服务中心	38 학생서비스센터

更多详情，请查阅

(For more information about SJTU campus): <http://map.sjtu.edu.cn>





“在上海交通大学学习汉语的经历，是令人难忘的，我常常想起那里的老师和同学……”

——Amalia · 米欣丽



SJTU | 人文学院

