



TONGJI UNIVERSITY
CAUP

同济大学建筑与城市规划学院
COLLEGE OF ARCHITECTURE AND URBAN PLANNING TONGJI UNIVERSITY

Application Online System Instruction

1. Open the website: <http://study-info.tongji.edu.cn/> and click "English".

Click "English".



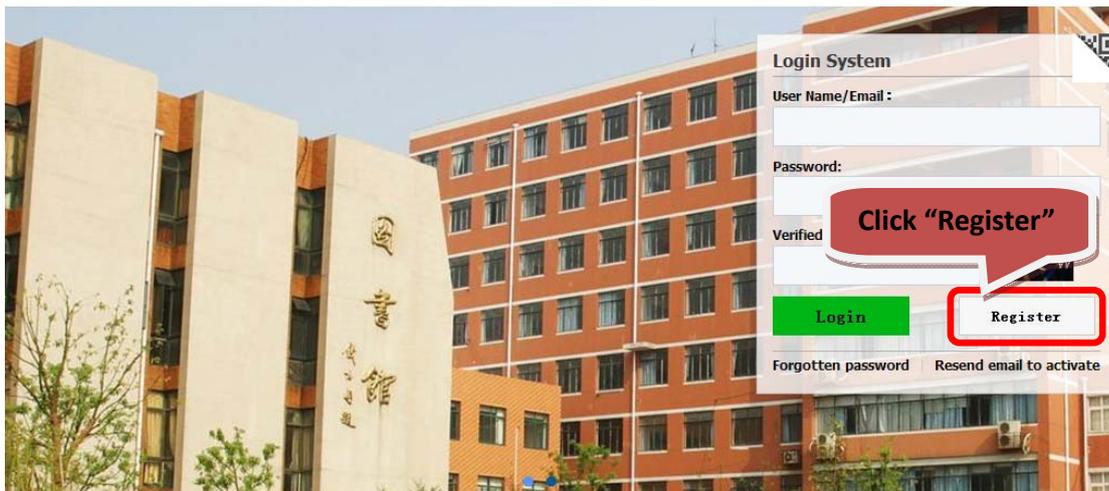
注册向导 **ENGLISH**



2. Click "Register" to create a new account.



Registration Guide | 中文



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3. Fill in the blanks and Click “Register”.

(Note: One user name and one email can be registered only once)

Member register

*User Name:

*Password: weak middle strong

*Confirm Password:

*E-mail:

Please register with valid email address, or you cannot activate your account (do not use @naver email box).

*Verify Code: O M E K

After successful registration, an account activate link will be sent to your email. Please activate your account by clicking the link.

Register Close

Registration Guide | 中文

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4. Register successful, Please click “Go to Mail Box” to Active the account.

please check your email to activate the account.

will receive the email which can activate the account as soon as possible. Please activate your account by clicking the active link in the email.

Go to Mail Box

This is your Email, Please go to your mailbox and open the Active Mail. The latest information will be informed by mail, please keep checking your mailbox.

Registration Guide | 中文



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5. Go to your mailbox and open the Active Mail, click “Entry for activation”.

Tongji University Online Application System for International Students 精简信息

发件人: Tongji University<ISO-ZHAOSHENG@tongji.edu.cn>
收件人: _____
时 间: 2014年10月15日 09:20 (星期三)

You have already registered on Tongji University Online Application System for International Students by using this Email address. Please ensure that it is your frequently used email address as the University can email you when necessary.

The registered information is as follows:
User name is _____, password is _____
Please click the link to activate your account within 72 hours.

Entry for activation

For more info, please login on the system. [Tongji University Online Application Platform](#)

您已注册了本系统，请确认此邮箱为您的常用邮箱，以便您能及时收到学校发送的重要通知。
您的用户名: _____ 密码: _____
请于72小时内点击下面的链接，激活账号。
[注册激活链接入口](#)

详情请登录 [同济大学国际学生服务平台](#) 查看

6. Activation Successful.

You have activated, please log in directly!



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7. Go to the Homepage, Click “Online Application”.

国际学生管理服务平台
International Student Management Service Platform

Account No:bingyoghurt Logout
Last Login Time:
Unread Message:0 Show Message List
Change Profile Picture Edit Profile Information Change Password Bind Study Information

ONLINE APPLICATION APPLICATION NOTES SCHOOL MAP

Copyright statement | Contact us | Feedback | About Tongji University

Click “Online Application”

8. Choose “Exchange Student” and Click “Next”

Home Application Application Query Inbox [unread:0] Outbox Message to Administrator

Choose your program:

- The Chinese government scholarship
- The Confucius institute scholarship
- Shanghai government scholarship
- Exchange Student
Exchange students are officially nominated by their home universities to study at Tongji University under the student exchange agreement.
- Self-sponsored

Next

9. Choose “General Visiting Student (Non Degree program)” and click “Next”.

Home Application Application Query Inbox [unread:0] Outbox Message to Administrator

please choose your type :

- PhD Student (Degree program)
- Master's Degree Student (Degree program)
- Undergraduate Student (Degree program)
- Senior Visiting Student (Non Degree program)
- General Visiting Student (Non Degree program)
Master & Undergraduate Students, Non-degree Program
- Chinese language Student (Non Degree program)

Prior-Back Next



10. Use the Query System and the list below to find the college and major you want and click “Apply”.

Home Application **Application Query** Inbox [unread:0]

Query Option

Apply for Department: College of Architecture and Urban Planning x

Apply for Major: Please choose

Research Field:

Teaching Language: English

Study Plan List[total:3]

Study Plan Name	Department	Major	Teaching language	Apply deadline	Notes	Operation
General Visiting Student	College of Architecture and Urban Planning	urban planning	English	2015-05-31 23:59:59		<input type="button" value="Apply"/>
General Visiting Student	College of Architecture and Urban Planning	Landscape Architecture	English	2015-05-31 23:59:59		<input type="button" value="Apply"/>
General Visiting Student	College of Architecture and Urban Planning	Architecture	English	2015-05-31 23:59:59		<input type="button" value="Apply"/>

1-3 of 3 items Per Page: 20 items Page 1 of 1

Department: Select “College of Architecture and Urban Planning”.

Teaching Language: Select “English”.

Please pay attention to the Major.

11. Fill in the Basic Information, Add your personal photo and click “Save and Next”.

Home Application Application Query Inbox [unread:0] Outbox Message to Administrator

1. Basic Info

Personal Photo Please upload your recent full-faced passport size photo (.jpg,*.jpeg,*.png).

2. Study Plan

3. Education & Employment

4. Additional Info

5. Contact Info

6. Submit

Family Name(as on passport) Given Name(as on passport)

Chinese Name (if available) *Gender male female

*Marital Status unmarried married *Nationality

*Birth Date *Country of Birth

*Place of Birth(City, Province) native language

*Highest Level of Education *Religion

*Employer or Institution Affiliated *Occupation

Health Status Emigrant from mainland China, Hong Kong, Macau, and Taiwan? yes no

Hobby

Passport And Visa

*Passport No. under applying *Passport Expiration Date



12. Fill in the blanks about how you get the information about “Study in Tongji”. If you want to change the college and major, please click “Edit Study Plan”, If not click “Save and Next”.

Home Application Application Query Inbox [unread:0] Outbox Message to Administrator

1. Basic Info
2. Study Plan
3. Education & Employment
4. Additional Info
5. Contact Info
6. Submit

Language Proficiency

Chinese Proficiency

*Language Proficiency	None	HSK Level	-choose-
New HSK Oral Level	-choose-	New HSK Writing Level	-choose-

English Proficiency

*Language Proficiency	Excellent		
TOEFL		GRE	
GMAT		IELTS	
Other Language Proficiency			

Study Plan - General Visiting Student [Edit Study Plan](#)

Program	General Visiting Student		
Department	College of Architecture and Urban Planning	Major	Architecture
Teaching Language	English		
*Study Duration	2015-09-14-2016-01-31		

Home University

Previous [Save and Next](#)



13. Fill in the Education and Employment information, submit related documents and click “Save and Next”.

Home	Application	Application Query	Inbox [unread:0]	Outbox	Message to Administrator															
1. Basic Info	Educational Background Add <table border="1"> <thead> <tr> <th>*Year Attended (From)</th> <th>*Year Attended (To)</th> <th>*School Name</th> <th>Field of Study & Diploma received</th> <th>Operation</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td>delete</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td>delete</td> </tr> </tbody> </table>					*Year Attended (From)	*Year Attended (To)	*School Name	Field of Study & Diploma received	Operation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	delete	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	delete
*Year Attended (From)	*Year Attended (To)	*School Name	Field of Study & Diploma received	Operation																
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	delete																
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	delete																
2. Study Plan	Upload Documents Max Size 1M <table border="1"> <thead> <tr> <th>Documents List</th> <th>Operation</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td>The previous stage of transcript(*.jpg,*.jpeg,*.png) <input type="text"/> 浏览...</td> </tr> <tr> <td><input type="text"/></td> <td>The previous stage of graduation certificate(*.jpg,*.jpeg,*.png) <input type="text"/> 浏览...</td> </tr> <tr> <td><input type="text"/></td> <td>The Certified Copy of High School Diploma(*.jpg,*.jpeg,*.png) <input type="text"/> 浏览...</td> </tr> </tbody> </table>					Documents List	Operation	<input type="text"/>	The previous stage of transcript(*.jpg,*.jpeg,*.png) <input type="text"/> 浏览...	<input type="text"/>	The previous stage of graduation certificate(*.jpg,*.jpeg,*.png) <input type="text"/> 浏览...	<input type="text"/>	The Certified Copy of High School Diploma(*.jpg,*.jpeg,*.png) <input type="text"/> 浏览...							
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<input type="text"/>	The Certified Copy of High School Diploma(*.jpg,*.jpeg,*.png) <input type="text"/> 浏览...																			
3. Education&Employment	<div style="text-align:right"> <input type="button" value="Previous"/> <input style="border: 2px solid red;" type="button" value="Save and Next"/> </div>																			
4. Additional Info																				
5. Contact Info																				
6. Submit																				

14. Fill in the Additional Information and click “Save and Next”.

Home	Application	Application Query	Inbox [unread:0]	Outbox	Message to Administrator																					
1. Basic Info	Family Status Add <table border="1"> <thead> <tr> <th>*Family Members</th> <th>*Name</th> <th>*Phone Number</th> <th>Email</th> <th>*Profession</th> <th>*Work Place</th> <th></th> </tr> </thead> <tbody> <tr> <td>Father</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td>-choose-</td> <td><input type="text"/></td> <td>Delete</td> </tr> <tr> <td>Mother</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td>-choose-</td> <td><input type="text"/></td> <td>Delete</td> </tr> </tbody> </table>					*Family Members	*Name	*Phone Number	Email	*Profession	*Work Place		Father	<input type="text"/>	<input type="text"/>	<input type="text"/>	-choose-	<input type="text"/>	Delete	Mother	<input type="text"/>	<input type="text"/>	<input type="text"/>	-choose-	<input type="text"/>	Delete
*Family Members	*Name	*Phone Number	Email	*Profession	*Work Place																					
Father	<input type="text"/>	<input type="text"/>	<input type="text"/>	-choose-	<input type="text"/>	Delete																				
Mother	<input type="text"/>	<input type="text"/>	<input type="text"/>	-choose-	<input type="text"/>	Delete																				
2. Study Plan	Financial Supporter <table border="1"> <tbody> <tr> <td>*Guarantor name</td> <td><input type="text"/></td> <td>The guarantor Address</td> <td><input type="text"/></td> </tr> <tr> <td>*The guarantor Tel</td> <td><input type="text"/></td> <td>Relationship with applicant</td> <td><input type="text"/></td> </tr> <tr> <td>*Organization</td> <td><input type="text"/></td> <td>Email</td> <td><input type="text"/></td> </tr> </tbody> </table>					*Guarantor name	<input type="text"/>	The guarantor Address	<input type="text"/>	*The guarantor Tel	<input type="text"/>	Relationship with applicant	<input type="text"/>	*Organization	<input type="text"/>	Email	<input type="text"/>									
*Guarantor name	<input type="text"/>	The guarantor Address	<input type="text"/>																							
*The guarantor Tel	<input type="text"/>	Relationship with applicant	<input type="text"/>																							
*Organization	<input type="text"/>	Email	<input type="text"/>																							
3. Education&Employment	Emergency Contact <table border="1"> <tbody> <tr> <td>*Name</td> <td><input type="text"/></td> <td>*Mobile</td> <td><input type="text"/></td> </tr> <tr> <td>*Phone Number</td> <td><input type="text"/></td> <td>*Email</td> <td><input type="text"/></td> </tr> <tr> <td>Organization</td> <td><input type="text"/></td> <td>*Address</td> <td><input type="text"/></td> </tr> </tbody> </table>					*Name	<input type="text"/>	*Mobile	<input type="text"/>	*Phone Number	<input type="text"/>	*Email	<input type="text"/>	Organization	<input type="text"/>	*Address	<input type="text"/>									
*Name	<input type="text"/>	*Mobile	<input type="text"/>																							
*Phone Number	<input type="text"/>	*Email	<input type="text"/>																							
Organization	<input type="text"/>	*Address	<input type="text"/>																							
4. Additional Info	<div style="text-align:right"> <input type="button" value="Previous"/> <input style="border: 2px solid red;" type="button" value="Save and Next"/> </div>																									
5. Contact Info																										
6. Submit																										



15. Fill in the Contact Information and click “Save and Next”.

Home Application Application Query Inbox [unread:0] Outbox Message to Administrator	
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> 1.Basic Info <input checked="" type="checkbox"/> 2.Study Plan <input checked="" type="checkbox"/> 3.Education&Employment <input checked="" type="checkbox"/> 4.Additional Info <input checked="" type="checkbox"/> 5.Contact Info <input type="checkbox"/> 6.Submit 	<p>Home Country Address</p> <p>*Street Address <input type="text"/> *Phone Number <input type="text"/></p> <p>*City/Province <input type="text"/> Mobile <input type="text"/></p> <p>*Country <input type="text"/> Please choose *Zipcode <input type="text"/></p> <p>Current postal address</p> <p><input type="radio"/> Same as the Home country address <input checked="" type="radio"/> Other *Personal Email <input type="text"/> bingyoghurt@126.com</p> <p>*Mobile/Phone Number <input type="text"/> *Address <input type="text"/></p> <p>*Zipcode <input type="text"/></p> <p>*Mailing the Admission Notification</p> <p><input type="radio"/> Collect In Person <input type="radio"/> Send to Home country address <input type="radio"/> Send to my current postal address <input type="radio"/> Send to Another Address</p> <p style="text-align: center;"> <input type="button" value="Previous"/> <input style="border: 2px solid red;" type="button" value="Save and Next"/> </p>

16. Check your information and click “Submit”.

Home Application Application Query Inbox [unread:0] Outbox Message to Administrator																									
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> 1.Basic Info <input checked="" type="checkbox"/> 2.Study Plan <input checked="" type="checkbox"/> 3.Education&Employment <input checked="" type="checkbox"/> 4.Additional Info <input checked="" type="checkbox"/> 5.Contact Info <input type="checkbox"/> 6.Submit 	<p>Application Status: filled in <input type="button" value="Submit"/> Application No. : Financial Resources for Study : Campus :</p> <table border="1"> <tr> <td>Family Name</td> <td>Given Name(as on passport)</td> </tr> <tr> <td>Gender</td> <td>female</td> </tr> <tr> <td>Nationality</td> <td>Germany</td> </tr> <tr> <td>Country of Birth</td> <td>Germany</td> </tr> <tr> <td>native language</td> <td></td> </tr> <tr> <td>Religion</td> <td>None</td> </tr> <tr> <td>Occupation</td> <td>Student</td> </tr> <tr> <td>Hobby</td> <td></td> </tr> </table> <p>Passport And Visa</p> <p>Passport No. 申请中(APPLYING) Passport Expiration Date</p> <p>Educational Background</p> <table border="1"> <thead> <tr> <th>Year Attended (From)</th> <th>Year Attended (To)</th> <th>School Name</th> <th>Field of Study & Diploma received</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Family Name	Given Name(as on passport)	Gender	female	Nationality	Germany	Country of Birth	Germany	native language		Religion	None	Occupation	Student	Hobby		Year Attended (From)	Year Attended (To)	School Name	Field of Study & Diploma received				
Family Name	Given Name(as on passport)																								
Gender	female																								
Nationality	Germany																								
Country of Birth	Germany																								
native language																									
Religion	None																								
Occupation	Student																								
Hobby																									
Year Attended (From)	Year Attended (To)	School Name	Field of Study & Diploma received																						



17. Submitted information cannot be revised!

(Cancel)
If you choose Cancel, your information will be saved by the Application System, but WITHOUT submission. You may use your user name and password to edit it later. But you should finish the application within 24 hours once you started.

Click "OK"

18. Application Successful, Remember your application number. Click "Download Application Form".

Click to download the Application Form (PDF).

Family Name(as on passport)	ZHANG	Given Name(as on passport)	
Chinese Name (if available)			
Marital Status	unmarried		
Birth Date	2015-04-01		
Place of Birth(City, Province)	Shanghai		
Highest Level of Education	Bachelor	Religion	None
Employer or Institution Affiliated	none	Occupation	Student
Health Status			
Are you an emigrant from other country or region?no		Hobby	



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19. PDF Sheet 1: The information you fill in are generated automatically by the Application System in this PDF.



1574559



同濟大學
TONGJI UNIVERSITY

外国留学生入学申请表（校际交流项目）
Application Form for International Exchange Students

姓 /Family Name:	名 /Given Name:	
中文姓名 /Chinese Name(if you have)	性别 /Gender	
国籍 /Nationality	护照号码 /Passport No.	
健康状况 /Health Status	婚姻状况 /Marital Status	
出生日期 /Date of Birth	出生地点 /Place of Birth	
永久通讯地址 /Permanent Address:	Receiver:	Zip:
电话 /Tel	电子邮件/E-mail	
最后学历 /Highest education Level		
所在大学 /Home University		
大学 /University		
院、系 /School or Department		
专业 /Major		
在籍年级 /College Year		
汉语 Chinese	HSK考试等级: /Level of HSK Tests	
英语 English		
其他 Other Langu		
留学类别 /Categories of International Students	普通进修生 General Visiting Student	
申请学习时间 /Duration of Study :	2015-09-14	至 /To 2016-01-31
申请专业 /Majors to Apply:	建筑学 Architecture	



20. PDF sheet 2: Signature and Seal.

Note: Please fill in the blanks which are red underlined.

派出大学意见/Decision from the Sending University	
负责人签字 /Director's Signature	日期 /Date
单位盖章 /Seal	
经费来源、机构名称、地址、电话及电邮/Sponsor's Name, Address, Tel & E-mail if there is	
<p>申请人保证/I hereby affirm that</p> <p>(1) 上述各项中所提供的情况是真实无误的 /All the information i</p> <p>(2) 在校学习期间遵守中国政府的法规和学校的规章制度 /I shall : regulations of Tongji University.</p> <p>申请人签字:</p> <p>Applicant's Signature:</p> <p>日期 /Date</p>	
以下由接收单位填写/The Following Columns are to be filled by Tongji University.	
接收学院意见 /Decision from the Host College	仅研究生学位项目填写
负责人签字 /Dean's Signature:	导师姓名(工号) _____
单位盖章 /Seal	专业代码 _____
	日期 /Date
[仅学分和学位项目]教务处或研究生院意见 /[Credit or Degree Program only] Decision from Education Office Or Graduate School	
负责人签字 /Director's or Dean's Signature	日期 /Date
单位盖章 /Seal	
[仅资助项目]外事办公室意见 /[With financial assistant only] Decision from the International Exchange and Cooperation Office	
负责人签字 /Director's Signature	日期 /Date
单位盖章 /Seal	
留学生办公室意见 /Decision from the International Student Office	
负责人签字 /Dean's Signature:	日期 /Date
单位盖章 /Seal	

Note: Please fill in the blanks which are red underlined.

注: 1. 学院在收到学分或学位交流学生申请材料一周内, 签署录取意见, 如同意录取, 送审教务处或研究生院; 在收到非学分或学位交流学生申请材料一周内, 签署录取意见, 如同意录取, 直接送外事办公室。
2. 教务处或研究生院在收到学院的交流学生申请材料一周内, 签署录取意见。如同意录取, 送外事办公室; 如不同意录取, 材料返回学院。
3. 外事办公室在收到交流学生申请材料一周内, 签署是否获得资助, 并送留学生办公室。
3. 留学生办公室收到审批交流学生材料二周内, 签署意见。如交流生符合录取条件, 发放同济大学录取通知书。



21. PDF Sheet 3.

GUARANTEE LETTER

Note: This paper shall be normally filled by one of your parents.

As guardian of Mr. _____
Nationality of _____
Study period at Tongji University, Shanghai, China _____ to _____.

Hereby, I affirm that:

1. To supervise my ward not to do anything that is not applicable as an international student studying in China; and my ward to abide by the laws of the Peoples Republic of China;
2. To urge my ward to study well and observe the all rules and regulations of China and the Tongji University;
3. To urge my ward to pay necessary fees for study I will be liable to my ward for the payment which in case my ward is not able to afford to pay;
4. To handle and pay for the accidents and events made against the laws and regulations mentioned above, that my ward meets and makes during his/her study period at Tongji University.

Guardian: _____
 Nationality: _____
 Name: _____
 Passport No: _____
 Employer: _____
 Address: _____
 Telephone: _____
 Fax: _____

Relation to my ward: _____

Signature of Guardian: _____

Date: _____