

Guide for Online Application

Tongji University
<http://study-info.tongji.edu.cn/>

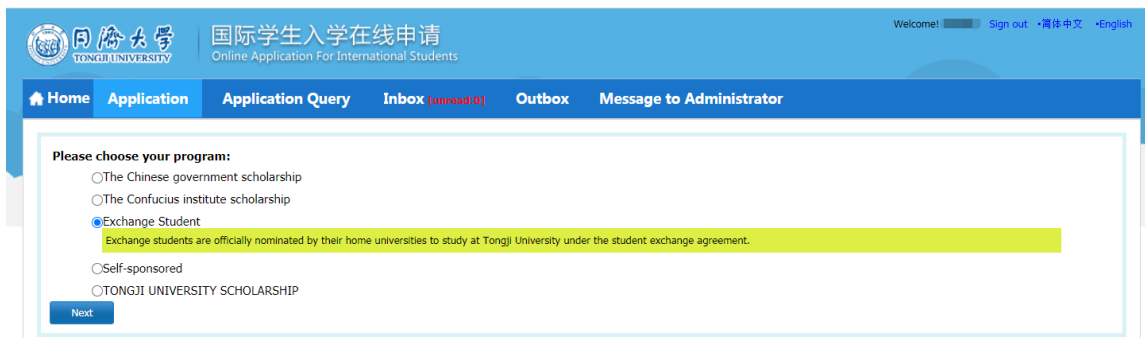
1. Register and Sign in



2. Click “Online Application”



3. Choose “Exchange Student”



4. Choose “General Visiting Student” or “Chinese Language Student”

The screenshot shows the 'Application' page of the Tongji University online application system. The user is prompted to 'please choose your type :'. The options are:

- Master Student (Degree program)
- Undergraduate Student (Degree program)
- General Visiting Student (Non Degree program)
- Chinese Language Student (Non Degree program)

The 'General Visiting Student (Non Degree program)' option is highlighted in yellow. Below the options are 'Prior-Back' and 'Next' buttons.

5. Choose the School/College you'd like to apply for, click “Apply”.

The screenshot shows the 'Study Plan List' table with the following columns: Study Plan Name, Department, Major, Teaching language, Application Period, Notes, and Operation. The 'Operation' column contains 'Apply' buttons for each row, which are highlighted with a red border.

Study Plan Name	Department	Major	Teaching language	Application Period	Notes	Operation
General visiting student	School of Material Science and Engineering	Materials Science and Engineering	English	2020-09-16 10:31:44~2020-11-30 23:59:59		Apply
General visiting student	Sino-German College for Postgraduate Studies (CDHK)	Vehicle Engineering	English	2020-09-16 10:31:44~2020-11-30 23:59:59		Apply
General visiting student	School of Automotive Studies	Vehicle Engineering(College of Automotive Engineering)	English	2020-09-16 10:31:44~2020-11-30 23:59:59		Apply
General visiting student	College of Architecture and Urban Planning	083300-Urban and Rural Planning	English	2020-09-16 10:31:44~2020-11-30 23:59:59		Apply
General visiting student	School of Law	Law	English	2020-09-16 10:31:44~2020-11-30 23:59:59		Apply
General visiting student	School of Aerospace Engineering and Applied Mechanics	Engineering Mechanics	English	2020-09-16 10:31:44~2020-11-30 23:59:59		Apply
General visiting student	School of Economics and Management	Business Administration	English	2020-09-16 10:31:44~2020-11-30 23:59:59		Apply
General visiting student	School of Economics and Management	Management Science and Engineering	English	2020-09-16 10:31:44~2020-11-30 23:59:59		Apply

6. Complete the Application Form

The screenshot shows the '1. Basic Info' section of the application form. It includes a 'Personal Photo' upload field and various personal information fields:

- Family Name (as on passport)
- Given Name (as on passport)
- Chinese Name (if available)
- Gender: Male Female
- Marital Status: Unmarried Married
- Nationality: Please choose
- Birth Date: [calendar icon]
- Country of Birth: Please choose
- Place of Birth (City, Province)
- Native Language: Please choose
- Highest Level of Education Completed: -choose-
- Religion: -choose-
- Employer or Institution Affiliated
- Occupation: -choose-
- Health Status: yes no
- Emigrant from mainland China, Hong Kong, Macau, and Taiwan? yes no
- Hobby

Below the 'Basic Info' section is the 'Passport And Visa' section, which includes fields for:

- Passport No.
- Passport Expiry Date
- Location of Visa Office

A 'Save and Next' button is located at the bottom of the form.

Notice:

1. Please upload a clear full-faced photo, which will be used for the Student ID card during your stay at Tongji University.
2. In section 3 “Education & Employment” you will be asked to upload some documents. Please be noted the following two documents are mandatory:
 - The Photocopy of Passport
 - Approval letter from your university (You can use the Statement of Outgoing Mobility in attachment or the nomination letter issued by your home university.)

If you have problem in uploading other documents, you can just skip it.

3. Section 4 - “The Guarantor in China in charge of your case”: You can fill in your parent’s information.

For students with German nationality, you can also fill in the following information of Consulate General of Germany in Shanghai:

Name/Organization: Consulate General of the Federal Republic of Germany Shanghai
Mobile/Phone Number: 021-34010106
Email: info@shanghai.diplo.de
Address: 181 Yongfu Road, Shanghai 200031

7. Submit the Application Form

The screenshot shows the Tongji University Online Application System for International Students. The navigation menu on the left includes: Home, Application, Application Query, Inbox (unread:0), Outbox, and Message to Administrator. The main content area displays a form for an Exchange Student application. A red box highlights the 'Submit' button. Below the form are sections for 'Passport And Visa' and 'Educational Background'.

Year Attended (From)	Year Attended (To)	School Name	Field of Study & Diploma Received
2018-03-20	2020-03-02		
2019-03-13	2020-03-24		

8. Download the Application Form

同济大学 TONGJI UNIVERSITY
 国际学生入学在线申请
 Online Application For International Students

Welcome! Sign out 简体中文 English

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. Application Form Preview

Study Plan: The Confucius institute scholarship - General Visiting Student - General visiting student
 Application Status: **in process** Application No.: [redacted] Financial Resources for Study: [redacted] Campus: [redacted]

[Download Application Form](#)

Family Name (as on passport)	[redacted]	Given Name (as on passport)	[redacted]
Chinese Name (if available)	[redacted]	Gender	[redacted]
Marital Status	[redacted]	Nationality	[redacted]
Birth Date	[redacted]	Country of Birth	[redacted]
Place of Birth (City, Province)	[redacted]	Native Language	[redacted]
Highest Level of Education Completed	[redacted]	Religion	[redacted]
Employer or Institution Affiliated	[redacted]	Occupation	[redacted]
Health Status	[redacted]		
Emigrant from mainland China, Hong Kong, Macau, and Taiwan?no		Hobby	[redacted]

Passport And Visa
 Passport No. [redacted] Passport Expiration Date [redacted]
 Location of Visa Office [redacted]

Educational Background

Year Attended (From)	Year Attended (To)	School Name	Field of Study & Diploma Received
2018-03-20	2020-03-02	[redacted]	[redacted]
2019-03-13	2020-03-24	[redacted]	[redacted]