## None-Degree Exchange Programs with partner universities in German-speaking countries 2018-2019

### Application Requirements - Who can apply for this program?

| Requirements: |  
| 1. | Full-time registered student of bachelor or master level at our partner universities in Germany, Austria and Switzerland which share an over-all student exchange agreement with Tongji University. [Here](#) you can find a list of our partner universities. |
| 2. | Non-Chinese Citizens: we can accept students of any nationality but Chinese due to national regulations about management of international students. |
| 3. | Students with sufficient English proficiency. Some basic Chinese knowledge would be even better. |

### Application Procedure - How to apply for this program?

#### Step1: Nomination

Please turn to the International Office of your home university. We can only proceed with your application after we got the official nomination from the International Office of your home university.

#### Step2: Online-Application

- Please finish the Online-Application at our application portal: [http://study-info.tongji.edu.cn/](http://study-info.tongji.edu.cn/)
  - Please choose “Exchange Student” – “General Visiting Students (Non Degree Program)” or “Chinese Language Student (Non Degree program)” (if you only want to learn Chinese at Tongji University)
  - Please do the online-application very carefully and please check the whole content again before you submit it. Because if you typed something wrong, such as your name, gender, passport number etc., the information on your admission letter will also be wrong, so that you will get problems when you apply for a visa.

#### Step3: Documents Submission

After you submitted the online-application, you will get an automatically generated application form in PDF-form. Please print it out, sign it yourself and let it get signed and sealed by the International Office of your home university. Then, submit the scanned version of this application form with following documents together in ONE PDF to [wangyiyang@tongji.edu.cn](mailto:wangyiyang@tongji.edu.cn).

- Short CV/Résumé
- Letter of Motivation
- Transcripts of your previous studies
- Copy of Passport (the Passport shall be valid at least till the end of your stay in China)
- Request for Accommodation (See Attachment A. If we
**Notice:** Application will only be valid, when your documents are complete and correct. Please submit your documents at least one week before deadline, so that we can have time to check if there's any mistake in your application.

For students who apply for the **School of Economics & Management (SEM)** shall submit following documents additionally:

- Academic Transcript from Home University: GPA 3.0 and above (full mark is 4), corresponding to 3.75 of 5 in Tongji University

For students who apply for **Sino-German School for Graduate Studies (CDHK)** shall submit following documents additionally:

- A copy of your bachelor degree including the transcripts of undergraduate studies
- A copy of your certificate of enrollment for master studies
- Transcripts of your previous master studies

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**Step 4: Admission & Visa**

After receiving the complete application documents, we will forward them to the concerned college/school, where the final decision of acceptance will be made. With the acceptance of the college/school, we will send the official Notice of Admission via express to the International Office of each home university in **June/July (for winter term)** or **December/January (for summer term)**.

With the notice of admission you can apply for visa at the Chinese embassy or consulate in your country. For visa application please refer to the official Website of Chinese Embassy.

**Deadlines**

| Nomination deadline | for winter term: April 30  
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<th>for summer term: October 30</th>
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| Application deadline| for winter term: May 30  
|                     | for summer term: December 30 |

**Academic Calendar**
# Academic Calendar

<table>
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<th>Period</th>
<th>Dates</th>
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<td>SS 2019</td>
<td>25.02.2019 – 05.07.2019</td>
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# Registration dates

- about one week before the semester start

# Course start

- same as the semester start

# Recommended arrival dates:

- No earlier than one week before the registration dates and no later than the semester start

**Notice:** If you get a place in the dormitory, please keep in mind that you cannot move-in earlier than the recommended arrival dates and you cannot move-out later than January 31st (in winter term) and July 31st (in summer term). If you are going to stay in China beyond that dates, you need to organize an accommodation by yourself through that time.

# Accommodation

## Application

Please fill in the request form (Attachment A) and send to us together with other application materials before application deadline.

Normally we can arrange accommodation for all our exchange students, but it’s not guaranteed. In case of an over range of international students (especially in winter term), we will follow the “first-come-first-served-principle” and ask some of the exchange students to live off campus, so please submit your application documents as early as possible. If we can’t find a room for you on campus, we’ll inform you as soon as possible.

## Room type and fees

**Siping Campus:**

- Only double rooms, 30-40 RMB/Day (If you luckily/unluckily have no roommate, then you have to pay 60-80 RMB / Day.)

**Jiading Campus:**

- Single room: 45 RMB/day; Double room: 35 RMB / Day (If you luckily/unluckily have no roommate, then you have to pay 70 RMB / Day.)

**Notice:** The reservation is made on a double-room-basis. You cannot choose the room type by yourself. Single rooms are given by the “first-come-first-served-principle”.

Furthermore, there is no cooking area in the room, because our canteens offer three meals a day. So, if you want to cook by yourself or you are very sensible about your private sphere or you cannot accept living with another person with different nationality / religion / living habit, you shall consider living off campus.

## Others:

- The room must be rented at least for a whole semester (about 5 months).
- You must pay the rent for the entire stay duration while check-in in cash.
All students who are registered in the colleges located in Siping Campus shall live in Siping Campus. All students who are registered in the colleges located in Jiading Campus shall live in Jiading Campus.

## English Courses

**List of English Courses:**

You can only choose the courses from the college/school at which you are registered. The only exception is the general courses about Chinese language (only beginner level available) and culture offered by the International School which are open to all the international students.

If you only want to study Chinese, please choose to be registered at the International School.

This list is only a kind of orientation. The actual course list of every term can be only determined at the term beginning. So you may find some deviation between this list and the actual course list of every term.

Selection and registration of courses append after your arrival and enrollment. The departmental coordinator of the college which you are registered at will help you with that.

## Notice:

- You cannot choose courses across the colleges/schools.

## Research Internship?

Normally, the college/school doesn’t offer any research internship for exchange students. If you plan to do a research internship at Tongji University during your exchange period, you shall get an approval and confirmation from a certain professor at first and then apply for the exchange. Of course, the college/school you apply shall be the one that professor works at.

## Scholarships

| Scholarship opportunity regulated by the bilateral partnership | If there is any scholarship opportunity regulated by the bilateral partnership, you will be informed by the International Office of your home university. Otherwise, it means there is none such scholarship. |
| Scholarships offered by Chinese Government for international students | For CSC-Scholarship for international students, you can refer to DAAD or Chinese Embassy in Germany etc. for further information. |

## Transcript of record

We will send your transcript of record to the International Office of your home university after your exchange period. Of course, you can also choose to pick-up the transcript at the college/school by yourself, if the results come out before your departure. In that case, please send
a scanned version of your transcript to wangyiyang@tongji.edu.cn

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<th>Attachments</th>
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<td>Attachment A:</td>
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