



None-Degree Exchange Programs with partner universities in German-speaking countries 2019-2020

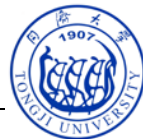
Application Requirements - Who can apply for this program?	
Requirements:	1. Full-time registered student of bachelor or master level at our partner universities in Germany, Austria and Switzerland which share an over-all student exchange agreement with Tongji University. Here you can find a list of 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/ <ul style="list-style-type: none">✓ 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 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 . <ul style="list-style-type: none">✓ 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



	<p>don't find this form among the application materials, no reservation will be made.)</p> <p>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.</p> <p>For students who apply for the School of Economics & Management (SEM) shall submit following documents additionally:</p> <ul style="list-style-type: none"> ✓ Academic Transcript from Home University: GPA 3.0 and above (full mark is 4), corresponding to 3.75 of 5 in Tongji University ✓ English Proficiency (choose one): TOEFL Paper-based 550, Computer-based 213/ Internet-based 79, GMAT 600, GRE 1250 (V+Q) IELST 6.5 (SEM doesn't accept DAAD language certificates). <p>For students who apply for Sino-German School for Graduate Studies (CDHK) shall submit following documents additionally:</p> <ul style="list-style-type: none"> ✓ 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
Step4: Admission & Visa	<p>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).</p> <p>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.</p>
Deadlines	
Nomination deadline	for winter term: April 30 for summer term: October 30
Application deadline	for winter term: May 30 for summer term: December 30
Academic Calendar	



Academic Calendar:	WS 2019/20: 02.09.2019 – 10.01.2019 SS 2019: 17.02.2019 – 03.07.2019
Registration dates:	about one week before the semester start
Course start:	same as the semester start
Exam Period:	in the last two weeks of each semester
Recommended arrival dates:	No earlier than one week before the registration dates and no later than the semester start Any visa problem caused by an early entry will be students' responsibility.
Accommodation	
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". If 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:	<ul style="list-style-type: none"> ✓ 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. ✓ 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 have to organize an accommodation by yourself through that time.
Courses	
English Courses:	<p>Please refer to attachment B.</p> <p>Notice:</p> <ul style="list-style-type: none"> ✓ Choosing courses across the colleges/schools is possible, but not guaranteed. You can select all the courses in the system logged in with your ID number. ✓ Chinese language (only beginner level available) and culture offered by the International School which open to all the international students for free. ✓ If you only want to study Chinese Language, 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.
Chinese Courses:	<p>https://jwc.tongji.edu.cn/index.php?classid=11868</p> <p>Requirements of Chinese proficiency:</p> <ul style="list-style-type: none"> ✓ For subjects of science, technology and engineering: HSK 4 (total score: 180 or above) ✓ For subjects of architecture, medical science, economics and management: HSK 4 (total score: 200 or above) ✓ For subjects of liberal arts and law: HSK 5 (total score: 180 or above)
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.	
Internship outside School?	
<p>Students with X2 visa are not allowed to do any internship outside school.</p> <p>Students with X1 visa who apply to do internship must meet the requests below:</p> <ul style="list-style-type: none"> ✓ Must attain a residence permit (study type) issued by Shanghai exit and entry administration bureau including remark of internship information ✓ The internship should meet requirements of the teaching plan and approved by the 	



school/college Further information: http://study.tongji.edu.cn/index.php?classid=11023&newsid=18817&t=show	
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	
Contact Info	
Address	International Office, Tongji University Room 702, Zonghe-Building, No. 1239, Siping Road, Shanghai, China, 200092
Contact person	Ms. WANG Yiyang, wangyiyang@tongji.edu.cn Tel:+86-21-65981268 Fax:+86-21-65985216
Website	More information about Tongji University in general: http://en.tongji.edu.cn/ More information for international students: http://study.tongji.edu.cn/ Information for Incoming Students: https://fao.tongji.edu.cn/4115/list.htm
Attachments	
Attachment A:	Request for Accommodation for Exchange Students
Attachment B:	List of Courses taught in English