A Handbook for Registration
The information in this handbook might change, please pay attention to the website of ISO, http://iso.fudan.edu.cn
# Contents

Part One  Preparation .................................................................................... 1
Part Two  Registration Notes ........................................................................... 2
Part Three  Tuition ............................................................................................. 3
Part Four  On-campus Accommodation .......................................................... 3
Part Five  Off-campus Accommodation .......................................................... 4
Part Six  Visa and Residence Permit ............................................................... 5
Part Seven  Physical Examination or Verification ......................................... 6
Part Eight  Insurance ......................................................................................... 7
Part Nine  E-Campus Card and WiFi ............................................................... 7
Part Ten  Life in Shanghai .................................................................................. 8
Part Eleven  Emergency Call ............................................................................. 9
Welcome to Fudan University. Please read the information below carefully.

Part One  Preparation

1. You can visit http://iso.fudan.edu.cn/fiss_3s/fiss.htm to get brief schedule of Summer Session.

2. Entry Visa
   Please apply for an F or X visa at the local Chinese Embassy or Consulate with
   (1) Valid regular passport
   (2) Admission Notice
   (3) Visa Application Form (JW202 Form)
   (4) Physical Examination Report (if needed)
   When you receive the Chinese visa, please make sure that the embassy or consulate returns the Admission Notice and JW202 Form page 3 (the yellow page) to you. This is an important document which you will need to submit to the Shanghai Exit-Entry Administration Bureau when you deal with your visa problem inside China.

3. Application Number is on the upper right of your Admission Notice. You can query your Student Number on the website of ISO.

4. Students should firstly read Course Introduction Brochure or visit http://iso.fudan.edu.cn/fiss_3s/fiss.htm, then register courses on the website http://xk.fudan.edu.cn. The Course Registration System is open on March 15 – April 28, May 11 – June 2 and June 10 – June 16. The class size is limited so please register early to secure your position.

5. Please follow the instruction, fill out the Registration Form for Fudan University’s Foreign Students and paste your photo. You will need this form to complete the registration process at Fudan University.
6. **It is highly recommended that you hold an F or X visa to enter China, within 1 week before the registration date.** Fudan University only provides visa service for students who have already done registration.

7. **How to arrive at Fudan University**
   ※ **Foreign Student Dormitory on Handan Campus (57 Wudong Road)**
   (1) From Shanghai Pudong International Airport to dormitory: ①Take Airport Express Line 4, get off at Wujiaochang Station (around RMB 20), then take a taxi to destination (around RMB 14). ②Take a taxi to destination (around RMB 200).
   (2) From Shanghai Hongqiao International Airport to dormitory: ①Take Metro Line 10, get off at Jiangwan Stadium Station (around RMB 5), then take a taxi to destination (around RMB 14). ②Take a taxi to destination (around RMB 100).

   ※ **Foreign Student Dormitory on Fenglin Campus (130 Dong’an Road)**
   (1) From Shanghai Pudong International Airport to dormitory: ①Take Metro Line 2, interchange Line 9 at Century Avenue Station, get off at Zhaojiabang Road Station (around RMB 7), then walk to destination. ②Take a taxi to destination (around RMB 150).
   (2) From Shanghai Hongqiao International Airport to dormitory: Take a taxi to destination (around RMB 40).

---

**Part Two  Registration Notes**

<table>
<thead>
<tr>
<th>Date &amp; Time</th>
<th>Place</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 8</td>
<td>57 Wudong Road, Lobby of Foreign Student Dormitory</td>
</tr>
<tr>
<td>8:30-11:30</td>
<td></td>
</tr>
<tr>
<td>13:30-16:00</td>
<td></td>
</tr>
</tbody>
</table>

1. Please do registration, payment, *Introduction Letter for Visa* at the date and time as shown above. **Documents needed for registration**: 
   (1) *Admission Notice*
   (2) Valid regular passport
   (3) A passport-sized photo
2. When getting *Introduction Letter for Visa*, students should offer on-campus room number or off-campus address. The address of a hotel is not acceptable.

3. If you cannot register on time, you have to ask for leave from International Students Office in advance with your Application Number via fax: 86-21-65117298. **If you fail to register within the first 3 days after the registration date, your study right of the program will be cancelled.**

---

### Part Three  Tuition

1. **From May 15 to June 7, 2013**, you can pay tuition online at [http://iso.fudan.edu.cn/wszf.htm](http://iso.fudan.edu.cn/wszf.htm). Tuition is RMB 11,000. It is necessary to pay tuition before doing registration.

2. **Late Registration Fee**
   
   If you fail to pay tuition before the registration deadline, and you get permission from ISO that you can pay later, you will need to pay a late registration fee of 5% of tuition fee.

3. **Refund of Tuition**
   
   If you withdraw from the Summer Session before June 10, you will receive a full refund of your tuition fee. No withdrawals will be permitted after that.

---

### Part Four  On-campus Accommodation

1. **Accommodation Fee** (calculated in RMB for one person one day)

<table>
<thead>
<tr>
<th>Handan Campus</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Bldg.</td>
<td>Double Room</td>
<td>70</td>
</tr>
<tr>
<td></td>
<td>Single Room</td>
<td>100</td>
</tr>
</tbody>
</table>

---

3
<table>
<thead>
<tr>
<th>Fenglin Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Double Room</td>
</tr>
<tr>
<td>Single Room</td>
</tr>
</tbody>
</table>

2. Summer Session Students can live on campus. Fudan University has reserved rooms in the Foreign Student Dormitory on Handan Campus for each student. The earliest check-in date is June 1, and the latest check-out date is July 20.

   (1) Address: 57 Wudong Road, Yangpu District, Shanghai.
   (2) All students living in the dorm are not allowed to check out or change for another room during the Summer Session.
   (3) If you need assistance, please contact:
       Tel: 86-21-65643407 / 86-21-65643413
       Fax: 86-21-55076831
       E-mail: xs_zhou@fudan.edu.cn
   (4) Dormitory offers a set of simple bedding without charge. You may also buy beddings of your preference at the convenient store or supermarket nearby.
   (5) Reception Desk is open 24 hours a day. You can check in any time after you arrive. Tel: 86-21-65643407.

3. If you want to live in Foreign Student Dormitory on Fenglin Campus, you need to consult.

   (1) Address: 130 Dong’an Road, Xuhui District, Shanghai.
   (2) Tel: 86-21-54237600 / 86-21-54237798

**Part Five  Off-campus Accommodation**

Shanghai adopts accommodation registration management for foreign students who live off-campus. Within 24 hours after moving into the apartment you will need to go to your local police station to go through the temporary accommodation registration procedure.

**Procedures:**
1. Sign a contract with the landlord and ask him/her to apply for a Security
License for the apartment.

2. Go to International Students Office and ask for Off-campus Accommodation Registration Form for Fudan University’s Foreign Students. ISO will sign and stamp the form and give the second page back to student.

3. Go to local police station to apply for a Temporary Accommodation Registration Form with your passport, copy of passport, one passport-sized photo, contract, Security License for the apartment (provided by the landlord) and Off-campus Accommodation Registration Form for Fudan University’s Foreign Students.

You will need to submit the Temporary Accommodation Registration Form when you apply for residence permit. Students with F visa should also keep the form well in case of any later checks.

Notice: During your study here, if you change your address, you will need to go through the same procedure again within 10 days.

Part Six Visa and Residence Permit

1. If you hold an X visa, you will need to apply for residence permit in the following 30 days after your entry. Students with other kinds of visas should apply for residence permit within time of validity. If you hold F visa and the validity of your F visa is longer than your study period here, you can keep your F visa with no need to change it. If you stay in China for more than six months, however, you will have to apply for the residence permit.

2. Exit-Entry Administration Bureau of Shanghai Public Security Bureau processes your application for visa and residence permit.
Address: 1500 Minsheng Road, Pudong New District, Shanghai.
Service Hours: Monday to Saturday, 9:00 am - 11:30 am, 1:30 pm - 4:30 pm.
Tel: 86-21-28951900

3. Documents needed for residence permit application (For reference only):
   (1) Valid regular passport
   (2) Admission Notice
Visa Application Form (JW202 Form)

Physical Examination Record for Foreigners (Please read Part Seven.)

Introduction Letter for Visa (provided by ISO)

Temporary Accommodation Registration Form

One passport-sized photo

Around RMB 400 (for residence permit shorter than one year)

Part Seven  Physical Examination or Verification

1. Who needs to take the physical examination or verification
   (1) International students whose visa is L or X.
   (2) International students whose visa is F, and who will study for over six months in China.
   (3) International students who apply for residence permit for the first time.
   (4) International students whose residence permit has expired for 3 months, and re-apply for it.

2. Shanghai Exit-Entry Inspection and Quarantine Bureau, International Travel Healthcare Center provides the service of physical examination and verification.
   Address: 15 Jinbang Road, Chang Ning District, Shanghai.
   Service Hours: Monday to Friday, 8:00 - 15:30.
   Tel: 86-21-62688851
   Reservation website: http://www.sithc.com

3. Documents needed (For reference only):
   (1) Admission Notice
   (2) Valid regular passport and a copy
   (3) The whole set of physical examination report for verification (for those who have had physical examination at home countries)
   (4) 3 passport-sized photos
   (5) Around RMB 600 for physical examination or RMB 80 - 600 for verification

★ Before doing the physical examination, you should keep an empty stomach.
Part Eight  Insurance

It is highly recommended that you buy an insurance before you come to China. Alternatively, you can purchase Foreign Students Overall Insurance after you arrive at Fudan University. The insurance fee is RMB 120 for one month, RMB 180 for two months.

For further information, please check Comprehensive Insurance & Protection Scheme for Foreigners Staying in China of Ping An Annuity Insurance Company, Ltd.

Inquiry Tel: 86-21-65643413
Fax: 86-21-55076831
E-mail: xs_zhou@fudan.edu.cn

Part Nine  E-Campus Card and WiFi

1. E-campus Card
   E-campus card can be used at the campus dining hall, convenient shop, etc.
   (1) Photo-taking: It needs your Student Number.
       Date and Place: You will get a detailed schedule on registration date.
   (2) Deposit: For on-campus consumption, you can deposit money into your account of e-campus card at the cashier's window of the dining hall.

2. WiFi
   In most teaching areas on campus and libraries, you can use WiFi (SSID: iFudan). Username is your Student Number, initial password is the last six digits of your passport number. Substitute letters with number 0, e.g. for passport number A123B5678C, the initial password is 056780.
   If you have further inquiry about WiFi, please contact the Information Office of Fudan University:
   Tel: 86-21-65643207,
   Email: urp@fudan.edu.cn.
Part Ten  Life in Shanghai

1. Financial Service
   It is advised that you exchange some RMB cash on your arrival in Shanghai. You can find some banks providing currency exchange service at the exit of the airport. It is reasonable for you to keep a few hundred RMB at hand for daily use.

   Many banks in Shanghai provide currency exchange service. You can exchange foreign currency for RMB conveniently.

   Cards issued by most of the international credit card organizations can be identified by the ATMs in China. Among them, the most widely acceptable ones are VISAs and Master Cards. Some others, such as American Express, Diners, Discovery and JCB are also acceptable, but can only be identified by a few ATMs in the city center. Therefore, we suggest you take a VISA card to China.

2. Public Transportation
   The public transportation system in Shanghai consists of the Rail System, the Bus System and taxis.

   The rail system includes Metro and Meglev, 12 lines in total. The Bus System is composed of buses, Airport Expresses, etc. Generally, wherever you would like to go in Shanghai, you can take the Metro, get off at the nearest stop and take a bus or a taxi to the destination. The nearest Metro station to Handan Campus of Fudan University is Jiangwan Stadium Station of Line 10 (at Wujiaochang commercial center).

3. Commercial Centers
   The nearest commercial center to Handan Campus of Fudan University is Wujiaochang. You can get there by taking Bus 713 outside the Foreign Student Dormitory at Handan Campus.

   The city center of Shanghai is People’s Square. You can get there by taking Bus 537 outside the Foreign Student Dormitory at Handan Campus.

4. Food and Drinks
   You can use your e-campus card to eat at the dining hall. Reference price of
a meal in the dining hall: two dishes with a bowl of rice will cost approximately RMB 8. Breakfast is served between 6:30 am - 9:00 am, lunch between 11:00 am – 1:00 pm, and supper between 5:00 pm – 7:00 pm. You can also get some snacks in the dining hall before 10:00 pm.

Please keep it in your mind that you cannot drink tap-water before boiling it. If you are allergic to some food, please pay attention to the ingredients of the food you eat.

There are a number of restaurants around the campus, serving either local specialties or cuisines of different countries in the world.

5. Hospital

The College Hospital provides a 24-hour service in case you become sick. Near Fudan University is Changhai Hospital, a state-run hospital, providing high-quality, comprehensive health care. In addition, there are 10 hospitals affiliated to Fudan University, providing first-class medical treatment.

Part Eleven  Emergency Call

Police:  110
Ambulance:  120
Medical Insurance:  4008105119

Security on Handan Campus:  65642221
Security on Fenglin Campus:  54237031
Non-Degree Students Division
International Students Office, Fudan University
220 Handan Road, Shanghai, 200433, P.R.China

Tel: 86-21-65642250
Fax: 86-21-65117298
Email: nondegree@fudan.edu.cn
http://iso.fudan.edu.cn

2013.03