

Online Application Instructions

Log on the online application website: <http://study-info.tongji.edu.cn/> with “Internet Explorer” (at least IE 7). And then click “English” in the upper right corner.

Please note that other Explorer Softwares may have some technical errors during application and submission at last.

同濟大學 留學生辦公室
TONGJI UNIVERSITY International Student Office

注册向导 English

留學生入學在綫申請

Online Application For International Students

最新新聞 系統特色功能

- 2013-07-17 同濟大學2013/2014學年度上海市政府留學生獎學金獲得者名單
- 2013-07-10 2013同濟大學中國政府海洋獎學金項目獲獎者名單
- 2013-07-05 2013同濟大學中美人文學府生項目獎學金獲得者名單
- 2013-07-05 2013同濟大學中國政府海洋獎學金獲得者名單
- 2013-07-05 2013同濟大學中國政府獎學金中德高層次人才合作項目獎學金獲得者名單
- 2013-07-05 2013同濟大學中國政府獎學金高校研究生項目獎學金獲得者名單
- 2013-04-23 同濟大學2013/2014學年度本科外國留學生招生簡章 更多>>

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1. Click “Create New Account” for application account.

同濟大學 留學生辦公室
TONGJI UNIVERSITY International Student Office

注册向导 中文

留學生入學在綫申請

Online Application For International Students

News Hot

- 2013-04-23 Undergraduate Programs of Tongji Univer...
- 2013-04-23 Foundation Program
- 2013-04-23 Long-term Chinese language Program
- 2013-04-23 Undergraduate Program of Chinese Langua...
- 2013-04-11 Visiting Programs of Tongji University ...
- 2013-04-11 Graduate Programs of Tongji University ...

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2. Fill in the blanks and click “Register”

2007
TONGJI UNIVERSITY
International Student Office

注册向导 / 中文

留学生入学在线申请
Online Application For International Students

member register

User name : _____
Password : _____
Confirm Password : _____
E-mail : _____
verify Code : _____

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

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

have read and accept 《Registration Agreement》

Register

News Hot

- 2013-04-23 Undergraduate Pr
- 2013-04-23 Foundation Progra
- 2013-04-23 Long-term Chines
- 2013-04-23 Undergraduate Pr
- 2013-04-11 Visiting Programs
- 2013-04-11 Graduate Program

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3. Please check your email box to activate your account.

• 简体中文 • English • 加入收藏

外国留学生在线申请 (支付) 系统
Online Application and Payment System for International Students

点亮留学梦想

please check your email to activate the account.

jackma@tongji.edu.cn 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

4. You will receive a valid username and password via email. (Please check your trash mail also)

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.

[active entry](#)

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

5. Click “Online Application” for further steps.

- ◆ Please note that the functions of “Housing Reservations” and “Airport Pickup” are not **applicable**.

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

Account No: semtj [Logout](#)
Last Login Time:
Unread Message: 0 [Show Message List](#)
[Change Head Portrait](#) [Modify User Information](#) [Modify Password](#) [Bind Study Information](#)

ONLINE APPLICATION HOUSING RESERVATIONS AIRPORT PICKUP APPLY HELP SCHOOL MAP

- 2013-04-11 Undergraduate Programs of Tongji University 2013/2014
- 2013-04-11 Foundation Program
- 2013-04-11 Long-term Chinese language Program
- 2013-04-11 Undergraduate Program of Chinese Language (economics and trade oriented)
- 2013-04-11 Visiting Programs of Tongji University 2013/2014
- 2013-04-11 Graduate Programs of Tongji University 2013/2014

6. Choose your Programs:

- ◆ **Exchange students nominated from our partner universities on exchange basis:** select “Exchange student”;
- ◆ **Students as Free-Movers or students from partner universities on fee-paying basis:** select “Self-sponsored”

Choose your program:

The Chinese government scholarship
 The Confucius institute scholarship
 Exchange Student
 Self-sponsored

Next

7. Choose your Student Type:

- ◆ **Bachelor Double-Degree** Students: select “Undergraduate Student”
- ◆ **Master Double-Degree** Students: select “Master’s Degree Student”
- ◆ All the other **non-degree seeking students:** select “General Visiting Student”

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)

Prior-Back Next

8. Type or Choose Department and Major:

Please pay attention to the following notes. Then Press "Find"

- ◆ **Department Name:** Please type or choose **School of Economics and Management**
- ◆ **Major:**
 - **Students as undergraduates:** type or select "Business Administration";
 - **Students as postgraduates:** type or select "Corporate Management" or "Technology Economics and Manage" or "Management Science and Engineering"
- ◆ Please Choose **ENGLISH** for Teaching Language

The screenshot shows the 'Query Option' form with the following fields: Department (dropdown), Major (text input), Research Field (text input), and Teaching Language (dropdown). The 'find' button is highlighted with a red dashed box. Below the form is a table titled 'Study Plan List[total:124]' with columns: Study Plan Name, Department, Major, Duration From To, Years, Teaching language, and Apply deadline.

Study Plan Name	Department	Major	Duration From To	Years	Teaching language	Apply deadline
Undergraduate Student	Film School	Acting	2014-09-15--2018-07-15	4	Chinese	2014-12-31 23:59:59
Undergraduate Student	School of Material Science and Engineering	Materials Science and Engineering	2014-09-15--2018-07-15	4	Chinese	2014-12-31 23:59:59
Undergraduate Student	School of Material Science and Engineering	Materials Science and Engineering	2014-09-15--2018-07-15	4	English	2014-12-31 23:59:59
Undergraduate Student	College Geo-informatics and Surveying	Surveying Engineering in Geoinformatics	2014-09-15--2018-07-15	4	Chinese	2014-12-31 23:59:59
Undergraduate Student	College of Civil Engineering	Surveying Engineering in Geoinformatics	2014-09-15--2018-07-15	4	Chinese	2014-12-31 23:59:59
Undergraduate Student	Sino-French Institute of Engineering and Management (Exchange Student only)	Vehicle Engineering	2014-09-15--2018-07-15	4	English	2014-12-31 23:59:59
Undergraduate Student	School of Automotive Studies	Vehicle Engineering	2014-09-15--2018-07-15	4	English	2014-12-31 23:59:59
Undergraduate Student	INSTITUTE OF RAILWAY & URBAN MASS TRANSIT	Vehicle Engineering(Institute of Railway and Urban Mass Transit)	2014-09-15--2018-07-15	4	Chinese	2014-12-31 23:59:59

9. After you select the proper major, please click "Apply" for next steps.

The screenshot shows the 'Query Option' form with the following fields: Department (dropdown: School of Economics and Management), Major (dropdown: Business Administration), Research Field (text input), and Teaching Language (dropdown: English). The 'find' button is highlighted with a red dashed box. Below the form is a table titled 'Study Plan List[total:1]' with columns: Study Plan Name, Department, Major, Teaching language, Apply deadline, Notes, and Operation. The 'Apply' button in the 'Operation' column is highlighted with a red dashed box and labeled 'Click Apply'.

Study Plan Name	Department	Major	Teaching language	Apply deadline	Notes	Operation
General Visiting Student	School of Economics and Management	Business Administration	English	2014-12-31 23:59:59		Apply

10. Fill in Your “Basic Information”. Please note:

- ◆ **PHOTO:** Please upload scanned **standard PASSPORT Photo only**
- ◆ **Employer or Institution Affiliated:** Please write the full name of your home university

The screenshot shows a web form for 'Basic Information'. On the left is a navigation menu with items 1-6. The main form area contains several fields:

- *Personal Photo:** A large photo of a woman in a red shirt is shown. A red arrow points to it with the text 'Qualified photo'. A red checkmark is in the top right corner of the photo area.
- *Employer or Institution Affiliated:** This text input field is highlighted with a red dashed box and labeled 'Name of your home university'.
- Photo Gallery:** To the right of the main photo, there are four smaller photo thumbnails. Each has a red 'X' in the top left corner and is labeled 'Unqualified photo' with a red arrow.

 At the bottom of the form is a 'Save and Next' button.

11. Fill in the “Education & Employment” information. Please note:

- ◆ If you **don't** have Employment Background, please just write your present university education background instead.
- ◆ If you **don't** have your passport now, you may just upload your standard passport photo instead.

The screenshot shows the 'Education & Employment' section of the application form.

- Educational Background:** A table with columns: *Year Attended (From), *Year Attended (To), *School Name, Field of Study & Diploma received, and Operation. An 'Add' button is at the end of the table.
- Employment Background:** A table with columns: *Year Attended (From), *Year Attended (To), *School or Company, Job, and Operation. An 'Add' button is at the end of the table.
- Upload Documents:** A section titled 'Upload Documents Max Size 1M' with a table for document uploads. The table has columns for 'Documents List' and 'Operation'. It lists:
 - Passport home page (with a '浏览...' button)
 - The previous stage of transcript (with a '浏览...' button)
 - The previous stage of graduation certificate (with a '浏览...' button)
 - Official Score Report of Chinese or English Language Proficiency Tests (with a '浏览...' button)

 A red dashed box highlights the 'Add' button in the Educational Background table, with the text 'Click "Add" for filling'. At the bottom are 'Previous' and 'Save and Next' buttons.

12. Fill in the “Study Plan” information. Please note:

- ◆ Study Duration: Please **neglect** this information, and we will correct the information after your final submission.

Home	Application	Application Query	Inbox [unread:0]	Outbox	Message to Administrator																
<ul style="list-style-type: none"> 1. Basic Info 2. Education & Employment 3. Study Plan 4. Additional Info 5. Contact Info 6. Submit 	<p>Language Proficiency</p> <p>Chinese Proficiency</p> <p>*Language Proficiency: <input type="text" value="-choose-"/></p> <p>HSK Level: <input type="text" value="-choose-"/></p> <p>New HSK Oral Level: <input type="text" value="-choose-"/></p> <p>New HSK Writing Level: <input type="text" value="-choose-"/></p> <p>English Proficiency</p> <p>*Language Proficiency: <input type="text" value="-choose-"/></p> <p>TOEFL: <input type="text"/></p> <p>GRE: <input type="text"/></p> <p>GMAT: <input type="text"/></p> <p>IELTS: <input type="text"/></p> <p>Other Language Proficiency: <input type="text"/></p> <p>Study Plan - General Visiting Student Edit Study Plan</p> <table border="1"> <tr> <td>Program</td> <td colspan="3">General Visiting Student</td> </tr> <tr> <td>Department</td> <td>School of Economics and Management</td> <td>Major</td> <td>Business Administration</td> </tr> <tr> <td>Teaching Language</td> <td colspan="3">English</td> </tr> <tr> <td>*Study Duration</td> <td><input type="text" value="2015-03-02--2015-07-31"/></td> <td>Duration of Stay</td> <td>long term</td> </tr> </table> <p>Home University</p> <p>*University: <input type="text"/></p> <p>*Department: <input type="text"/></p> <p>*Major: <input type="text"/></p> <p>Degree: <input type="text" value="-choose-"/></p> <p>College Year: <input type="text"/></p> <p>Recommended by(1)</p>					Program	General Visiting Student			Department	School of Economics and Management	Major	Business Administration	Teaching Language	English			*Study Duration	<input type="text" value="2015-03-02--2015-07-31"/>	Duration of Stay	long term
Program	General Visiting Student																				
Department	School of Economics and Management	Major	Business Administration																		
Teaching Language	English																				
*Study Duration	<input type="text" value="2015-03-02--2015-07-31"/>	Duration of Stay	long term																		

Please neglect this

13. Fill in the “Additional Information”. Please note:

- ◆ Usually the Guarantor information should be your parents’ information.

Home	Application	Application Query	Inbox [unread:0]	Outbox	Message to Administrator																					
<ul style="list-style-type: none"> 1. Basic Info 2. Education & Employment 3. Study Plan 4. Additional Info 5. Contact Info 6. Submit 	<p>Family Status Add</p> <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><input type="text" value="-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><input type="text" value="-choose-"/></td> <td><input type="text"/></td> <td>Delete</td> </tr> </tbody> </table> <p>Financial Supporter</p> <p>*Guarantor name: <input type="text"/></p> <p>The guarantor Address: <input type="text"/></p> <p>*The guarantor Tel: <input type="text"/></p> <p>Relationship with applicant: <input type="text"/></p> <p>*Organization: <input type="text"/></p> <p>Email: <input type="text"/></p> <p>Emergency Contact in China</p> <p>*Name: <input type="text"/></p> <p>*Mobile: <input type="text"/></p> <p>*Phone Number: <input type="text"/></p> <p>*Email: <input type="text"/></p> <p>Organization: <input type="text"/></p> <p>*Address: <input type="text"/></p> <p style="text-align: center;"> <input type="button" value="Previous"/> <input type="button" value="Save and Next"/> </p>					*Family Members	*Name	*Phone Number	Email	*Profession	*Work Place		Father	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="-choose-"/>	<input type="text"/>	Delete	Mother	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="-choose-"/>	<input type="text"/>	Delete
*Family Members	*Name	*Phone Number	Email	*Profession	*Work Place																					
Father	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="-choose-"/>	<input type="text"/>	Delete																				
Mother	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="-choose-"/>	<input type="text"/>	Delete																				

14. Fill in the "Contact Information". Please note:

◆ Address for mailing your Admission Notice:

- **Exchange students from our partner universities:** please select "Send to Another Address", and fill in your **home** university coordinators' contact information, since we will send all the documents to your home university at last.
- **For Free-movers:** Please select the items by your own requests.

15. Please check all your information again, since you can't edit your information after submission.

Family Name(as on passport)	SEM	Given Name(as on passport)	SEM
Chinese Name (if available)		Gender	male
Marital Status	unmarried	Nationality	Albania
Birth Date	1996-01-01	Country of Birth	Albania
Highest Level of Education	Senior high	Place of Birth (City,Province)	fd
Religion	其他	Employer or Institution Affiliated	fd
Occupation	Employee	Health Status	
Are you an emigrant from other country or region?no		Hobby	

16. Click "Download PDF" and send us the generated PDF Application form for Pre-Review.