Registration Instructions for International Freshmen Students at SISU in Fall Semester 2022

(First Edition, 20th July 2022)

Dear students,

We are excited to welcome you to Shanghai International Studies University!

Due to the current COVID-19 situation, some of you will have to take classes online. Please read the following information carefully and follow the steps to complete the registration process.

A. Online courses

Online courses are part of formal courses. Students studying online will be registered formally from Sept 2022. Hours, credits and grades of online courses will be counted into your graduation transcripts. After paying tuition fees by the due date, students studying online will receive their assigned class formats and time schedules by email before class starts. If you don’t receive any notification email one week before the start of your classes, for undergraduate students on Hongkou Campus, please contact shangwaiguojiao@126.com; for undergraduate students and graduate students on Songjiang Campus, please contact chentian@shisu.edu.cn.

B. Offline courses

1. Schedule:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Date of Registration On Campus | Date of Dormitory Check-In | Classes begin on |
| Undergraduate Students on Hongkou Campus | 29th Aug - 2nd Sept | From 28th Aug | 5th Sept |
| Chinese Language Program | 6th Sept - 8th Sept | From 30th Aug | 12th Sept |
| Undergraduate Students on Songjiang Campus | 15th Sept | From 13th Sept | 19th Sept |
| Graduate Students | 15th Sept | From 13th Sept | 19th Sept |

Time for Registration: 8:30-11:00 AM, 13:30-16:00 PM

2. Places for Registration:

1) Hongkou Campus: Room 202, Building 2, No. 550, Dalian West Road.

Majors offered by Graduate Institute of Interpretation and Translation, Majors offered by the School of Chinese Studies and Exchange; Business Administration (MBA), Finance, International Business, Law (non-law profession), Juris Master (JM), China Studies (taught in English).

2) Songjiang Campus: Room 119, Building 3, No. 1550, Wenxiang Road.

Majors other than those at Hongkou Campus.

3. Required Documents

1) Passport

2) Letter of Admission

3) Original certificate of the highest level of education (MA or PhD)

4) Original certificate of the highest degree (MA or PhD)

4. Accommodation

1) Hongkou Campus:

SISU Guest House (No.189 West Tiyuhui Road, Hongkou District; Tel: 021-35054500). SISU Guest House offers free double rooms to students with full scholarships. For single rooms, please contact the Reception Desk for reservation and pay for the difference in fare.

2) Songjiang Campus:

Dormitory (Building 16, Lane 1800, North Sanxin Road, Songjiang District; Tel: 021-37691006). SISU offers free double rooms to students with full scholarships. For single rooms, please contact the Reception Desk for application and pay for the difference in fare.

Students living in dormitories will need to prepare their bedding, which can be brought with or bought in person on campus.

※Students who apply for dormitories: Please complete dormitory check-in before the registration.

3) Students who prefer to live off campus should complete check-in for accommodation at the nearest police station within 24 hours of arrival in Shanghai.

5. Registration Process

1) Students who are currently in China:

Please click the link (<https://www.wjx.top/vm/mVKVlW5.aspx>) or scan the QR code to complete the questionnaire using Wechat before 15th Aug.



Students will receive their admission letters by email according to the information they submit. The admission letters need to be printed and submitted for registration on campus.

Students should record their body temperature from 14 days before entering school, fill out the Application Form for School Returning (Form C) and send it to the specified email address by 16:00 on the day before returning to school.

Also, students should maintain good personal hygiene and avoid travelling to mid-risk or high-risk areas of the epidemic before returning to school.

2) Students who are about to enter China will have to quarantine in managed facilities for 7 days and spend 14 days for health monitoring outside school. After the quarantine starts, please fill in the International Student Entry Information Registration Form (Form B) and send it to oisa@shisu.edu.cn. Students can choose their health monitoring accommodation. If students choose SISU Guest House, the cost is RMB 248 each day (breakfast included). Lunch and dinner would be extra, which charges RMB 30 per meal.

Students are required to record their body temperature during their health monitoring and take a nucleic acid test on the 13th day of their health monitoring. Students need to fill out the Application Form for School Returning (Form C) and send it to the specified email address by 16:00 on the day before returning to school.

3）Addresses to send Application Form for School Returning (Form C):

Hongkou Campus: zhangxinyu@shisu.edu.cn

Songjiang Campus: chentian@shisu.edu.cn

6. Insurance

According to the regulations of the Ministry of Education of China, every international student who studies in China must be covered by comprehensive insurance. Students can purchase the comprehensive health insurance (RMB 800 plan) provided by Ping An Health Insurance Company online at the website (http://www.lxbx.net) 15 days before their registration. Students can also purchase the insurance on the day of registration in person. Please note that students without valid insurance are not allowed to register.

C Tuition Payment

1) please transfer the tuition fee to the following bank account and send back the proof of remittance by e-mail before 15th Aug 2022:

|  |  |
| --- | --- |
| Beneficiary Name:  | Shanghai International Studies University |
| A/C No.: | 1001274409026402334 |
| Bank: | Industrial and Commercial Bank of China, Shanghai Shangwai Sub-Branch |
| Swift Code: | ICBKCNBJSHI |
| Bank Address: | 566 West Dalian Road, Shanghai, P. R. China |

**Notes:**

1. **Tuition fee is waived for students with Chinese Government Scholarship, Shanghai Government Scholarship or International Chinese Language Teachers Scholarship.**
2. **Please use US dollars if you transfer the tuition fee from outside China.**
3. **Please note down your application number when you transfer the tuition fee.**

Tuition Charges (Per Academic Year)

|  |  |  |
| --- | --- | --- |
| Programs | RMB(yuan) | US Dollars ($) |
| Chinese Language (Undergraduate Program) | 22000 | 3385 |
| International Economics and Trade (Chinese) (Undergraduate Program) | 23000 | 3540 |
| Teaching Chinese to Speakers of Other Languages (Undergraduate Program) | 23000 | 3540 |
| Undergraduate Programs at Songjiang Campus | 22500 | 3460 |
| English-taught Master’s Programs | 26000 | 4000 |
| Master of Teaching Chinese to Speakers of Other Languages  | 26000 | 4000 |
| Master of Translation | 30000 | 4615 |
| Master of Interpretation | 40000 | 6155 |
| Other Master's Degree Programs | 23000 | 3540 |
| Doctoral Programs | 28000 | 4310 |

2) Students currently in China or who have already received their admission letters and visa forms and are confirmed to be able to enrol at SISU in September can choose to pay by remittance or pay in person at the time of arrival. Payment can be made in person by cash in RMB or with a UnionPay debit card issued by a bank in China.

3) If students wish to request a refund after paying the tuition fees, they must follow the SISU’s refund policy and bear the costs relating to refund and remittance. Please refer to this link for more details: <http://www.oisa.shisu.edu.cn/index.php/index/newscontent/cid/39/id/297.html>.

D. Additional Information

 Due to the epidemic prevention measures, the above information is subject to change. Students should check emails regularly and pay attention to notifications at oisa.shisu.edu.cn. For further information, please contact oisa@shisu.edu.cn.

Shanghai International Studies University

Office of International Students Affairs

20th July 2022