**Guide of Registration for International Students in SISU**

**(2024 Spring semester)**

1. **Registration Time**

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|  | Hongkou Campus | Songjiang Campus |
| Students for Chinese Language Courses | February 26-27 |  |
| Advanced Visiting Students |  | February 26-27 |

 Reception hours：8：30-11：00/13：30-16：30

1. **Registration Location**

Hongkou Campus: 1st Floor, Building 6, 550 Dalian West Road, Hongkou District

(✳ If students on the Hongkou Campus are unable to register on the designated date, please go to Room 202, Building 2 at the Hongkou Campus to complete the registration process.)

Songjiang Campus: Room 119, Building 3, 1550 Wenxiang Road, Songjiang District

1. **Registration Documents**
2. Passport
3. Accommodation Registration Form
4. Admission Letter
5. Tuition (Cash or a UnionPay debit card issued within China.)
6. Overseas Medical Examination Records (limited to those studying for one year or more.)
7. **Insurance**
8. According to the requirements of the Ministry of Education, students planning to study for six months or more in China need to purchase international student insurance within China. For specific information, please refer to https://www.lxbx.net/insurance?id=V3dQV2hoeG9VMlNhNUE9PQ%253D%253D.

Students can purchase the insurance online starting from three days before entering China and should present the screenshot image from their phone or computer on the registration day.

1. Those planning to study for one semester or less can purchase overseas insurance in their home country. However, the insurance coverage and amount must be equivalent to the aforementioned international student insurance. On the registration day, students must present the insurance certificate. If the type or amount of insurance does not meet the equivalent standards of international student insurance, registration procedures can only be completed after purchasing insurance that aligns with the required standards.
2. **Transportation from the airport to campus**

To Hongkou Campus:

Taxi: around 200 RMB

Metro: take Line 2 and transfer to Line 8 at People's Square. Alight at Hongkou Football Stadium station and walk for 10 minutes.

To Songjiang Campus:

Taxi: around 300 RMB.

Metro: take Line 2 and transfer to Line 9 at Century Avenue. Alight at Songjiang University Town station, and take a taxi to campus (taxi fee is around 20 RMB)

**Bank Card**

After completing the registration procedures, you can proceed to the Industrial and Commercial Bank of China , Shangwai Branch, located at the right side of the main entrance on Hongkou Campus, with your passport, student ID, and accommodation registration form to open a bank account. (✳ Make sure to obtain a local phone number in advance for receiving verification messages.)

**SIM Card and On-Campus Wireless Network**

During the registration period, there will be telecommunication service providers on the Hongkou Campus to assist new students with SIM card activation.

After completing the registration, please use your laptop to log in to sso.shisu.edu.cn. Enter your username (student ID) and password (last six digits of your passport number). Follow the steps for identity verification, and you will be able to enjoy a free trial of the on-campus wireless network.

**Campus Card**

After completing the registration, you can proceed to Room 109, Building 1, Hongkou campus, to apply for your campus card. A handling fee of 20 RMB is required. After recharging, you can use it in the school cafeteria. The service hours are from 9:00 to 12:30 and 14:00 to 16:30.

**Accommodation Registration**

According to Chinese legal regulations, foreigners must complete the "Temporary Residence Registration Form for Foreigners" within 24 hours of entering the country. Students who have on-campus accommodations at the Hongkou campus can obtain the form at the dormitory front desk. For students staying at the Songjiang campus or off-campus, you need to visit the local police station near your residence to apply for registration. Additionally, you can also scan the QR code below to complete the registration online.



**On-Campus and Nearby facilities**

1. After completing the registration procedures and obtaining your student ID, you can apply for the campus card. This card can be used in on-campus cafeterias, bakeries, and coffee shops.
2. Near the Hongkou campus, the Kaide Shopping Center provides various dining options. In the vicinity of the Songjiang campus, especially along Wenhui Road, there are numerous dining establishments, supermarkets, cinemas, and various shops, catering to basic daily needs.

**Tips**

a. Smartphones are widely used in China, and various digital applications can provide great convenience for both study and daily life. It is recommended that you register on "WeChat" before arriving and promptly activate "Alipay" or "WeChat Pay" after opening a bank account.

b. Registration and disbursement of scholarships take time. For students receiving a full scholarship, it is advisable to prepare a certain amount of cash to cover daily expenses until the scholarship is disbursed.

c. SISU Guesthouse and SISU HOTEL will start calculating room fees after the registration period (from March 4, 2024). Students who are unable to register on time but wish to retain their accommodation reservation should pay the room fees starting from March 4, 2024.

December, 2023