



新生报到注册

所有被上海大学正式录取的学历生、语言生、进修生和交换生，均需要根据以下内容完成报到注册，取得学籍。新生报到注册包含线上预报到和线下正式报到注册。

注意：只有完成线上预报到的新生才能参加后续线下的正式报到注册。

Step 1 线上预报到

平台入口：

<https://apply.applyforshu.com/pre-registration/#/user/login>

开放时间：

2023年 7月11日-9月15日

1. 填写抵校日期
2. 预订或填写住宿信息
3. 预订浦东机场接机（如需要）

免费接机时间表

8月21日 中午12:00 晚上6:00
8月22日 中午12:00 晚上 6:00
8月23日 中午12:00 晚上 6:00
9月10日 中午12:00 晚上 6:00

会合点：

T1航站楼：
近8号门

T2航站楼：
星巴克T2到达店

注意事项Notes：

1. 未完成“预付学费”环节的新生，无法进行线上预报到。自费生请在收到电子录取通知书及本协议后20个工作日内完成学费预付；奖学金生不需要预付学费，但需上传奖学金结果邮件确认截屏。如超过20个工作日未操作者，视为放弃。
2. 建议在取得赴华签证以及确定航班信息后再完成预报到，一旦提交，无法更改。
3. 预报到系统登录邮箱和密码必须与网申系统一致，如有问题，请及时联系项目专员。

Step 2 线下正式报到： 请根据录取通知书上的报到日期前往上课地点所在校区报到

- 学历生和交换生集中报到日期：2023年8月22日~23日（上午9:00-下午4:30）
宝山校区：V楼一楼 延长校区：国际教育学院莘远楼一楼 嘉定校区：文德楼2楼208
- 语言生集中报到日期：2023年9月11日（上午9:00-下午4:30）延长校区：国际教育学院莘远楼一楼

01 资格复审	02 费用支付确认	03 保险确认	04 辅导员确认	05 学生卡制作	06 专业学院确认 (限研究生)
审核所有申请材料原件是否和网申系统中的一致	审核报名费和学费是否支付	审核保险是否购买	提交所有纸质报到注册材料	凭校园一卡通申请表，到信息办拍摄证件照，获取学生卡	根据指定时间和地点，到专业学院完成报到注册

报到材料清单

- | | |
|---|---|
| <input type="checkbox"/> 录取通知书原件 | <input type="checkbox"/> 证件照 |
| <input type="checkbox"/> 1份录取通知书复印件 | <input type="checkbox"/> 1份境外人员临时住宿登记单复印件 |
| <input type="checkbox"/> 1份签字后的新生须知复印件
(*新生须知在录取通知书背面) | <input type="checkbox"/> 最高学历证书和成绩单原件 |
| <input type="checkbox"/> 1份护照个人信息复印件 | <input type="checkbox"/> 1份最高学历证书复印件 |
| <input type="checkbox"/> 1份签证页复印件 | <input type="checkbox"/> 1份最高学历成绩单复印件 |
| <input type="checkbox"/> 付费证明 | <input type="checkbox"/> 奖学金生须知原件（限奖学金生） |



Registration for New International Students

All admitted new students, including degree students, language student, general or senior scholars, and exchange students, must finish the **online pre-registration** and **onsite official registration** to secure your student status. Anyone who doesn't finish the online registration can not register onsite.

Step 1 Online Pre-registration

Portal:

<https://apply.applyforshu.com/pre-registration/#/user/login>

Date:

July 11, 2023~September 15, 2023

- ▶ 1. Fill in the arrival date
- ▶ 2. Book or fill in the accommodation information
- ▶ 3. Book the Pudong airport pick-up (if needed)

Free pick-up date:

August 21,	12:00 18:00
August 22,	12:00 18:00
August 23,	12:00 18:00
September 10,	12:00 18:00

Meeting Point :

T1: Close to Gate 8

T2: Gate of Starbucks Coffee

Notes:

- 1) Anyone who hasn't finish the step of "Tuition deposit payment" can not submit the online pre-registration. For self-paid students, please complete the tuition deposit payment; For scholarship students, you do not need to pay the deposit fee, but have to upload the screenshot of the scholarship confirmation email in the application system. If the payment or uploading is not completed after 20 days, it would be regarded as giving up.
- 2) It is recommended to complete the pre-registration after obtaining the visa to China and flight information. Once submitted, it cannot be changed.
- 3) The email and password of the pre-registration should be the same with the application system. For any questions, please contact the program coordinator.

Step 2 On-site Official Registration

Please finish your on-site registration according to the registration date and location on the admission notice

- ▶ For degree students and exchange students: August 22-23, 2023 (9:00-16:30)

Baoshan Campus: 1st Floor of V Building

Yanchang Campus: Shenyuan Building, College of International Education

Jiading Campus: Room 208, 2nd Floor of Wende Building

- ▶ For language student: September 11, 2023 (9:00-16:30)

Yanchang Campus: Shenyuan Building, College of International Education

1. Qualifications Verification

to review all original documents whether be the same with the documents uploaded in application system

2. Fee payment Confirmation

to check whether the application fee and tuition fee are paid or not

3. Insurance Confirmation

to confirm whether the insurance bought or not

6. Registration at College/School (only for Graduate Students)

Please go to your College/School to finish the registration

5. Student ID card

to Informational Office to make your student ID card by the paper Application Form

4. Counsellor Confirmation

to submit all paper documents to your counsellor

Documents for Registration

- | | |
|--|--|
| <input type="checkbox"/> Original and one copy of Admission notice | <input type="checkbox"/> 1 ID Photo |
| <input type="checkbox"/> Copy of Signed Freshmen notice | <input type="checkbox"/> Copy of Registration Form of Temporary Residence |
| <input type="checkbox"/> 1 copy of Information Page of passport | <input type="checkbox"/> Original and copies of Highest Degree Certificate and Transcripts |
| <input type="checkbox"/> 1 copy of Visa Page Copy | <input type="checkbox"/> The Notification Letter for Scholarship students |
| <input type="checkbox"/> Payment Receipt | |