

# Application Guide for the International Exchange Program (Inbound) of Shanghai University

(Updated in March, 2024)



## CONTACT US

Baoshan Campus

No. 99 Shangda Road, BaoShan District, Shanghai 200444 China

**TEL: 86-21-66136615**

**Website: <https://apply.shu.edu.cn>**

**Email: [apply4@oa.shu.edu.cn](mailto:apply4@oa.shu.edu.cn)**

**Contact Person: Lina LI**

Scan the QR code  
to get more information





## I . About Shanghai University

- Shanghai University (SHU), is a member University of Project 211 and a leading comprehensive university co-sponsored by the Ministry of Education and Shanghai Municipality. It is among Shanghai 's first pilot programs of high-level construction of local university.
- As a university with first- class discipline construction qualified by the Ministry of Education, SHU reaches 22<sup>nd</sup> among universities in Mainland China in QS rankings 2023, and 1st in THE Higher Education World University Influence Rankings 2021 .
- SHU offers a wide range of disciplines, covering philosophy, economics, law, literature, history, natural science, engineering, management, art, etc.
- SHU offers a wide range of disciplines, covering philosophy, economics, law, literature, history, natural science, engineering, management, art, etc.
- There are more than 40,000 full-time students in Shanghai University, including near 3000 international students from more than 150 countries. Modern campuses with well-equipped dormitory and sports facilities, and easy accessibility with subway nearby provide a pleasant environment for students of different languages and cultures to study here.

## II . Academic Modules

SHU now provide **five modules** for incoming exchange students: **Module of Chinese Language, Business and management Courses Taught in English, Module of Credit Courses Taught in English ( DBIC), Module of Major Courses Taught in Chinese for bachelor students and Summer School(four-week)**. If there are courses specified in the cooperation agreement except the modules mentioned above, we will coordinate relevant courses according to the agreement.

### Module 1: Chinese Language Courses

**Campus Location:** Yanchang Campus (No. 149 Yanchang Road, Jing'an District)

**Duration:** One semester or One year, 18 Weeks for each semester.

- Spring Semester: From the beginning of March to the beginning of July.
- Fall Semester: From the beginning of September to the beginning of the following January

**Language of Instruction:** Chinese



**Credit:** yes

**Transcript:** yes

**Certificate:** yes

**Activities:** yes

**Main Courses:** The incoming students will join in the Intensive Chinese Program with other international students to enhance Chinese skills in listening, speaking, reading, and writing, as well as China-related knowledge through lectures for HSK examination, Chinese calligraphy, Chinese songs and overview of China. Five levels are available which can start from Level A ( beginner) to advanced level E.

## Module 2: Business and management Courses Taught in English

**Campus Location:** Jiading Campus (No. 20 Chengzhong Road, Jiading District)

**Duration:** One semester or One year, 12 weeks for each semester .

- Spring Semester: from the middle of March to the beginning of June.
- Fall Semester: from the beginning of September to the end of November.

**Language of Instruction:** English

**Credit:** yes

**Transcript:** yes

**Certificate:** No

**Main Courses:** The incoming students will take the courses taught in English in academic schools. All courses are taken at SILC Business School

([https://shusilc.shu.edu.cn/Future\\_Students/Study\\_Abroad\\_\\_\\_Exchange.htm](https://shusilc.shu.edu.cn/Future_Students/Study_Abroad___Exchange.htm)) , which is located at Jiading Campus, Shanghai University. You can also contact us for the latest course list.

## Module 3: Module of Credit Courses Taught in English ( Doing Business in China)

**Campus Location:** Yanchang Campus (No. 149 Yanchang Road, Jing'an District)

**Duration:** One semester or One year, 13 Weeks for each semester.

- Spring Semester: From the March to June.
- Fall Semester: From September to the December.

**Language of Instruction:** English

**Credit:** yes



**Transcript:** yes

**Internship:** yes (Need application)

**Certificate:** yes

**Outdoor Activities:** yes (Self-funded, 2800 RMB per semester)

**Main Courses:**

- |                                  |                          |                          |
|----------------------------------|--------------------------|--------------------------|
| ● Marketing Strategy             | ● Finance                | ● Event Management       |
| ● E-Commerce                     | ● Chinese Culture        | ● Intercultural Business |
| ● Chinese Business & Enterprises | ● Basic Business Chinese | Communication            |
| ● China and Globalization        | ● Asian Economic         |                          |

**Module 4 Major Courses Taught in Chinese for bachelor students**

This module allows the students to take any undergraduate courses as guest students. It is required that students have passed the HSK5 (over 180 score). All courses information is available after registration.

**Campus Location:** Depends on the location of the College

**Duration:** One semester or One year, 12 weeks for each semester (ten weeks for course learning, two weeks for exam)

- Spring Semester: from the beginning of March to the beginning of June.
- Fall Semester: from the beginning of September to the end of November.

**Language of Instruction:** Chinese

**Credit:** yes

**Transcript:** yes

**Certificate:** No

**Module 5 Summer School (four-week)**

This module helps students to get a better understanding of the essence of Chinese culture while learning Chinese, exploring the spirit of the modern China, and feeling the charm of the Water Town through the four weeks of Chinese language learning and cultural experience.

**Campus Location:** Yanchang Campus (No. 149 Yanchang Road, Jing'an District)

**Duration:** Four-week study during July to August. (Need to apply by the end of March)

**Language of Instruction:** English

**Outdoor Activities:** yes (free)



### Main Courses:

- Chinese Language
- Culture-Inclusive Chinese Culture
- Cross Culture Exchange: China Door-Open Shanghai
- Summarize&Report

### Notes:

1. The nominated students need to make sure that the modules you choose are accepted by your home University.

2. **Only one module can be taken** to avoid the conflicted timetable.

## III. Application Information

### 1. Eligibility

- 1) Registered students at the university which has signed university bilateral relationship with Shanghai University;
- 2) Non-Chinese citizen, be mental and physical healthy.
- 3) Language Proficiency

#### ➤ For English-taught programs:

IELTS (A) 6.0 or TOEFL IBT 80 or above received within the recent two years, (TOEFL MyBest™&TOEFL essentials Scores accepted). Other internationally recognized English proficiency tests with scores of the same level and proof of certificates is needed.

### TOEFL or IELTS Exemptions

The following types of applicants are exempt from taking the TOEFL or IELTS:

- ❖ Native speakers of English
- ❖ Or the previous degree is fully taught in English.

#### ➤ For Chinese-taught programs

HSK 5 above 180 (within the recent two years) is required (HSK refers to Chinese Proficiency Test).

You can find information on: [www.chinesetest.cn](http://www.chinesetest.cn)

### HSK Exemptions

The following types of applicants are exempt from taking the HSK:

- ❖ Native speaker of Chinese



- ❖ Or the previous degree is fully taught in Chinese.

## 2. Date of Application

### ➤ 2024 Fall Intake

Nomination deadline: May 30<sup>th</sup>, 2024

Application deadline: June 30<sup>th</sup>, 2024

### ➤ 2025 Spring Intake

Nomination deadline: November 30<sup>th</sup>, 2024

Application deadline: December 30<sup>th</sup>, 2024

## 3. Application Documents

- ☒ ID Photo (pixels 300\*500)
- ☒ Passport first page copy
- ☒ Study Plan (written in English or Chinese)
- ☒ Language Proficiency Certificate
- ☒ Nomination Letter
- ☒ Studying Certificate issued by home university
- ☒ Initial course selection form (only for Module of Credit Courses Taught in English - DBIC)
- ☒ Other required documents

## 4. Application Procedures

**Step1:** Apply to your home University's Study Abroad Office

**Step2:** Send nomination letter to [apply4@oa.shu.edu.cn](mailto:apply4@oa.shu.edu.cn)

**Step3:** Finish online application by *nominated students*: <https://apply.shu.edu.cn>

**Step4:** Student will receive online admission notice within 14 working days

**Step5:** Student will receive E-admission notice(Affixed with the University seal) and the guide to download the JW202 or DQ form for visa application during June to July.

## IV. Costs

1. **Application fee:** No
  2. **Tuition fee:** Based on the agreement
  3. **Accommodation fee:** Based on the agreement
- **On-campus dorms:**



Four-bed Room: RMB 35 per night

Double Room: RMB 70~100 per night

Single Room: RMB 140 per night

➤ **House Renting off-campus:** RMB 3000~5000 monthly (only for your reference)

#### 4. Living Expenses

Around RMB 35,000 yearly in average

#### 5. Insurance

- 1) International students studying in China for less than three months can choose to purchase own local insurance before coming to China. Students who have purchased international insurance in home country, please provide proof of insurance when registering (English or Chinese version).
- 2) Who study for more than three months (including three months) **must** purchase insurance products in China.
- 3) Website for insurance purchase: <https://www.lxbx.net/home>

Service hotline: 400-810-5119

Insurance fee standard: (unit: RMB)

Under 6 months	1 year
400	800

## V. Visa Information

### 1. Applying for Visa to Enter China

Students should provide Admission Notice and JW202 / JW201 / DQ Form to apply for visa **X1** (with a Health Certificate issued by the hospital designated by the Embassy or Consulate for students who study more than 180 days) or visa **X2** (for students who study for less than 180 days) from the Chinese Embassy or Consulate in the students' home country.

### 2. Change of VISA status (if needed after arrival)

- 1) **International student entering China holding visa X1 should apply for Residence Permit (RP for study) within 30 days from the day he or she enters into China.** Document for Applying Residence Permit (study) for the First Time are required as below:



☒ Original of valid passport

☒ Admission Notice (Affixed with the University seal)

☒ JW202 Confirmation Form for Study in China

☒ Health Certificate issued by the International Travel Healthcare Center of Shanghai Entry-Exit Inspection and Quarantine Bureau. The reservation website for Physical check is

<https://online.shhg12360.cn/sithc/>

☒ Visa Application Form for International Students (issued by Shanghai University International Student Service Center)

☒ Insurance Certificate

☒ The original and copy of Registration Form of Temporary Residence

☒ Foreigner Visa and Residence Permit Application Form filled up in the hall of the local exit-entry administration of public security.

☒ Application fee of CNY400 (for residence permit within 1 year), paid when retrieving the passport.

**2) International students with visa X2, staying less than 180 days, don't need to apply for RP.**

**Note:**

International students entering without visa could not apply for X type visa or residence permit. Residence permit could be applied only after re-entry with visa X1 or X2.

**3) Shanghai Exit & Entry Administration Bureau**

**Working hours:** 9:00 a.m. - 17:00 p.m. from Monday to Saturday (excluding legal holidays)

**Address:** No. 1500 Minsheng Rd. Pudong District

**Tel:** 021-28951900

## VI. Accommodation

### 1. On-campus accommodation

On-campus rooms are available at three campuses, which have been equipped with beds, bedclothes, a desk, a closet, an air-conditioner and a bathroom. There are shared kitchens, washing machines, dryers and hot-water machines in the public area. Each building is equipped with smoke alarm, kitchen temperature alarm, monitoring equipment, etc.

#### ➤ Reservation





For admitted students, the reservation can be applied after receiving the reservation link and notice via e-mail from Shanghai University.

### ➤ **Payment**

**Payment due date:** Students can make payment at the time they check in.

**Payment method:** Pay by credit card or bank transfer.

Notes:

- a) If students pay by international credit card or debit card issued by Chinese bank branches abroad, service fee will be charged.
- b) As for long-term students, they need to pay the fee in one lump sum for one semester. If they check out earlier, they need to submit a written application 1 month in advance. When the logistics department received the application, the residual room charge will be returned to their China Agricultural Bank account.

## **2. Off-campus accommodation**

Due to the limited dormitory room, Shanghai University cannot guarantee that all students make a reservation successfully. If the reservation is not successful, please find a safe and reliable rental room or hotel before arrival in Shanghai.

**A. According to Law of the PRC on Entry and Exit of foreigner and the rules governing the implementation of the law, foreigners shall register their residence in China within 24 hours of arrival.**

If you are staying at a hotel or hostel, the staff there will automatically do it for you. If you ask, they will give you the form. Please make sure they stamp it with the hotel or hostel' seal.

If you are renting an apartment or staying with your friends, you need to go to the local police station yourself. The landlord should bring along the Certificate of Residence, Certificate of Housing, lease contract, and their ID card. The student should also bring their passport.

You can also finish the registration on self-service residential registration system. The online registration procedures are as below:

Step1: login the website: <https://zwdtuser.sh.gov.cn/uc/login/login.jsp>



境外人员住宿登记自助申报系统  
SELF-HELP DECLARATION SYSTEM FOR OVERSEAS PERSONNEL'S ACCOMMODATION REGISTRATION

MAIL ADDRESS

PASSWORD

SECURITY CODE

SIGN IN

SIGN UP RETRIEVE PASSWORD

中文 English

©CopyRight 2012-2013 上海市公安局出入境管理局

境外人员临时住宿登记单

REGISTRATION FORM OF TEMPORARY RESIDENCE

编号: \_\_\_\_\_

英文姓 Surname in English	英文名 Name in English
中文姓名 Name in Chinese	出生日期 Date of Birth (YY) (MM) (DD)
性别 Sex	国家或地区 Country or Region
居住地址 Date of Arrival at Present Residence	日期 (YY) (MM) (DD)
上海住址 Address in Shanghai	
证件类型 Type of Travel Document	证件号码 No. of Travel Document
外国人 Foreigners	
台湾居民 Taiwan Residents	
华侨、港澳居民 Overseas Chinese HongKong&Macao Residents	
国内联系人或本人联系电话 Telephone Number of Contact Person in China /Applicant	

派出所盖章: 临港分租大港派出所  
Police Stamp

填表日期: \_\_\_\_年(YY) \_\_\_\_月(MM) \_\_\_\_日(DD)

上海市公安局出入境管理局监制  
Supervised by Bureau of Exit-Entry Administration  
Shanghai Municipal Public Security Bureau

Step2: Choose the ID type and upload the ID and portrait photo.

Step3: Fill in the address, arrival date and departure date, tick the letter of commitment and submit it.

Step4: Check the verification result and print the E-registration Form of Temporary Residence.

**Tips:** If the information fails to pass the automatic verification due to incomplete information, it will be handled manually, please be patient. If there is an urgent need to obtain a temporary residence registration form, you can still go to the window of the police station to submit written materials for declaration.

## B. Reminders for Off-campus Accommodation

- Read the items in the rent contract carefully before signing any contract, if you are not clear enough about the contract please do not sign it or it means you have accepted all the provisions in the contract.
- If the contract only in Chinese version and you can not understand the provisions in the contract, you can consult our office for that. Please do not sign any contract without fully understanding the contract lest being cheated.
- If you have any doubt about the housing agency, please consult our staff in office. Do not pay anything to the agency before signing the contract and do not believe in any oral promises of staff in housing agency.
- After signing the contract and completing the payment, please ask for the formal invoice from housing agency.

## Important Reminder

Registration of temporary residence should be done within **first 24 hours** after entry.



- 🔊 Students who live on campus should apply for Registration Form of Temporary Residence at reception of International Student Apartment.
- 🔊 Students who live off-campus should get the registration form issued by the hotel or the police substation of the area where the lodging takes place, or fill online application to register.

## VII. Pick-up Service

Shanghai University provides free pick up service at Pudong International Airport within the specified date and paid pick up service at other time periods for freshmen. If necessary, please log in to the Pre-registration system (**Portal: <https://apply.applyforshu.com/#/pre-registration>**) for reservation after obtaining the study visa and confirming the flight to China.

## VIII. Registration

The registration for new students includes **online pre-registration** and **on-site registration**.

1. **Online pre-registration:** Including accommodation reservation and pick-up service.
2. **On-site registration**

Please complete registration at the corresponding campus according to the registration place on the admission notice.

### ➤ Supporting Documents

Passport, admission notice, 202/DQ form, insurance purchase evidence, payment certificate (including application fee and tuition fee deposit payment receipt), original and copy of all application materials.

### ➤ Registration procedures

Registration procedures	Contents
Step 1	Confirm registration materials, including passport, visa, insurance, payment receipt, all original documents uploaded online.
Step 2	Tuition fee payment
Step 3	Purchase insurance if needed
Step 4	Make student ID card
Step 5	Submit all documents
Step 6	Complete registration

**Note:**



- About the system opening hours and the registration link, a further notice will be sent via e-mail after the student admitted.
- Please note that those who **fail** to pass the material review will be **disqualified for admission**.

