

## 2025 年秋季上海大学商务汉语项目（一学期）招生简章

### **Prospectus for the One-Semester Business Chinese Program**

### **2025 Autumn Shanghai University**

为满足外籍人士掌握商务汉语知识，提升商务汉语应用能力，顺应汉语+职业的汉语国际教育发展大趋势，上海大学国际教育学院项目中心特推出商务汉语项目（一学期）。

In order to meet the needs of international students to develop competence in business Chinese, improve their use of Chinese in business settings, and enhance their career development with good Chinese proficiency, Shanghai University has launched the one-semester Business Chinese Program (2025 Autumn intake).

#### **1、项目特色 About the Program**

1.1 课程体系全面完整，课程设置从听说读写四个方面提高学生的商务汉语应用能力，同时学生还能对当代中国经济、科技、社会等有较全面的了解。

1.2 课程在讲授商务汉语知识和理论的基础上，注重学生跨文化商务沟通能力的培养。主干课程每个商务主题都配有相应的商务实践活动，建立“商务主题教学”+“商务实践活动”的教学体系。通过对真实商务场景的模拟，提高学生分析问题和解决问题的能力。

1.3 注重课堂学习与课外参访的融合。根据教学需要安排企业参访活动，亲身体验企业文化和管理方式，深化对课堂所学知识与技能的了解，为将来的就业积累经验。

1.1 With application-oriented training in listening, speaking, reading and writing, the program aims to improve students' practical use of Chinese in business settings, and to enable students to have a deeper understanding of the economy, science and technology and society in contemporary China.

1.2 Apart from business Chinese knowledge and theory, the program also emphasizes the development of students' cross-cultural communication skills. Each theme of the main course is complemented with corresponding business practice activities. By simulating real business settings, students' ability to analyze and solve problems is improved.

1.3 The program features a combination of classroom learning and extracurricular visits. Based on teaching requirements, enterprise visits are arranged to help students experience corporate culture and management style of a business and to better prepare themselves for future employment.

## **2、授课地点 Location**

上海大学延长校区国际学生教学楼

Teaching Building for International Students, Yanchang Campus, Shanghai University

## **3、课程信息 Course Information**

### **3.1 开课时间 Duration**

2025-09-08 至 2026-01-09, 共 18 周, 每周 20 课时。

Autumn 2025: 8th September, 2025 to 9th January, 2026. 18 weeks in total, 20 class-hours per week.

### **3.2 新生注册 Registration**

2025 年秋季: 2025 年 9 月 8 日

Autumn semester: 8th September, 2025

### 3.3 课程示例

商务汉语项目课程表					
时间	周一	周二	周三	周四	周五
8:00-9:40	商务汉语	商务汉语	商务汉语	商务汉语	商务汉语
	综合课	综合课	综合课	综合课	综合课
10:00-11:40	经贸汉语口语	经贸汉语口语	商务文化	经贸汉语口语	商务写作

#### Course Sample

Business Chinese Course Timetable					
Time	Mon	Tue	Wed	Thu	Fri
8:00-9:40	Comprehensive Business Chinese	Comprehensive Business Chinese	Comprehensive Business Chinese	Comprehensive Business Chinese	Comprehensive Business Chinese
10:00-11:40	Business Chinese Conversation	Business Chinese Conversation	Business Culture	Business Chinese Conversation	Business Writing

## 4、项目证书 Certificate

完成规定课时，考核成绩合格者，学校将颁发商务汉语进修项目《结业证书》。

A completion certificate in Business Chinese Program will be issued to students who successfully complete all the courses and pass the examinations.

## 5、入学流程 Procedures

5.1 按照要求进行网上申请 Please apply online as is required.

5.2 等待学校审核录取 Please wait for the university to review the application.

5.3 请在收到录取通知提醒邮件后，缴纳一半或全额学费，并将“学费支付凭证”(汇款单据照片或转账截图)上传至网申系统“已预付学费”一栏。学校会发放正式录取

材料。

Please pay half or full tuition fee after receiving the admission notice reminder email and upload the "Proof of Tuition Payment" (photos of bank transfer receipts or screenshots of the transfer) to the "Paid Tuition Fee" section in the online application system. Then the official admission documents would be sent by email.

5.4 请在开学前一周,全额缴纳学费并将“学费支付凭证”发送至 [apply6@oa.shu.edu.cn](mailto:apply6@oa.shu.edu.cn)。

Pay tuition fee in full, and send payment proof by email to [apply6@oa.shu.edu.cn](mailto:apply6@oa.shu.edu.cn) one week before the semester starts.

5.5 学校将在开学前发送有关预报到和注册的通知邮件, 请按照通知内容在规定时间内完成报到注册。

The University will send a notification email about pre-registration and registration before the semester starts. Please complete the registration within specified time period according to the notification.

5.6 15 人以上开班, 不满 15 人的班级将被合并或取消。请注意, 如遇班级取消放弃入学, 所发签证也将被取消。Classes are open for over 15 students. Those with fewer than 15 students will be combined or cancelled. Please note that if the class is cancelled, the visa will also be cancelled.

## **6、报名方式 How to apply**

6.1 登录上海大学网上申请系统报名 <https://apply.shu.edu.cn>

第一步: 点击 Apply now, 用邮箱注册账号登录 (每个邮箱仅能申请一次)。

第二步: 选择“非学历项目——商务汉语项目(一学期)”, 填写个人信息, 上传证件照、护照信息页、学习计划、HSK 成绩等申请材料。填写个人信息时需

与护照信息页一致，证件照像素需大于 295\*413，文件大小不超过 200KB。

第三步：提交申请，等待审核。

第四步：报名费支付，上传凭证，等待审核。请在初审确认后两周内完成报名费支付，逾期将不再受理申请。

第五步：收到电子 offer 后，完成一半或全额学费的支付，并将支付凭证上传至网申系统“已预付学费”一栏，点击确认 offer，完成申请。

第六步：等待电子邮件发送正式录取材料。学生将获得录取通知书扫描件和 JW202 或 DQ 表的下载指南。正式的录取通知书需加盖学校公章，未加盖学校公章的预录取通知书不能用于签证的申请。

6.1 Please log onto the online application system of Shanghai University for registration: <https://apply.shu.edu.cn>.

Step 1: Click “Apply Now ” and register with your email address. Please note that one email address can only register once.

Step 2: Select “Business Chinese Program ( One Semester) ” under “Non-degree Program”, fill in your personal information, upload required documents such as ID photo, passport information page, and study plan etc. Please make sure that the personal information filled out in the online application system is consistent with those on the passport information page. The pixels of the ID photo should be larger than 295\*413, and the size should not exceed 200 KB.

Step 3: Submit the application and wait for review.

Step 4: Pay application fee, upload payment receipt into the system and wait for review. Please complete payment of application fee within two weeks after passing the preliminary review. If the payment is overdue, the application will not be further processed.

Step 5: After receiving an electronic offer, pay half or full tuition fee and upload the

payment receipt to the “Paid Tuition Fee” section of the online application system. Click to confirm the offer and complete the application.

Step 6: Wait for the official admission documents to be sent by email. Admission Notice and Guide for Downloading the E-JW202, JW201 and DQ form will be sent to students for visa application by email. An official admission notice is with a Shanghai University stamp. The pre-admission notice without a stamp is invalid for visa application.

## 6.2 报名截止日期 Deadline for application.

2025 年 6 月 30 日

June 30th, 2025

## 6.3 申请资格 Eligibility

1. 非中国籍公民，持有效外国普通护照（护照有效期需超过一年）；高中以上学历；年龄一般在 18~60 岁之间，身心健康。（在入学报到前不可更新护照，以免原电子证照失效）

Non-Chinese citizens with a valid ordinary foreign passport (validity of the passport should be over a year); graduated from high school or above; between 18 and 60 years' old, in good health both physically and mentally. (Applicants are advised not to renew their passports before enrolment to avoid invalidating their documents)

2. 学习者的汉语水平应达到 HSK4 级 180 分及以上或汉语水平等同于 HSK4 级。汉语水平未达到 HSK4 级的国际学生，可先在长期汉语进修项目学习，汉语水平达到要求后，再申请进入商务汉语项目学习。

Students' Chinese proficiency should be 180 in HSK 4 or above or equivalent to HSK4. Those who do not have a HSK 4 certificate can study in the Intensive Chinese Language Program and then apply for the Business Chinese Program after their

Chinese proficiency meets the requirement.

## 7、项目费用 Tuition fee

### 7.1 报名费：500 元

Application fee: 500 RMB

注意：无论录取与否，报名费概不退还。The application fee is non-refundable whether admitted or not.

学费：9900 元/学期/人。Tuition fee: 9900 RMB/ semester/person

### 7.2 关于预付学费 About Tuition Deposit Payment

上海大学对符合录取条件，并已发送电子录取通知书的自费申请人预收一半或全额学费。申请人在收到电子录取通知书及支付协议后 20 个工作日内完成学费预付。如超过 20 个工作日未预付学费，视为放弃。预交学费的退费政策，请参见

<https://apply.shu.edu.cn/application/index>。

All self-paid applicants must pay the tuition deposit (half or full tuition fee) after receiving the E-admission notice within 20 working days. If the payment is not completed in 20 days, it would be regarded as giving up. For detailed deposit policies, please refer to <https://apply.shu.edu.cn/application/index>.

### 7.3 付费方式 How to Pay

- 如果你在中国境内汇款，请汇人民币至以下账户：

If you remit in China, please remit RMB to the following account:

收款人：	上海大学
银行帐号：	03358400801000968
开户银行：	农行上海共和支行

- 如果你在中国境外汇款，请汇美元至以下账户：

If you remit from overseas, please remit US dollars to the following account:

Beneficiary Name:	Shanghai University
A/C No.:	98211454800000228
Bank:	Shanghai Pudong Development Bank, Jingan Sub-branch, Shanghai, P.R.China
Swift Code:	SPDBCNSHXXX

Ø 请注意，以上银行信息永久有效。任何邮件要求您更改付款银行可能为虚假邮件。如有发生，请立即停止付款并联系项目负责人。

Ø Please note that the bank accounts above are permanently valid. Any emails asking to switch to other accounts could be a fraud message. In such case, please DO NOT transfer and contact the coordinator as soon as possible.

## 8、校内宿舍申请 On-campus accommodation

学生被录取后可以通过在线申请系统提交校内住宿申请，学校公寓办视情况予以安排。申请成功的学生须在指定期间内办理入住手续。宿舍类型有单人间、双人间和四人间，单人间每天 140 元，双人间 70 元/床/天，四人间 40 元/床/天，地点为延长校区。因校内住宿资源有限，如未能选到合适的房型，请学生自行校外安排住宿。

Students can submit an application for on-campus accommodation through the online application system after being admitted. The University will make arrangements according to the situation. Successful applicants are required to check in within the specified time period. There are single rooms, double rooms and quadruple rooms in the residence hall of Yanchang campus, with 140 RMB/day for a single room, 70 RMB/day/bed for a double

room and 40 RMB/day/bed for a quadruple room. If students fail to choose a suitable dorm type due to limited accommodation resources on campus, they can also choose to live off-campus.

## 9、 签证与保险 Visa & Insurance

### 9.1 签证事宜 About Visa

学校可提供申请学习签证或居留许可(学习)的相关文件。请注意签证的有效期，通常可在报到日前一到两日入境。不要过早入境，以免签证过期，影响学习。

The University will provide admission documents for students to apply for a study visa or residence permit. Students are advised to enter China one or two days before the registration date. Early entry might cause early visa expiration and could affect student's study.

### 9.2 保险事宜 About Insurance

有关保险产品的信息和费用，请参阅保险网站 ([www.lxbx.net](http://www.lxbx.net))。

Please refer to “Study Insurance Network”(www.lxbx.net) for insurance information including cost.

学习时长 Duration of study	一学期 One semester
保险费用 Insurance cost	400 元/ CNY400

## 10、 联系方式 Contact Information

上海大学国际教育学院国际学生项目中心

Office of International programs

College of International Education, Shanghai University

通讯地址：中国上海市静安区延长路 149 号

Address: No.149, Yanchang Road, Jing'an District, Shanghai, China

邮政编码 Post code: 200072

电话 Tel: +86-21-56335194

电子邮件 Email: [apply6@oa.shu.edu.cn](mailto:apply6@oa.shu.edu.cn)

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

联系人 Contact: 孙老师