Guideline for doing exchanges at Fudan University

Once you get the admission package, please check the following things in the admission package:
A. Admission Notice
B. Visa Application Form (for foreign passport holders only)
C. Registration Form (fill the form right away and submit on registration day)
D. Fudan Handan campus map
E. Brief Introduction to Mandatory Health Insurance.

Application of China Visa:
International students are required to apply for a China Visa at the China Embassy or Consulate in your own countries. The application requires the following documents: your valid passport, admission notice (the original copy) and JW202 Form (Visa application form for international students).

• Please do not misuse student visa on other purpose such as travelling.
• Please make sure that the embassy or consulate returns the Admission Notice and JW202 Form to you. These are important documents when you deal with visa problem inside China.

Please refer to www.fao.fudan.edu.cn/visa for more detailed information.

Insurance:
Mandatory Health Insurance should be bought by international students at University upon registration according to regulations issued by Chinese Ministry of Education. The cost is 300 RMB per semester. (Insurance fee can only be paid by cash)

You will be responsible for Mandatory Health Insurance and international travel insurance.

Essential Documents to bring with you:
You are advised to keep 2 photocopies of the IMPORTANT documents (admission notice, JW202 form, passport etc)
The documents you are required to bring with you upon arrival in Shanghai are listed:
1. Valid passport and visa
2. Admission Notice (Original)
3. International Students visa application form (JW202 Form)
4. All kinds of fees (insurance fee, room deposit and etc.)
5. 6 passport-size photos
6. Registration Form for Fudan University’s Foreign/Exchange Students

Physical Examination (4 photos) + University registration form (1 photo) + Visa (1 photo)

Semester Dates:
Please check the following semester dates carefully. If you have personal arrangements, such as internship and travelling, please make sure that your personal arrangements don’t have time conflict with Fudan semester dates. You’re responsible for any potential problems after you accept the admission.

If you accept the admission but cannot register on time, you should ask for a late registration approved by International Students Office via fax to 0086-21-65117298. You can only postpone registration for on longer than two weeks; otherwise your admission will be cancelled by Fudan.
Registration Week: 2012-09-03 to 2012-09-09

2012-09-03/04  Registration Dates for Language students
   East Wing 4th floor, Guanghua Towers 8:30-11:30, 13:30-16:30

2012-09-06  Registration Date for Senior/General Advanced students
      (postgraduate/undergraduate level)
   Foreign Affairs Office 8:30-11:30, 13:30-16:30

2012-09-06  Orientation by Foreign Affairs Office for university-level exchange students
   Foreign Affairs Office Chinese version 9:00-10:00 / English Version 12:30-13:30

2012-09-10  Semester starts.
2012-09-30  Mid-Autumn Festival     *Weekends will be adjusted to connect it.
2012-10-01  National Day           *Weekends will be adjusted to connect it.
2013-01-01  New Year’s Day         *Weekends will be adjusted to connect it.
2013-01-18  All exams end.

Please refer to academic calendar at http://www.fao.fudan.edu.cn/s/42/t/88/8a/61/info35425.htm

From airport to Fudan campus:
Fudan do not offer airport pick-up services since City of Shanghai is a safe city and the airports and terminals of airports in Shanghai are complicated. You can easily find the directions for taxi services at the airports.

Fudan University (Handan Campus): 220 Handan Road, Shanghai
Foreign Students Building (Handan Campus): Wudong Road 57（close to Wuchuan Road）, Yangpu District, Shanghai  （tips for driver: 武东路 57 号近武川路）

A. Pudong International Airport to Fudan (Handan Campus)/ Foreign Students Building:
   ① Take Airport Bus Line 4 to Guoding Road Stop, then take a cab to the campus.
      (Approximately 20 + 20 RMB)
   ② Take a cab, approximately 180RMB
B. Hongqiao Airport to Fudan (Handan Campus): Take a cab, approximately 100RMB.
C. Shanghai Railway Station to Fudan (Handan Campus): Take a cab, approximately 50RMB.

Application Number & Student Number:
You can find your application number on your admission notice starting with c20********. This is NOT your student number at Fudan.

Please find your Fudan student number at
http://www.fao.fudan.edu.cn/s/42/t/88/96/45/info38469.htm

ALWAYS remember your student number at Fudan and use it after your registration.
You can use student number as your username to log in the wireless internet access on campus. Try last six digits of your passport number which you provided in your application (substitute letters with number 0). Otherwise, contact my office for resetting the password.
After your registration at Fudan University, you will get a Fudan email box as your student number@fudan.edu.cn, you can check your email at mail.fudan.edu.cn.
All UIS marked (unified identity system) system at Fudan can be logged in by your student number and password such as course registration system, wireless internet access, urp system, payment.fudan.edu.cn etc.
Housing
If you come earlier before registration week, your booked room will not be available for you to check in right away. You will have to find your own accommodation before registration week. Check in with your admission notice and valid passport on campus. The info desk of Foreign Students Building is 24 hours open, and you need pay a deposit for room (about 200 RMB, cash). Besides the housing fee, you will bear with wired internet access and utilities fees.

Apply for housing on campus: [http://iso.fudan.edu.cn/en/house.htm](http://iso.fudan.edu.cn/en/house.htm)
Period for booking online (exchange students only): **July 11 0:00 a.m. to July 12 23:59 p.m. Beijing Time**
Use your **student number** to apply online for your housing. After that, you should pay the booking deposit according to the instructions online on time.

If you miss the period for booking online, you will have to apply online with all international students and the successful booking is not guaranteed.

Course Registration for General Advanced Students
Course Registration website: [http://xk.fudan.edu.cn](http://xk.fudan.edu.cn)
Username: your student number
Password: the same as the one logging in the wireless internet access

Please use the Course Code to do course registration. You can find Course Schedule and Course Registration Phases at [http://www.fao.fudan.edu.cn/s/42/t/88/96/48/info38472.htm](http://www.fao.fudan.edu.cn/s/42/t/88/96/48/info38472.htm)
Course Registration System will only be open during Course Registration Phases. English-media Course outline (syllabus) can be downloaded in Course Registration System or some syllabi at [http://www.fao.fudan.edu.cn/s/42/t/88/20/2a/info8234.htm](http://www.fao.fudan.edu.cn/s/42/t/88/20/2a/info8234.htm)

Useful Address of Schools/Departments for visiting

<table>
<thead>
<tr>
<th>School of Philosophy</th>
<th>Room 2312, West Guanghua Tower</th>
</tr>
</thead>
<tbody>
<tr>
<td>School of Management</td>
<td>Room 904, Li Da San Building, School of Management</td>
</tr>
<tr>
<td>School of Economics</td>
<td>Room 308, Fan Hai Building, No.600 Guo Quan Road</td>
</tr>
<tr>
<td>School of Social Development &amp; Public Policy</td>
<td>Room 1017, Liberal Arts Building</td>
</tr>
<tr>
<td>School of International Relations &amp; Public Affairs</td>
<td>Room 604, Liberal Arts Building</td>
</tr>
<tr>
<td>School of Journalism</td>
<td>Room 114, Office Building, Journalism Campus</td>
</tr>
<tr>
<td>History Department</td>
<td>Room 1904, West Guanghua Tower</td>
</tr>
<tr>
<td>Chinese Language and Literature Department</td>
<td>Room 1105 &amp; 1106, West Guanghua Tower</td>
</tr>
</tbody>
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Office: +86-21-55664152
Student Mobility Section
Foreign Affairs Office, Fudan University
May 30, 2012