

International Students Guide

(General Chinese Program A)

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Welcome to International Cultural Exchange School of Donghua University to learn Chinese language. We sincerely hope you will have a fruitful and colorful life here. Please go through the admission documents carefully and make the preparation accordingly. We are looking forward to your participation!

Pre-Departure

➤ Visa application

International students who are admitted as full-time students of Donghua University shall apply to the local Chinese Embassy or Consulate for X1 or X2 visa with valid passport to enter China.

The **Admission Notice** and the **Visa Application Form for Study in China** (JW201/202) will be offered to the admitted students. For other required documents, procedures and fees for X1 or X2 visa application, students shall consult the local Chinese Embassy or Consulate.

● X1 Visa

Students whose study duration at Donghua University exceeds 180 days shall apply for X1 visa to enter China and the duration of stay after the entry is no more than 30 days. Students shall come to school within the designated time to go through the enrollment procedures and apply for Residence Permit. Residence Permit has multiple entries within the validity. If you enter China early due to personal reasons, there will be not enough time to apply for residence permit at the beginning of the semester, so please be sure to enroll at Donghua University on the designated enrollment day.

● X2 Visa

Students whose study duration at Donghua University is less than 180 days shall apply for X2 visa to enter China. The validity date, duration of stay, entry times etc. are decided by the local Chinese Embassy or Consulate. Students shall come to school within the designated time to go through enrollment procedures; otherwise, X2 visa will be canceled.

➤ Insurance

In order to better protect international students during the study in China, you are suggested to purchase an international insurance in your country that undertakes insurance liabilities on medical and accidental injury during your staying in China. You must provide the copies of the insurance policy or card on the enrollment day.

If you haven't purchased insurance yet, you can buy 'Comprehensive Insurance & Protection Scheme for Foreigners Staying in China' offered by Ping An Annuity Insurance Company, Ltd.,

which is CNY 400 per semester, at enrollment. Refer to <http://www.dhu.edu.cn/5274/5274.htm>

➤ International Students Apartment (ISA) Application

DHU has 3 International Students Apartment buildings. All the rooms are equipped with private bathroom, bed, a set of beddings, air conditioner, telephone, fridge, TV set, wardrobe, shoe cabinet, Internet jack, desk and chairs etc. Personal daily necessities like towels, toiletries, slippers, toilet paper are not offered.

The room allocation result will be announced twice: on **Jul.13** and on **Aug.10**.

Room change will not be accepted once the result is announced but could be requested at ICES Office 111 after the enrollment.

➤ Relevant Expenses

- **Tuition:** General Chinese Program A (including designated textbooks)

one semester: CNY9200

one year: CNY18000 (CNY 400 tuition waiver for continuous study in the second semester)

- **Accommodation**

a) International Students Apartment

	Room type	Room Size	Room Fee/day/person	Room fee /Semester
A	Single Room	20m ²	CNY95	approx. CNY12500
B	Double Room	20m ²	CNY50	approx. CNY7000
C	Multiple Room (shared by 3-4 persons)	27m ²	CNY35	approx. CNY5000

- a) Accommodation fee: must be paid by one semester in one lump sum and it will be balanced according to the actual remaining residence nights when students check out.
- b) Internet: CNY60 per month. You need to apply by yourself at Room 114 in the building of Student Service Center (site 22 on campus map).
- c) Laundry service: automatic washing machines are equipped in ISAs. CNY 4/ barrel (using coins). Professional laundry service is offered on the 1st floor in No.3 ISAs. Washing - CNY10/barrel; drying - CNY10/time.
- d) Off-campus residence: approximately CNY 3500 to CNY 5000 per month, according to the room size, equipments, locations, etc. You need to consult the real estate agencies and process relevant procedures by yourself. The university does not offer consulting or guide service on renting an apartment outside of the campus.

- **Living expenses**

- a) Food (on-campus): you can have meals in the canteens on campus, the dining fee is around CNY1000 to 1500 per month. Canteen card is required which you can purchase it in the Office 122 of ICES. (CNY50/card includes CNY20 deposit. The card is rechargeable).
- b) Mobile phones: about CNY50 to CNY100 per month (not include the international calls).
- c) Transportation: Donghua University locates in the city center; it is very convenient to get to other places. There are more than 10 bus lines and 2 metro lines around Yan'an Road Campus. It costs CNY2/time by bus and CNY3-CNY14 by metro. The starting price of taxi at daytime is CNY14 for 3km and then CNY2.4/km. (during 23:00-5:00, the starting price is CNY18 and then CNY3.1/km)

Except the tuition and accommodation, the average living expense of one semester is approximate CNY 10000, it varies according to individuals and their way of consuming. For example, if you plan to travel sometimes, you need more budgets.

➤ **How to bring money to Shanghai**

This is a general concern among international students, but it is not easy to answer as it differs from the countries. According to international students' experience, there are 3 ways for your reference. However, due to the complicated situations, we strongly recommend you to consult local bank prior to your arrival in order to get a better understanding of relevant provisions and methods.

- **Cash**

If you bring cash, there is a \$ 5,000 (or other equivalent foreign currency) limitation. Otherwise, you may be fined or it may be confiscated by the Customs. We advise you to learn the relevant laws and regulations before your departure.

- **Travelers checks (TCs)**

TCs is a good way to avoid theft and loss of money, which has been widely used in many countries around the world. Currently you can use it only in Bank of China in Shanghai. By presenting your passport and paying for 7.5‰ transaction fee, you could draw the cash on the same day. The ChangNing Branch of Bank of China is just next to the campus and you're suggested to process it there.

- **International cards (VISA/MASTER/CIRRUS/PLUS)**

ATMs with VISA/MASTER /CIRRUS/PLUS logo are everywhere in Shanghai. You can choose to deposit a certain amount of money in your home countries and withdraw the cash upon arrival. What you need to be aware of is that, using the same card, each day you may be permitted to draw only CNY2500 cash. However, situation varies, and we suggest you to consult your the local bank in your home country about daily amount limitation, transaction service fee, etc.

Arrival at Shanghai-Donghua University

➤ Airport pick-up service

Before you plan to go to university, please read 2016 autumn semester calendar carefully. All the students themselves must enroll at International Cultural Exchange School of Donghua University on the designated enrollment day (Aug.29 & 30, 2016); Check-in to ISAs will be available from **Aug.27, 2016**. Students who enter China before this date have to settle down their own accommodation.

So, the pick-up service offered by Donghua University will be on **Aug.27 & 28, 2016**. Our assistants will wait at the exit of International Arrival in both Terminal 1 and Terminal 2 of Pudong International Airport (PVG), they will hold a read board with “International Cultural Exchange School, Donghua University” on. Pick-up coach will set out from PVG each day at 10:00, 15:00 and 19:00 to Yan’an road campus of Donghua University directly.

Designated pick-up service time: Aug.27 & 28, 2016 (flights arrive between 9:00 and 18:00)

Designated pick-up service venue: Pudong International Airport (PVG)

Please note that except the above designated time, no other pick-up service will be provided. If you miss and are not able to make it, you can take the public transportation or taxi to get to the campus by yourself.

➤ How to get to Yan’an road campus by yourself

Shanghai's public transportation system is quite convenient and safe, so it is not difficult to get to the campus by yourself. In Shanghai, there are two international airports and three railway stations: Pudong International Airport, Hongqiao International Airport, Shanghai Railway Station, Shanghai South Railway Station and Shanghai Hongqiao Railway Station. Pudong Airport is the farthest from Donghua University and has most international flights, so we only provide pick-up service in Pudong International Airport.

Please find below the routes from each airport or railway station to Donghua University. (For reference only)

Departure Place	Transportation Methods	Duration (minutes)	Cost (CNY)	Operation Time
Pudong International Airport (about 51km)	By Metro: take Line 2 and interchange to Line 3/4 at Zhongshan Park Station, then get off at West Yan'an Road Station (Exit 2)	90	7	6:30-22:00
	By taxi	60	Around 190	5:00-23:00
			Around 250	23:00-5:00
Hongqiao Airport T1 (about 8km)	By Metro: take Line 10 and interchange to Line 3/4 at Hongqiao Road Station, then get off at West Yan'an Road Station (Exit 2)	30	4	6:00-22:00
	By taxi	25	30	5:00-23:00
			45	23:00-5:00

Hongqiao Airport T2 (about 13km)	By Metro: take Line 2 and interchange to Line 3/4 at Zhongshan Park Station; or take Line 10 and interchange to Line 3/4 at Hongqiao Road Station, then get off at West Yan'an Road Station (Exit 2)	50	4	5:30-22:50
	By taxi	30	Around 40	5:00-23:00
			Around 55	23:00-5:00
Shanghai Railway Station (about 8km)	By Metro: take Line 3/4 and get off at West Yan'an Road station (Exit 2)	30	4	6:00-23:00
	By taxi	25	Around 30	5:00-22:30
			Around 45	23:00-5:00
Shanghai South Railway Station (about 8km)	By Metro: take Line 3 and get off at West Yan'an Road station (Exit 2)	40	4	5:25-22:30
	By taxi	25	Around 30	5:00-23:00
			Around 45	23:00-5:00
Shanghai Hongqiao Railway Station (about 12km)	By Metro: Take Line 10 and interchange to Line 3/4 at Hongqiao Road Station, or take Line 2 and interchange to Line 3/4 at Zhongshan Park station, then get off at West Yan'an Road Station (Exit 2)	45	4	5:30-22:45
	By taxi	35	Around 45	5:00-23:00
			Around 55	23:00-5:00

If you take a taxi to the campus, please show the below address to the taxi driver.

延安西路1882号东华大学（近中山西路）

➤ ISAs Check in

Check-in to the dorm will be available from **Aug.27, 2016**.

The suitable time for you to arrive the university is from Aug.27 to Aug.30.

The 24H reception locates in the lobby of No.3 ISAs (site 06 on campus map). Please present your passport and Admission Notice to the ISAs staff for review, and they will open the room for you.

After settling down the luggage, **you must go to Office 111 of ICES (site 01 on campus map) for formal check-in procedures and collect your own room card (Office hour: 8:30-17:00, Mon.-Fri.)**

➤ Off-campus residence

Renting an apartment outside of the campus is permitted. ICES has signed agreement with the estate company 'RoominShanghai' who can provide off-campus rental services for international students of DHU. International students can enjoy the discounted renting services.

Furthermore, ICES offers several lines of shuttle bus service to those who live in the foreigner gathering areas such as Fengdu International, Jinxiu Jiangnan, Huaguang City, Hongmei Road, Mingdu City and Gubei area. Shuttle bus card can be purchased on the enrollment day if needed. It is CNY 400-500 per semester according to the different bus stops.

Enrollment

All the admitted students must enroll themselves at International Cultural Exchange School of Donghua University on the designated enrollment dates.

Date: Aug.29 & 30, 2016

Time: 9:00 - 17:00

Venue: Lobby of International Cultural Exchange School (site 01 on campus map)

Attention: If you are not able to enroll on time, you must ask for permission first from ICES, otherwise, you will not be permitted to enroll or study at Donghua University. To know more about late enrollment, please read the **Important Announcements** on the back of **Admission Notice**.

➤ Required documents

1. Original passport
2. Original Admission Notice
3. Relevant fees (tuition, room fees, insurance, shuttle bus service fee, etc. All the fees must be paid in **cash RMB** or **Union Pay card**)
4. Photocopy of valid insurance policy/card (those who have purchased in their home countries)

➤ Enrollment procedure

- 1. Collect your registration package**
Please collect your registration package in the lobby, check and update the information printed on the registration form and sign your name at the bottom.
- 2. Scan your passport, collect your student ID card**
Your passport and visa will be scanned and you will be taken a bareheaded ID photo on spot and collect the student ID card. (the ID card will be used both as entry card of TRB and ISAs)
- 3. Confirm your language program and visa**
Your passport and visa will be double checked. We will inform you the visa regulation details and procedures for renewal or extension. (eg. how to do medical check; how to apply for residence permit, etc.)
If your passport or visa appears abnormal, you will be declined to process enrollment. The school will decide the validity date of Residence Permit (catalog: study) according to the tuition which is actually paid (one semester or one year).
- 4. Pay the tuition**
The tuition fee must be paid in one lump sum for one semester or one year. If you have paid already, please present the original receipt.
- 5. Chinese language placement test**
Since every student's Chinese language proficiency is different, a Chinese language placement test will be held to evaluate your Chinese level, so that you will be arranged to a suitable class that fits your current level. The placement test includes oral and written test.
- 6. ISAs check-in**
Students who live in ISAs must pay the accommodation fee by one semester in one lump

sum, update the accommodation information into the student ID card. The student ID card will be used as room card as well.

7. Registration Form for Temporary Residence (RFTR)

According to the law of the Exit-Entry Administration of the Ministry of Public Security of China, all the foreigners must draw RFTR from the local police station within 24 hours upon arrival.

- **On-campus residents in ISAs:** Please collect RFTR from Office 111.

- **Off-campus residents:** If you haven't draw RFTR at the local police station before the enrollment day, please collect 'Record of Residing outside campus' at office 111 and then draw RFTR at the local police station. If you don't register the residence on time, you will be warned or fined by the police station.

8. Others

You can buy a canteen card, shuttle bus service (CNY 400-500) or insurance if needed.

Orientation

All the new students must take part in the New Student Orientation on **Sep.2**. The Orientation will cover introduction to DHU, ICES, Academic Calendar, Activities of this semester, the regulations & rules in DHU and relevant departments. You will get to know which department to ask for help when coming across difficulties. We believe it will be very useful for each of you.

Students activities

In order to enrich students' extra-curricular activities, International Student Association organized various clubs and activities including italk Language & Cultural Exchange Club, Latin Dance Club, Photography Club, Dragon Dance Club, Street Dance Club and Connect Volunteer Outreach Program, etc. At the beginning of the new semester, International Student Association will recruit new members for all the clubs and organize the Freshmen Welcome Party.

Campus Facilities

➤ Canteen

There are two canteen buildings on Yan'an Road campus and canteen card is required (except DHU Restaurant on the third floor of No.1 Canteen and the bakery next to No.2 Canteen). The daily meals cost is around CNY 35-50.

➤ Student Service Center

There are Tianyi mobile phone shop, printing/copy shop, bookstore, stationery store, repair shop (for shoes, umbrellas, bags and clothes) in student service center (site 22 on campus map).

➤ School Supply Supermarket

School Supply Supermarket (site 26 on campus map) provides various packed food, beverage and daily necessities, etc.

➤ Library

● DHU Library — Family of International Students

Location: Room 204 of DHU Library (site 11 on campus map)

● IECB Reading Room

Location: International Education Center Building (site 03 on campus map), next to Uni Café

* Language students can read in the above library, but can't borrow books from the library.

➤ Sports Facilities

There are rock-climbing room, table tennis room, dancing room, simple gym, indoor football and handball court, badminton court in the Campus Stadium. There are also outdoor football court, basketball court and tennis court on campus.

Attention: the above sports facilities are open only when there are no P.E. classes or trainings. For more information, please consult Office 109 after the enrollment.

➤ Bank of China ATM (24 hours)

Location: 1st floor of No.1 Teaching Building (site 07 on campus map)

Facilities around the Campus

➤ Banks nearby

- **Bank of China:** 1988 West Yan'an Road (next to Rainbow Hotel, near Xinhua Road)
- **Industrial and Commercial Bank of China:** 999 West Zhongshan Road (near Anshun Road)
- **China Construction Bank:** 999 West Zhongshan Road (near Anshun Road)
- **Citi Bank:** 1078 Gubei Road (near HuangJinCheng Avenue)
- **Standard Chartered Bank:** 1st floor of Mando Shopping Mall, 8 Xingyi Road

➤ Shopping

● Convenience Store

There are many 24-hour convenience stores around the campus (i.e. Kedi, Family Mart, etc).

● Hypermarket

a) **Vanguard:** the nearest hypermarket surrounding the campus, about 10 minutes' walk.
Address: 777 Wuyi Road (near West Zhongshan Road). Opening hour: 8:30 - 22:00.

b) **Carrefour:** You can take Metro Line 3/4 and get off at Zhongshan Park Station.
Address: B2 floor of Cloud Nine Plaza. Opening hour: 7:30-22:30

● Shopping center

a) Hongqiao Shanghai City Center Shopping Mall、L'Avenue、Jinhongqiao Shopping Mall、Parkson、Huijin Department Store (Tianshan Branch) are located in the business area of Tianshan. There are restaurants and cinema in it. About 15 minutes' walk.

b) Cloud Nine Plaza、Paris Spring are located in the business area of Zhongshan Park. There are restaurants and cinema in it. You can take Metro Line 3/4 and get off at Zhongshan Park Station.