

Application guideline for 2019 fall semester in Tongji University for International exchange student

Dear all:

Before May 15th, you could apply for exchange studying in my college in next semester. Please submit application online, and send me all application materials as following **before May 13th**. Therefore I can check them and ask you to improve them if necessary in time. Only after sending me the following documents for admission application in Tongji University, could I get **JW202 formula** and **admission notice** from Foreign Students' Office of Tongji University, and **send the original paper documents** to you.

Please log on <http://study-info.tongji.edu.cn/member/login.do> for online registration, and submit related application.

About the application, please pay attention to the following:

1. Please choose "General Visiting Student" in "Categories of International Students".
2. Source of funding should be Scholarship.
3. Payment method should be exchange student, non-Degree.
4. "Health status" cannot be blank.
5. The starting date of "Duration of Study" could be generated automatically online. If it couldn't be generated automatically, please fill "2018-09-10 to 2019-01-31".
6. "Sponsor's Name, Address, Tel & E-mail" cannot be blank, and it should be your college and related person in charge.
7. "Applicant's Signature" cannot be blank.
8. In the Guarantee letters, the guardian should be related person in charge in your college. (All the following info should be filled: Guardian, Nationality, Name, Employer, Address, Telephone, Fax, and Relation to my ward, Signature of Guardian and Date. It cannot be blank.)

After you finish all those above, Please send me a PDF version. Only When I confirm those information is complete and accurate, could you submit them online.

The system will autogenerate the "Application Form for International Exchange Students" and "Guarantee Letter" Please save them.

Finally, you should send me :

- 1). Copy of passport (ordinary passports within validity during the time when you will stay in China)
- 2). Official certificate which can prove that the student is studying in your college.
- 3). Recommendation letter from the department in charge of foreign affairs of your college or university.
- 4). Student's school record in your college or university.
- 5). Application Form for International Exchange Students (autogenerated in the application system after your submission).
- 6). Guarantee Letter (autogenerated in the application system after your submission).

Thank you.

From the attachment please choose the courses which you like to learn in my college, and reply to me as soon as possible.

Best wishes,

Shan