# Online Application Instructions

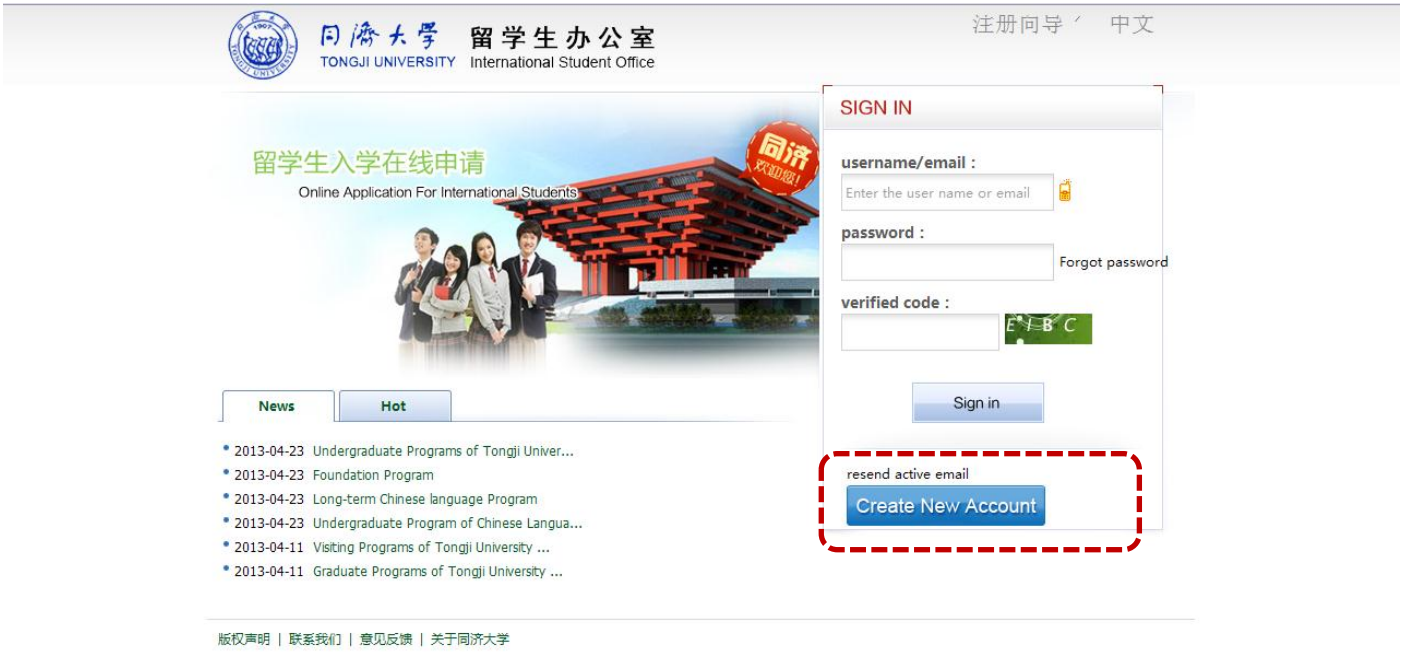
**Log on the online application website: http://study-info.tongji.edu.cn/ with "Internet Explorer" (at least IE 7). And then click "English" in the upper right corner.**

Please note that other Explorer Softwares may have some technical errors during application and submission at last.

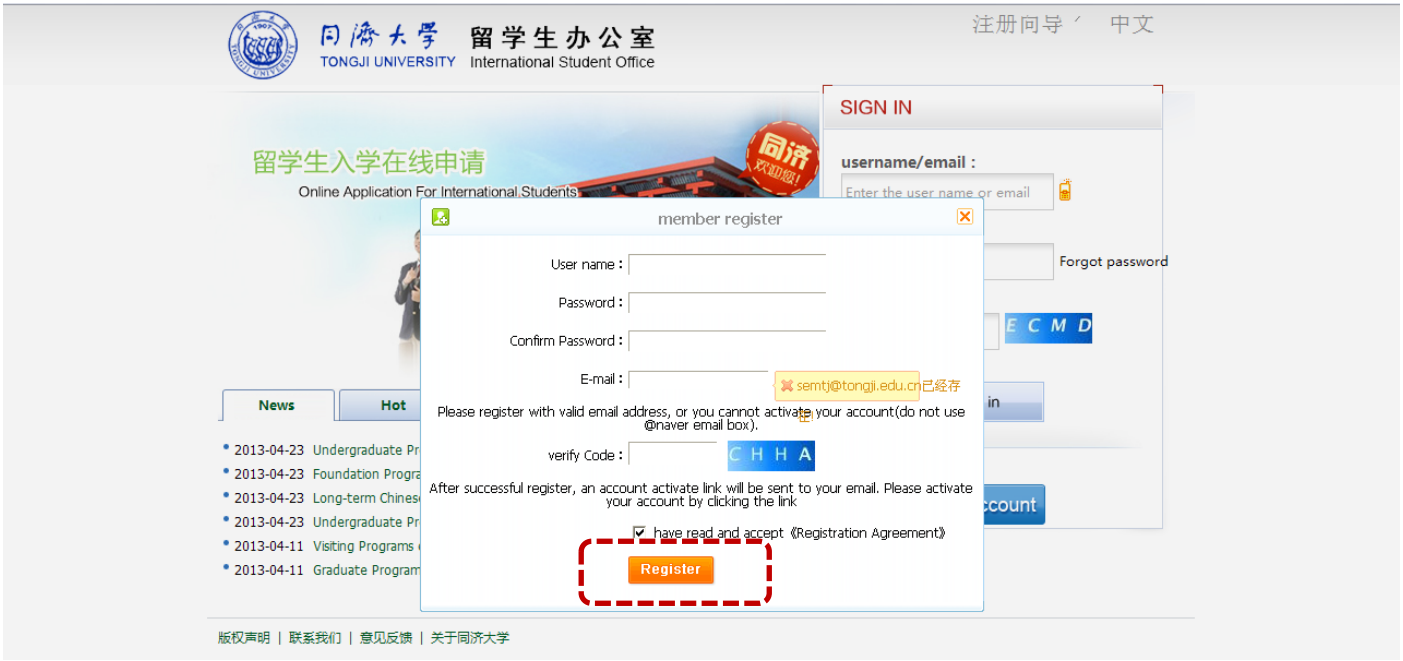



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**1. Click "Create New Account" for application account.**



## 2. Fill in the blanks and click “Register”




## 3. Please check your email box to activate your account.




## 4. You will receive a valid username and password via email. (Please check your trash mail also)

You have already registered on Tongji University Online Application System for International Students
by using this Email address.Please ensure that it is your frequently used email address as the
University can email you when necessary.

The registered information is as follows:
User name is [redacted], password is [redacted]
Please click the link to activate your account within 72 hours.

active entry

For more information, please login on the system. Tongji University Online Application Platform

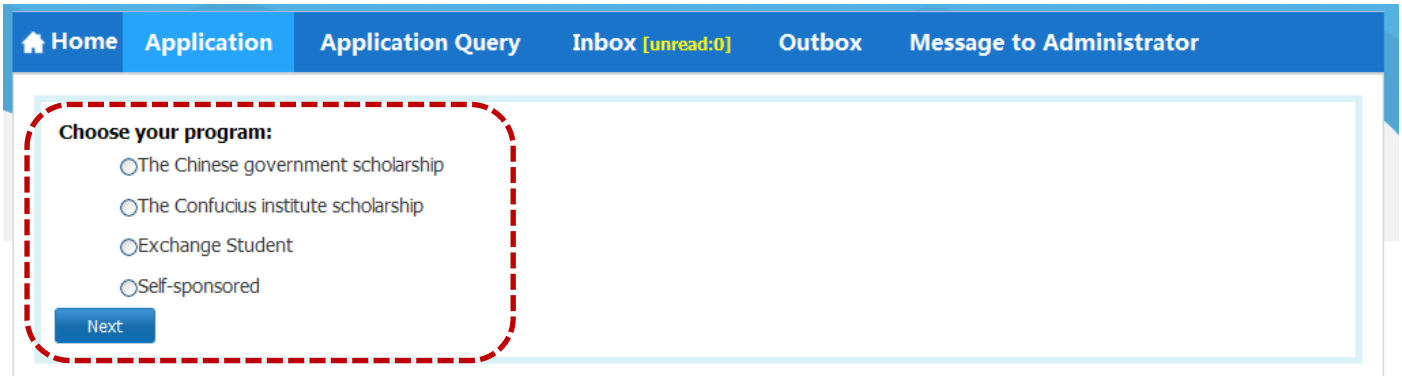
**5. Click "Online Application" for further steps.**

- Please note that the functions of "Housing Reservations" and "Airport Pickup" are not **applicable**.



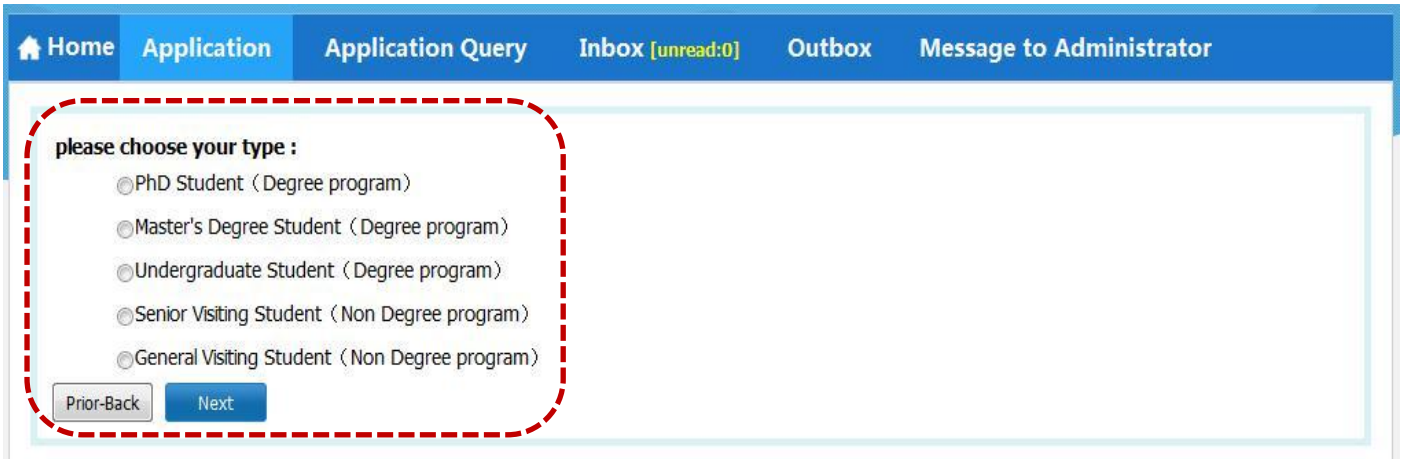

**6. Choose your Programs:**

- ***Exchange students nominated from our partner universities on exchange basis:*** select "Exchange student";
- ***Students as Free-Movers or students from partner universities on fee-paying basis:*** select "Self-sponsored"




**7. Choose your Student Type:**

- ***Bachelor Double-Degree*** Students: select "Undergraduate Student"
- ***Master Double-Degree*** Students: select "Master's Degree Student"
- All the other ***non- degree seeking students***: select "General Visiting Student"



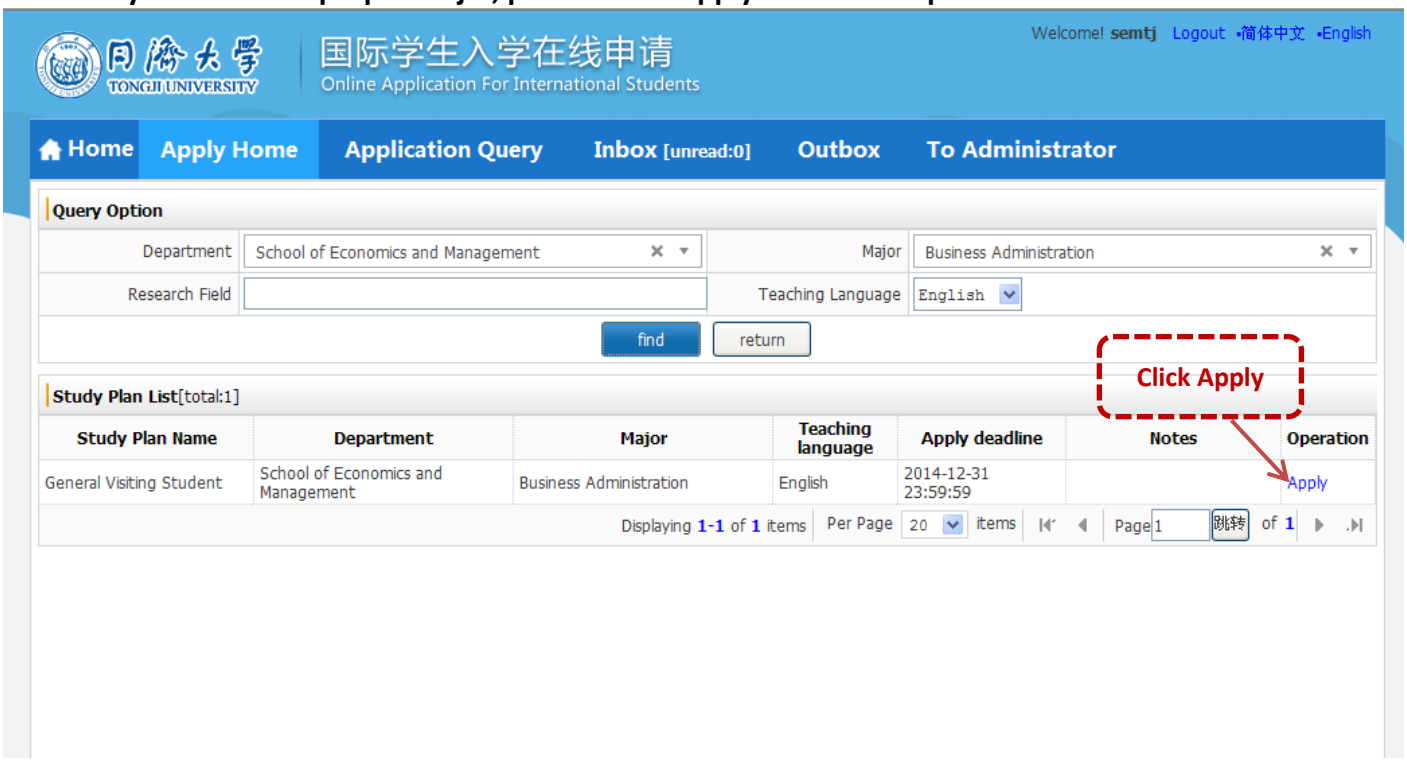
## 8. Type or Choose Department and Major:

Please pay attention to the following notes. Then Press "Find"

- Department Name: Please type or choose **School of Economics and Management**
- Major:
  - ***Students as undergraduates***: type or select "Business Administration";
  - ***Students as postgraduates***: type or select "Enterprise Management" or "Technology Economics and Manage" or "Management Science and Engineering"
- Please Choose **ENGLISH** for Teaching Language

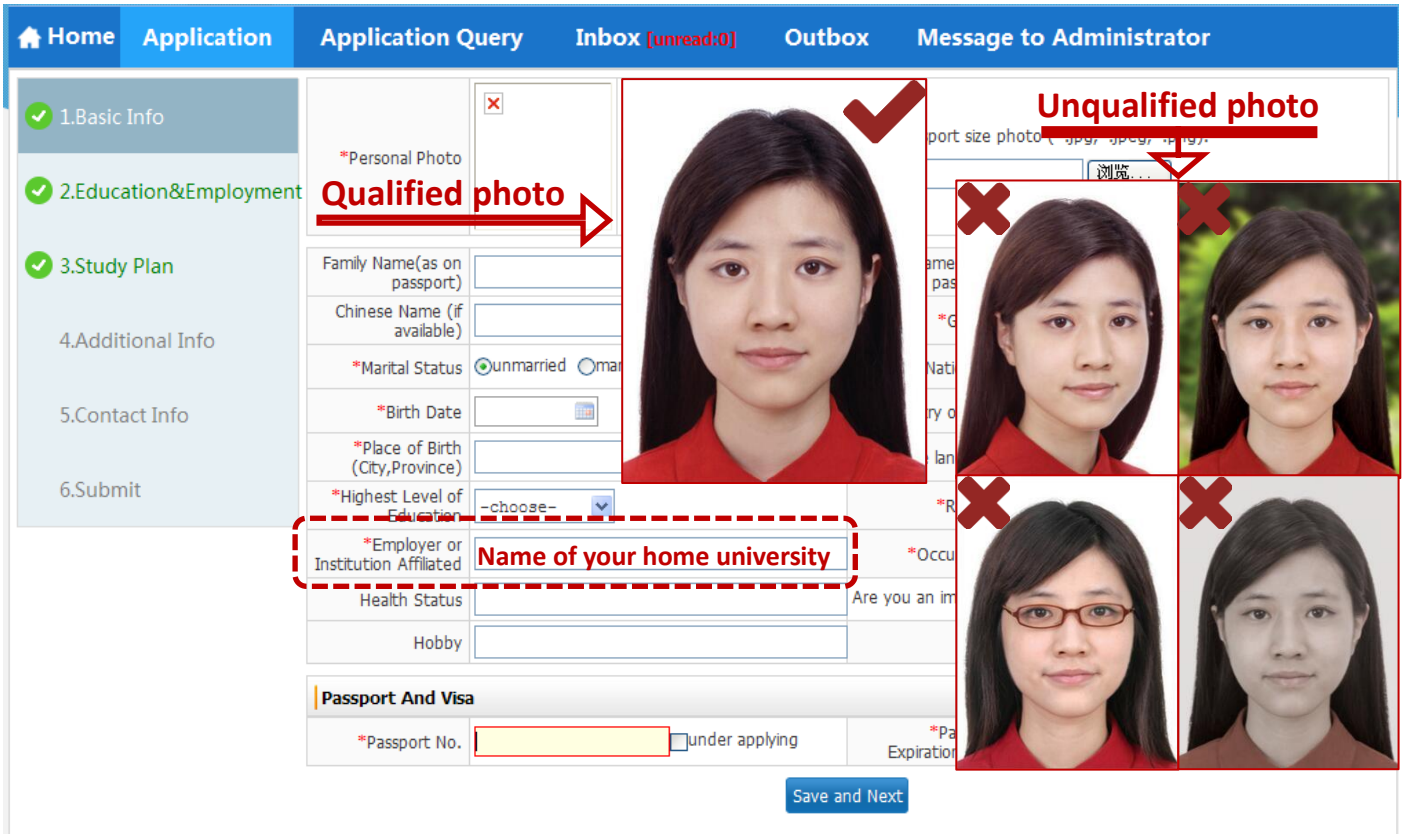



## 9. After you select the proper major, please click "Apply" for next steps.



**10. Fill in Your "Basic Information". Please note:**

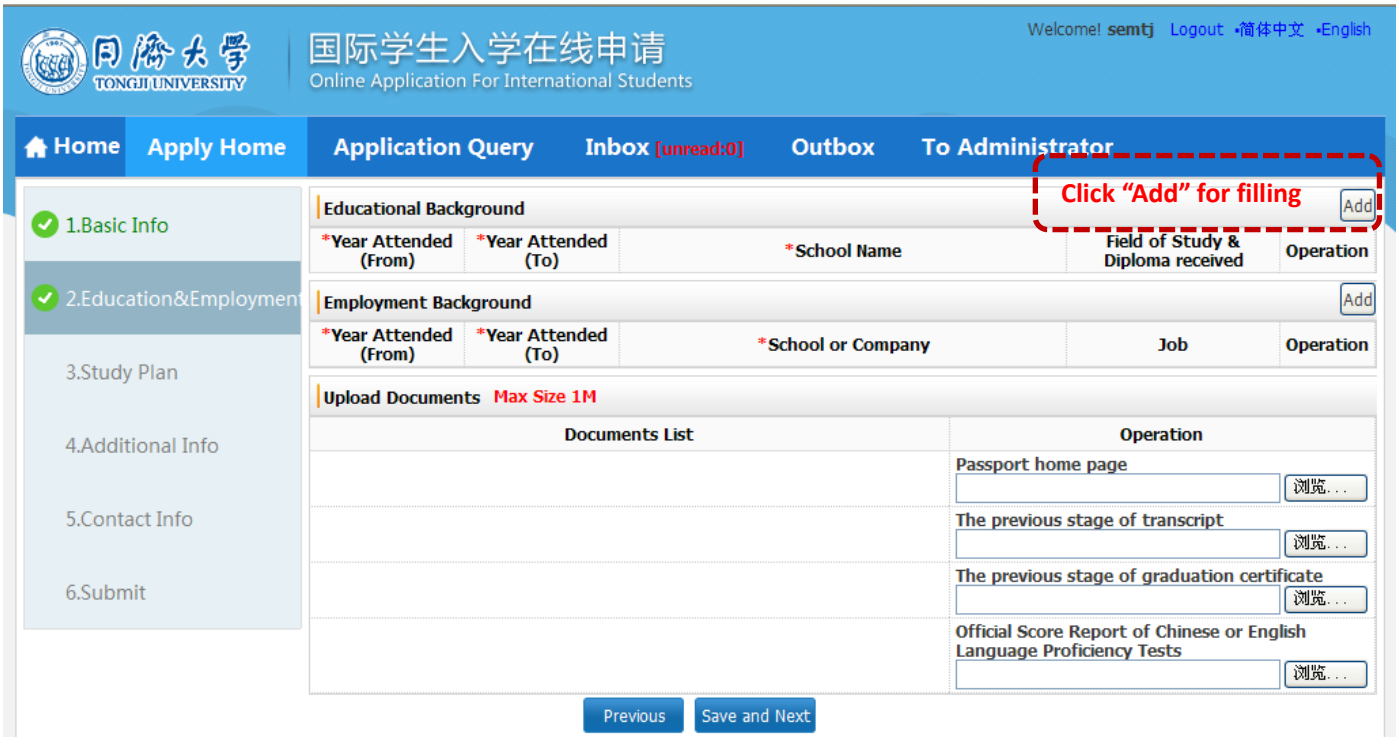
- PHOTO: Please upload scanned **standard PASSPORT Photo only**
- Employer or Institution Affiliated: Please write the full name of your home university




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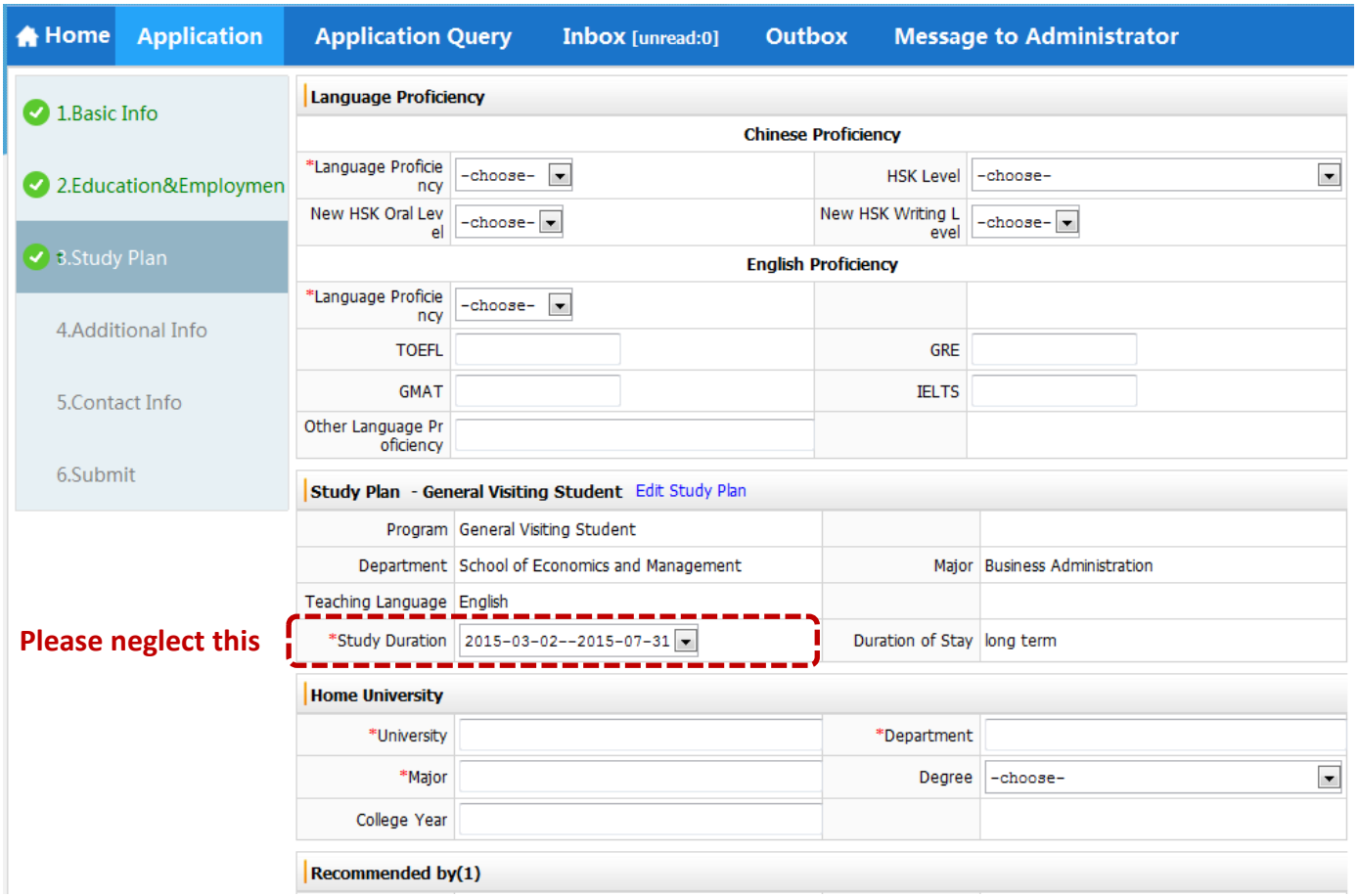
**11. Fill in the "Education & Employment" information. Please note:**

- If you **don't** have Employment Background, please just write your present university education background instead.
- If you **don't** have your passport now, you may just upload your standard passport photo instead.



**12. Fill in the "Study Plan" information. Please note:**

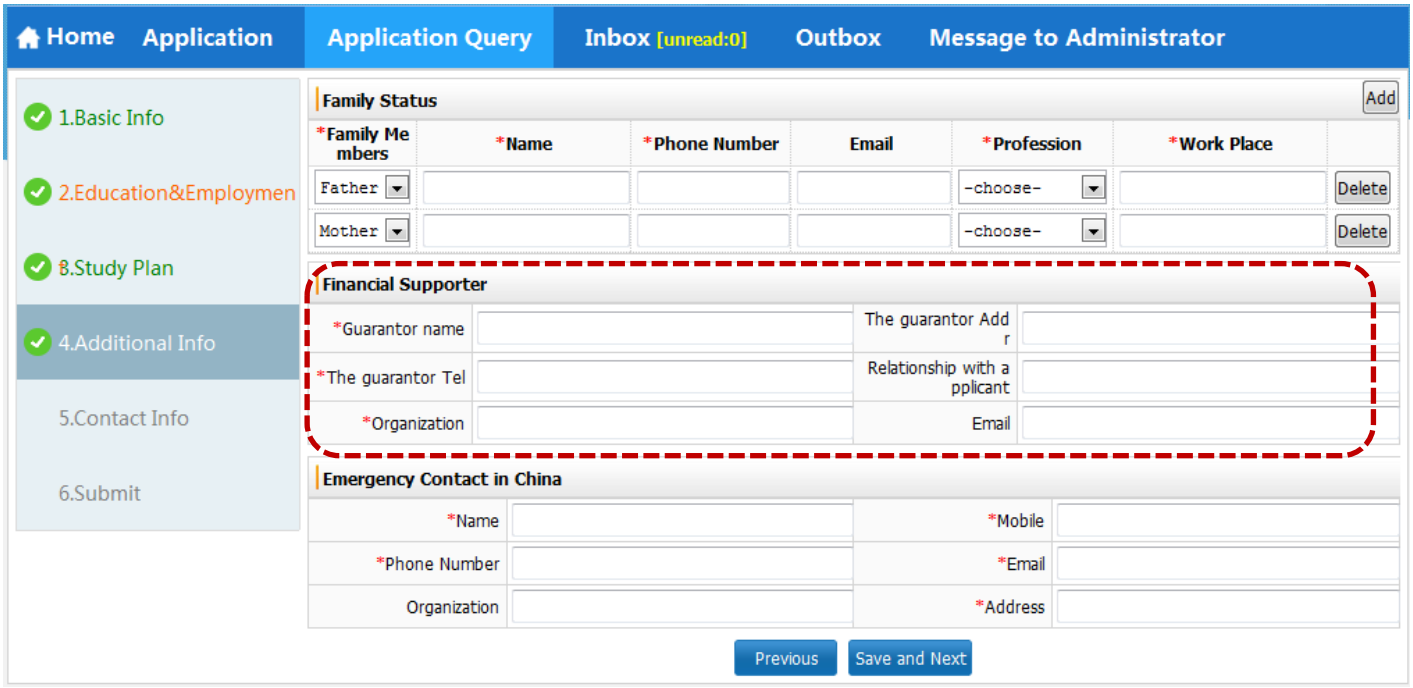
- Study Duration: Please **neglect** this information, and we will correct the information after your final submission.




Please neglect this

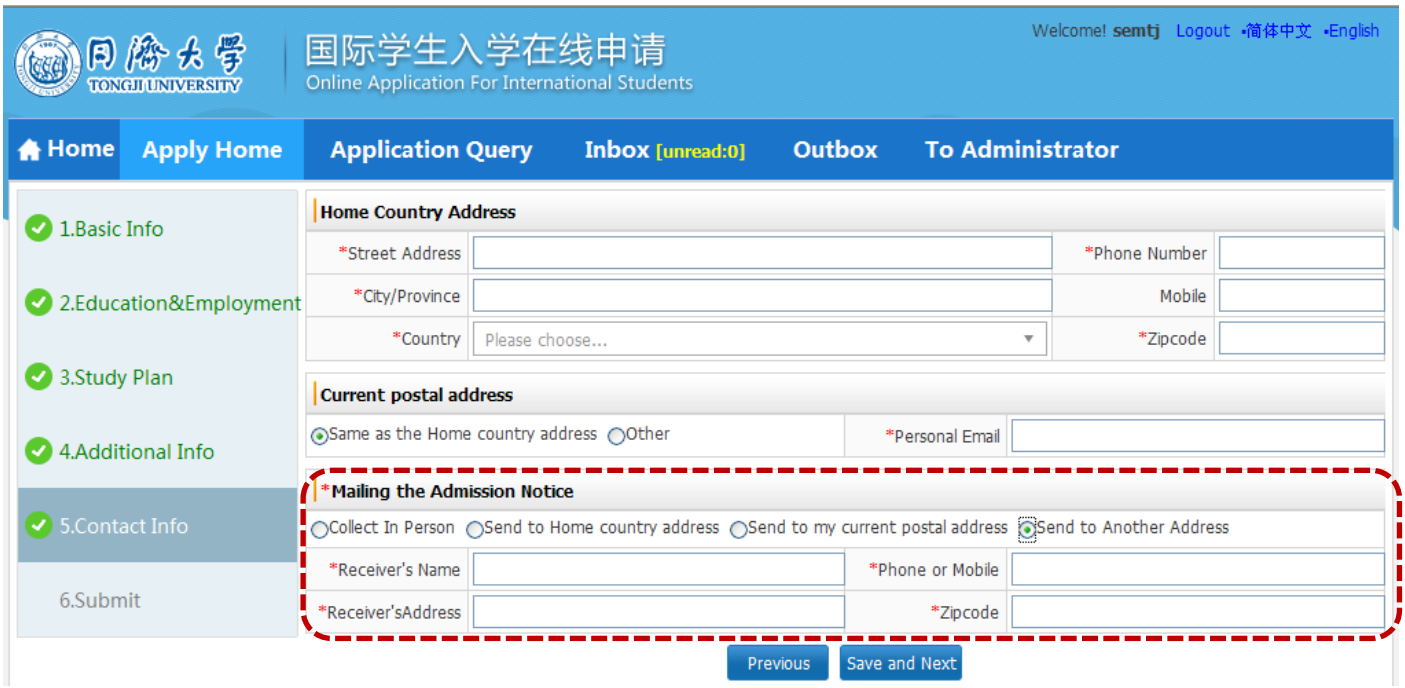
**13. Fill in the "Additional Information". Please note:**

- Usually the Guarantor information should be your parents' information.

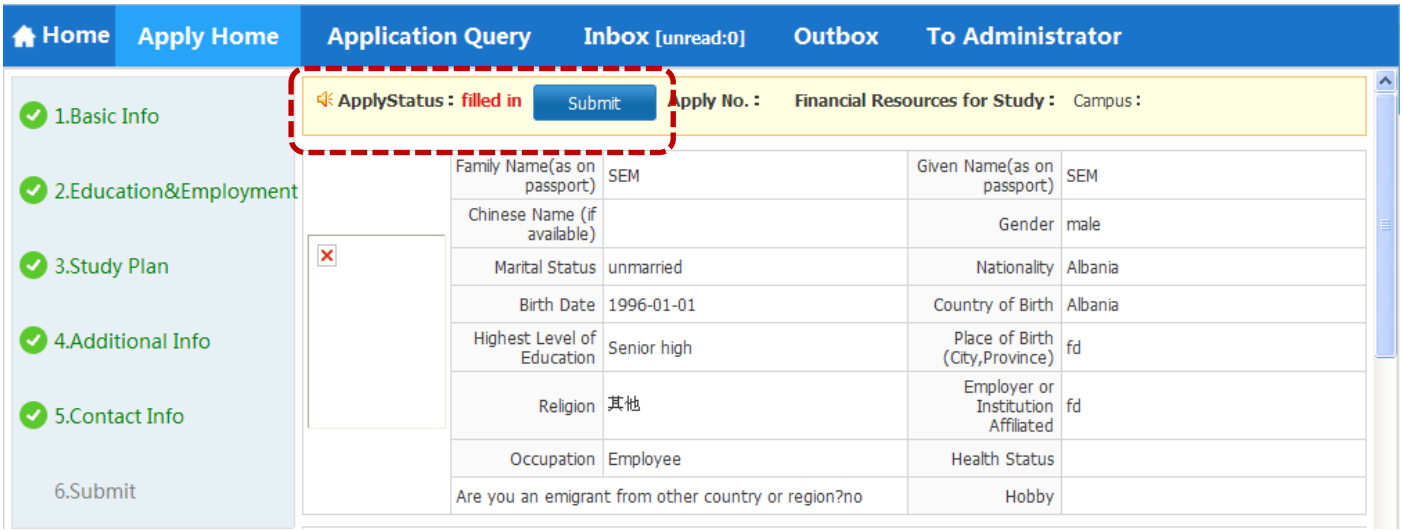


**14. Fill in the "Contact Information". Please note:**

- Address for mailing your Admission Notice:
  - ***Exchange students from our partner universities***: please select "Send to Another Address", and fill in your **home** university coordinators' contact information, since we will send all the documents to your home university at last.
  - ***For Free-movers:*** Please select the items by your own requests.




**15. Please check all your information again, since you can't edit your information after submission.**




**16. Click "Download PDF" and send us the generated PDF Application form for Pre-Review.**

