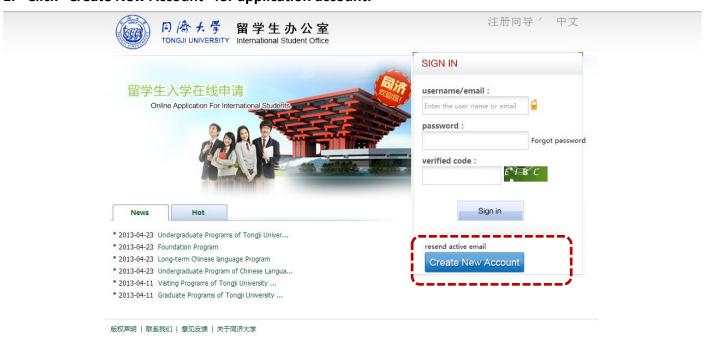
# **Online Application Instructions**

Log on the online application website: <a href="http://study-info.tongji.edu.cn/">http://study-info.tongji.edu.cn/</a> 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.



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 \_\_\_\_, password is

Please click the link to activate your account within 72 hours.

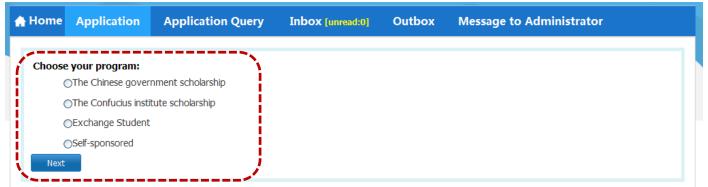
active entry

For more information, please login on the system. <u>Tongji University</u> 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"



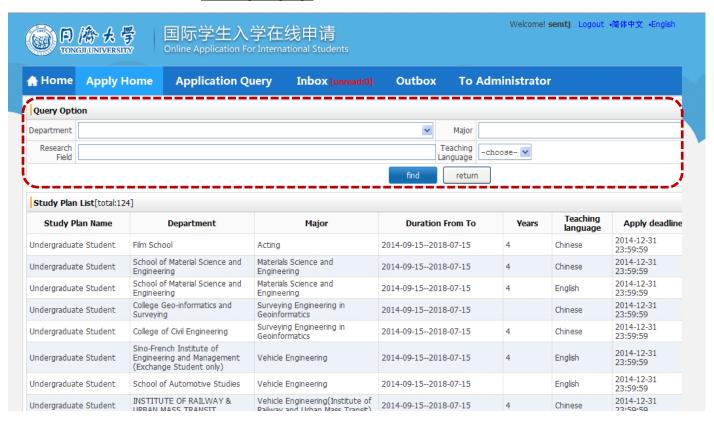
- 7. Choose your Student Type:
- ◆ Bachelor Double-Degree Students: select "Undergraduate Student"
- Master Double-Degree Students: select "Master's Degree Student"
- All the other non-degree seeking students: select "General Visiting Student"



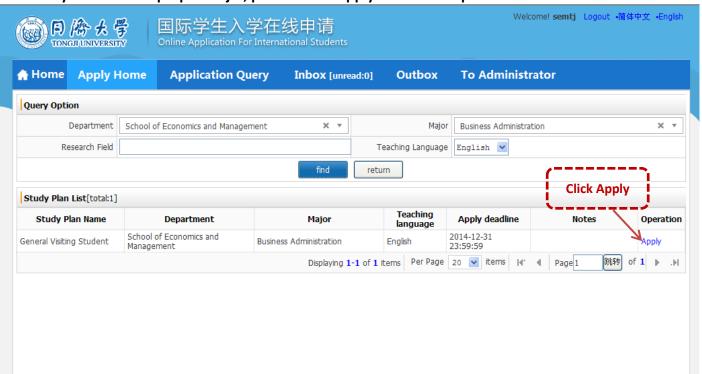
#### 8. Type or Choose Department and Major:

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

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

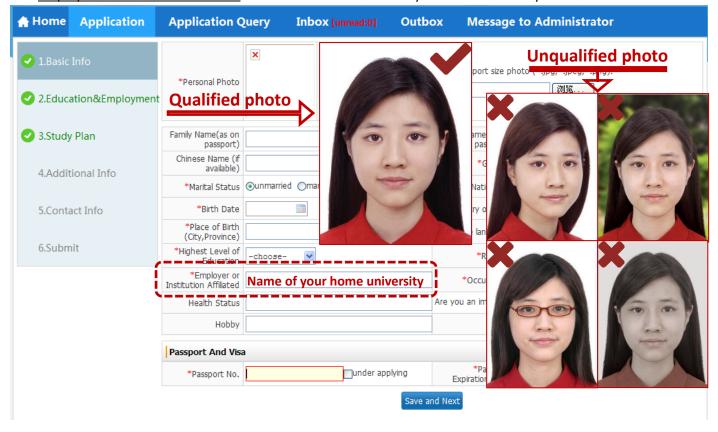


9. After you select the proper major, please click "Apply" for next steps.



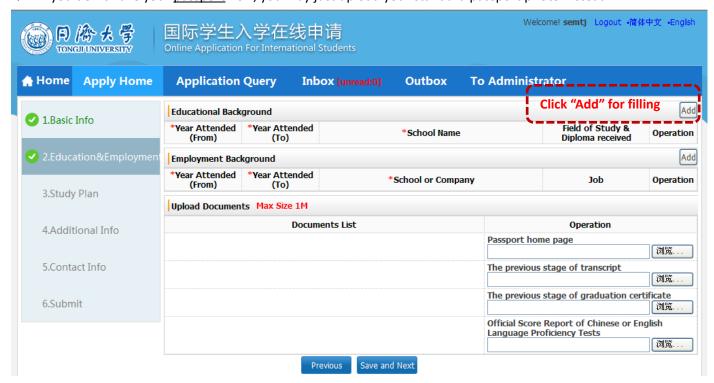
#### 10. Fill in Your "Basic Information". Please note:

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



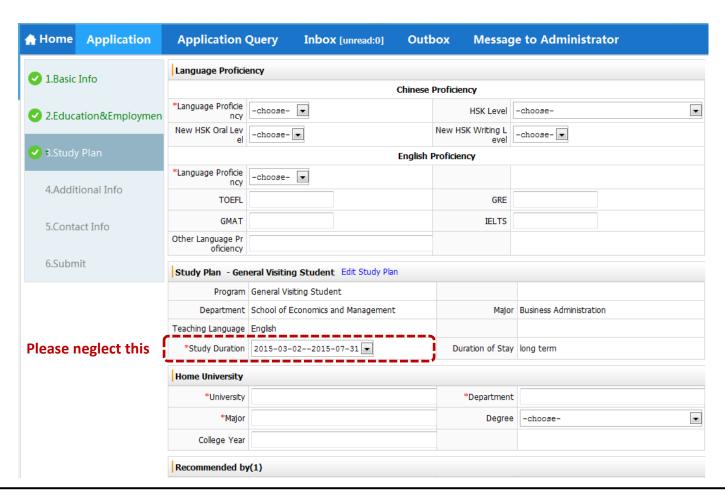
#### 11. Fill in the "Education & Employment" information. Please note:

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



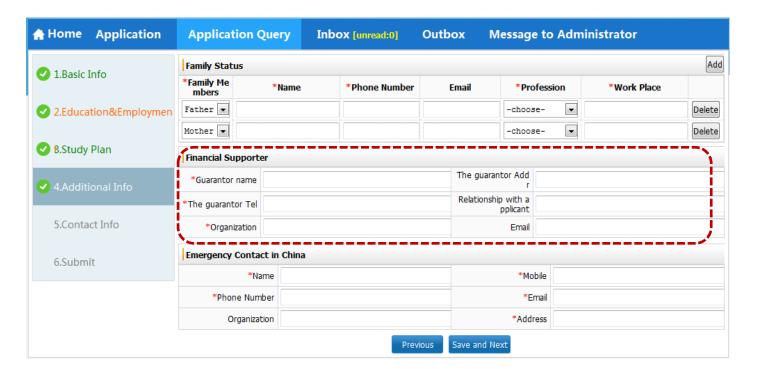
## 12. Fill in the "Study Plan" information. Please note:

◆ <u>Study Duration:</u> Please **neglect** this information, and we will correct the information after your final submission.



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

Usually the <u>Guarantor information</u> should be your <u>parents' information</u>.



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

- Address for mailing your Admission Notice:
  - Exchange students from our partner universities: please select <u>"Send to Another Address"</u>, 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.

Welcome! <b>semtj</b> Logout ・简体中文 •English <b>のNGIJUNIVERSITY</b> Online Application For International Students							ut。简体中文。English
♠ Home Apply Home	Application (	Query	Inbox [unread:0]	Outk	oox To Admi	nistrator	
✓ 1.Basic Info							
1.basic lillo	*Street Address					*Phone Number	
✓ 2.Education&Employment	*City/Province	e				Mobile	
	*Country	Please cho	ose			▼ *Zipcode	
✓ 3.Study Plan	✓ 3.Study Plan  Current postal address  Current p						
✓ 4.Additional Info	●Same as the Home country address ●Other *Personal Email						
*Mailing the Admission Notice							
✓ 5.Contact Info	Collect In Person Send to Home country address Send to my current postal address Send to Another Address						
6.Submit	*Receiver's Name				*Phone or Mobile		
	*Receiver'sAddress				*Zipcode		
			Prev	vious	Save and Next		

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

♠ Home Apply Hom	e Applica	tion Query I	nbox [unread:0] Outbox	To Adminis	trator
✓ 1.Basic Info	<b>∜</b> ApplySta	tus: filled in Sub	mit Apply No.: Financial F	Resources for Study:	Campus:
2.Education&Employment	ent	Family Name(as on passport)	SEM	Given Name(as on passport)	SEM
		Chinese Name (if available)		Gender	male
3.Study Plan	×	Marital Status	unmarried	Nationality	Albania
		Birth Date	1996-01-01	Country of Birth	Albania
✓ 4.Additional Info		Highest Level of Education	Senior high	Place of Birth (City,Province)	fd
✓ 5.Contact Info		Religion	其他	Employer or Institution Affiliated	fd
6.Submit		Occupation	Employee	Health Status	
		Are you an emigra	nt from other country or region?no	Hobby	

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

♠ Home Apply	Home	Applicatio	n Query In	nbox [unread:0]	Outbox	To Adminis	trator	
✓ 1.Basic Info		4 ApplyStatus	: in process Apply	/ No.: 1476417	Financial Resourc	es for Study: Ca	mpus:	Download PDF
2.Education&Em	nployment	<b></b>	Family Name(as on passport)	SEM		Given Name(as on passport)	SEM	
<ul><li>✓ 3.Study Plan</li><li>✓ 4.Additional Info</li></ul>	×	Chinese Name (if available)			Gender	male		
		Marital Status	unmarried		Nationality	Albania		
		Birth Date	1996-01-01		Country of Birth	Albania		
		Highest Level of Education	Senior high		Place of Birth (City,Province)	fd		