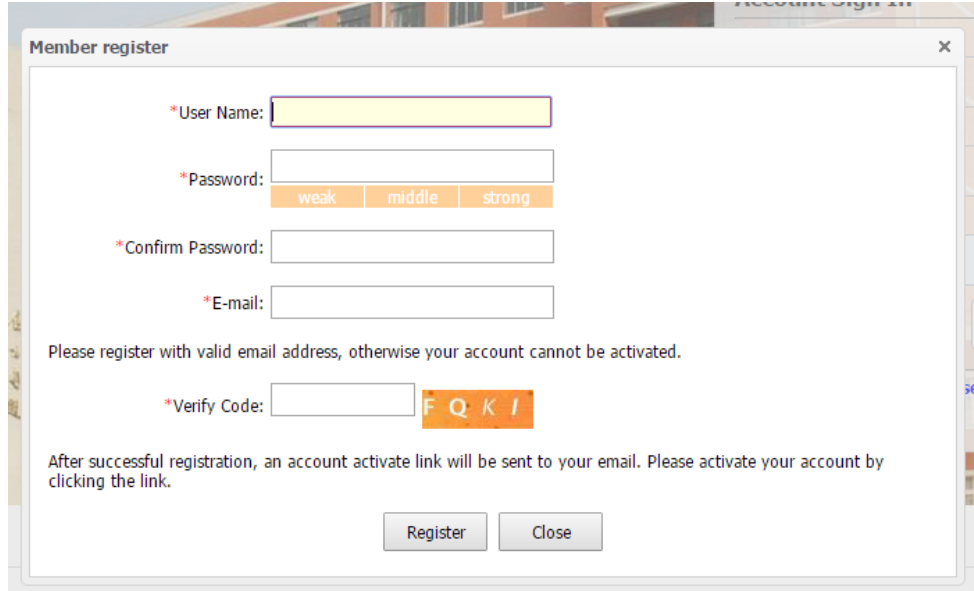


## SS2024 CDHAW ONLINE APPLICATION

<http://study-info.tongji.edu.cn>

### 1. Please register by personal E-mail.



**Member register** [X]

\*User Name:

\*Password:  weak middle strong

\*Confirm Password:

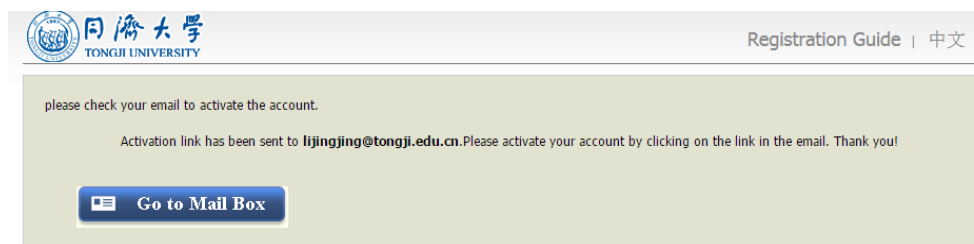
\*E-mail:


Please register with valid email address, otherwise your account cannot be activated.

\*Verify Code:  F Q K I

After successful registration, an account activate link will be sent to your email. Please activate your account by clicking the link.

Register Close



 同济大学  
TONGJI UNIVERSITY

Registration Guide | 中文

please check your email to activate the account.

Activation link has been sent to [lijingjing@tongji.edu.cn](mailto:lijingjing@tongji.edu.cn). Please activate your account by clicking on the link in the email. Thank you!

[Go to Mail Box](#)

### 2. Exchange student for CDHAW.

**Please choose your program:**

- Exchange Student
- Self-sponsored

Next

### 3. Undergraduate student for double degree, general visiting student for none degree.

please choose your type :

- Doctoral Student ( Degree program )
- Master Student ( Degree program )
- Undergraduate Student ( Degree program )
- Senior Visiting Student ( Non Degree program )
- General Visiting Student ( Non Degree program )
- Chinese Language Student ( Non Degree program )

Prior-Back


Next

### 4. Sino-German College of Applied Sciences is CDHAW, and please select major to apply.

#### Query Option

Department:	Sino-German College of Applied Sciences (Exchange Student only) x v	Major:	Please choose v
Area of Research:	<input type="text"/>	Language of Instruction:	-Choose- v
<input type="button" value="Find"/>		<input type="button" value="Return"/>	

### 5. Basic Information

**\*Personal Photo**  Please upload your recent full-faced passport size photo (\*.jpg,\*.jpeg).

<b>*Family Name (as on passport):</b> <input type="text"/> <input type="checkbox"/> The family name field in the passport is empty	<b>*Chinese Name:</b> <input type="text"/> <input type="checkbox"/> no "Chinese Name"
<b>*Given Name (as on passport):</b> <input type="text"/> <input type="checkbox"/> The given name field in the passport is empty	<b>*Gender:</b> <input checked="" type="radio"/> Male <input type="radio"/> Female
<b>*Marital Status:</b> <input checked="" type="radio"/> Unmarried <input type="radio"/> Married	<b>*Nationality:</b> Please choose v
<b>*Birth Date:</b> <input type="text"/>	<b>*Country or region of birth:</b> Please choose v
<b>*Place of Birth (Same as passport if available):</b> <input type="text"/>	<b>*Native Language:</b> Please choose v
<b>*Highest Level of Education Completed/to be Completed:</b> -Choose- v	<b>*Religion:</b> -Choose- v
<b>*Final Education Institution:</b> <input type="text"/>	<b>*Employer or Institution Affiliated:</b> <input type="text"/>
<b>*Occupation :</b> -Choose- v	<b>Hobby:</b> <input type="text"/>
<b>Health Status:</b> <input type="text"/>	
<b>*Are you Ethnic Chinese?</b> <input type="radio"/> Yes <input checked="" type="radio"/> No <small>Ethnic Chinese refers to people who are of Chinese descent and were born in the host country and have acquired the nationality of the host country.</small>	

#### Current Location

\* Whether in Chinese mainland now?  Yes  No

#### Immigration Information

\* Has the applicant immigrated from Mainland China or Hong Kong, Macao or Taiwan?  Yes  No

#### Passport And Visa

<b>*Passport No.:</b> <input type="text"/>	<b>*Passport Expiry Date:</b> <input type="text"/>
<b>*Location of Visa Office:</b> Please choose v	Please choose v

**Tips:**

Please input the family name and given name to be exactly the same as it is to be printed on the passport, and please not omit the mid-name.

If with ä, ö, ü, ß, please input ae, oe, ue, ss, for the system could recognize the letters to print out.

Please confirm the passport is in valid, and it could cover the whole exchange study period.

**If you need to apply for a new passport, please submit a new passport number at latest on November 20, 2023 (Chinese time).**

Please confirm the personal information with all the red symbol \* (especially the passport no.) and please keep it to be inputted correctly.

Since the personal information to be automatically printed on the Tongji admission notice paper and jw202 after your inputting, which is the important information concerns with the visa. Once the mistakes for your inputting, and it will cause the problems for visa application.

If it is possible and available, please give yourself a Chinese name and fill in with it as it to be requested by the online system. If not, please leave it with blank and we will help to fill in later according to your name pronunciation.

## 6. Study Plan

**Study Plan Undergraduate Student** [Change Study Plan](#)

Program: Undergraduate Student  
Department: Sino-German College of Applied Sciences (Exchange Student only) Major: Logistic Management(Sino-German School)  
Language of Instruction: English Length of Program (in years): 4  
Duration of Study: 2024-02-20--2025-01-31

**Home University**

\*University:  \*Department:   
\*Major:  Degree:   
College Year:

**Language Proficiency**

**Chinese Proficiency**

\*Language Proficiency:   
\*Level of HSK:  scores:  HSK No.:   
\*Level of HSKK:  scores:

**English Proficiency**

\*Language Proficiency:   
\*Certificate of English Proficiency:  Other Certificate:   
Other Language Proficiency:

**Recommender**

\*Source:   
\*Name:  \*Relationship with the applicant:   
\*Organization:  Mobile:   
Example: +86-13612345678  
\*Phone Number:  \*Email:   
Example: +86-10-12345678  
Nationality:  Job Title:   
Address:  Fax Number:

**Tips:**

If you get the exchange information from IO, professor, major coordinator of the home university, please input the home university as recommended organization.

### 7. Education and Employment

Progress bar: Step 1 Basic Info (checked), Step 2 Study Plan (checked), Step 3 Education & Employment (active), Step 4 Additional Info, Step 5 Contact Info, Step 6 Upload Application Documents, Step 7 Preview and Submit

**Educational Background** Add

---

**No.1**

*Year Attended (From):	<input type="text"/>	*Year Attended (To):	<input type="text"/>
*School Name(Full Name):	<input type="text"/>	*Country of the Institutes:	Please choose
*Education Level:	-Choose-	Field of Study:	<input type="text"/>

\*Have you ever studied online or offline at any institution in China?  Yes  No

### 8. Additional Information

Progress bar: Step 1 Basic Info (checked), Step 2 Study Plan (checked), Step 3 Education & Employment (checked), Step 4 Additional Info (active), Step 5 Contact Info, Step 6 Upload Application Documents, Step 7 Preview and Submit

**Family** Add

---

**No.1**

*Relationship:	-Choose-	*Name:	<input type="text"/>
*Nationality:	Please choose	Birth Date:	<input type="text"/>
*Phone Number:	<input type="text"/>	Email:	<input type="text"/>
*Position:	<input type="text"/>	*Work Place:	<input type="text"/>

Set as emergency contact

---

**No.2**

*Relationship:	-Choose-	*Name:	<input type="text"/>
*Nationality:	Please choose	Birth Date:	<input type="text"/>
*Phone Number:	<input type="text"/>	Email:	<input type="text"/>
*Position:	<input type="text"/>	*Work Place:	<input type="text"/>

Set as emergency contact

The applicant's entry and exit records in the past four years (please complete all the records according to the signature page of the passport)

Add

During the 4-year period from April 30, 2019, to April 30, 2023, has the applicant had any record of entering (staying in) the Chinese mainland?  Yes  No

Criminal Record

\*Have you ever had a criminal record?  Yes  No

Financial Supporter (The guarantor should be an adult, willing to sponsor you to complete your studies. He or she may live in or outside China, generally should be parent.)

*Name:	<input type="text"/>	*Addr.:	<input type="text"/>
*Tel.:	<input type="text"/> Example: +86-10-12345678	*Relationship with applicant:	<input type="text"/>
*Organization:	<input type="text"/>	*Email:	<input type="text"/>

Guarantor in China

Name:	<input type="text"/>	Mobile:	<input type="text"/> Example: +86-13612345678
Phone Number:	<input type="text"/> Example: +86-10-12345678	Email:	<input type="text"/>
Organization:	<input type="text"/>	Address:	<input type="text"/>

Tips:

For the guarantor in China in charge of your case, and this is to fill in your country embassy and consulate information in China or in Shanghai. Please check it on your country embassy and consulate website.

For example, as German, please take the reference as below,

Name: German Consulate General in Shanghai

Telephone: 021-34010106

Mobile: 021-34010106

Email: info@shanghai.diplo.de

Address: No. 181 Yongfu Road, Xuhui district, Shanghai

9. Contact Information



Permanent Address

*Street Address:	<input type="text"/>	*Phone Number:	<input type="text"/> Example: +86-10-12345678
*City/Province:	<input type="text"/>	Mobile:	<input type="text"/> Example: +86-13612345678
*Country(region):	Please choose	*Zip Code:	<input type="text"/>

Current postal address

Same as the Permanent address  Other

Personal Email: [lijingjing@tongji.edu.cn](mailto:lijingjing@tongji.edu.cn)

*Phone/Mobile Number:	<input type="text"/> Example: +86-10-12345678/+86-13612345678	*Address:	<input type="text"/>
*Zip Code:	<input type="text"/>	WeChat:	<input type="text"/>
Facebook Account:	<input type="text"/>	Twitter Account:	<input type="text"/>
LinkedIn Account:	<input type="text"/>	DingTalk:	<input type="text"/>
QQ:	<input type="text"/>		
Skype:	<input type="text"/>		

\*How to Collect the Admission Notice

Deliver to Address Provided in Application  Collect from Tongji University in Person

**Please note**  
Please make sure the postal address you provided is valid in at least 3 months in order to receive all admission documents successfully. If it is an international address, please fill in the English address and postal code, otherwise it will affect the accurate postal delivery.

## 10. Upload Application Documents



### Upload Documents **Max Size 1.5M**

Documents List	Operation
	<b>*Personal information page of your regular passport(*.pdf,*.jpg,*.jpeg):</b> <a href="#">Add Document</a>
	<b>*Approval letter from your university or certificate of enrollment(*.pdf,*.jpg,*.jpeg):</b> <a href="#">Add Document</a>
	<b>Transcript(*.pdf,*.jpg,*.jpeg):</b> <a href="#">Add Document</a>
	<b>Study plan(*.pdf,*.jpg,*.jpeg):</b> <a href="#">Add Document</a>
	<b>Supplementary materials(*.pdf,*.jpg,*.jpeg):</b> <a href="#">Add Document</a>
	<b>*Additional attachments of the applicant under 18 years old(*.jpg,*.jpeg):</b> Applicant who was born after April 30, 2003, must upload: 1. A copy of the applicant's birth certificate; 2. Documents showing the nationality of the applicant's parents at the time of the applicant's birth; 3. Certificates of foreign permanent residence of the applicant's parents at the time <a href="#">Add Document</a>

### Tips:

Please confirm the *passport is in valid*, and it could cover the whole exchange study period.

The passport photo page, approval letter/enrollment certificate from the home university is the necessary uploading documents for online application. Please take reference about the example of approval letter.

### Confirmation


This letter is to confirm that **Mr. [REDACTED]** is enrolled as a student in the of Law Department, University of Bonn. He was selected to study as a member of the Exchange Programme at the Tongji University in Shanghai during the winter semester 2020/2021. His study field is law.

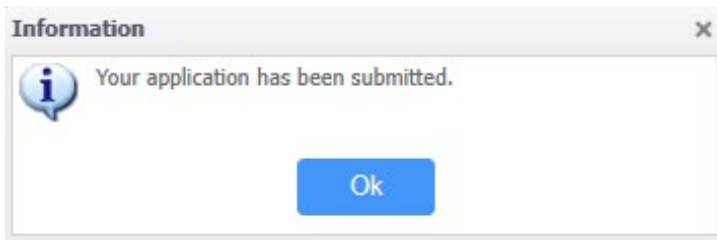
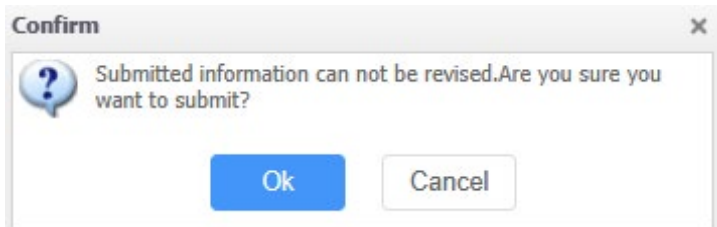
Bonn, 07.05.2020

 Rheinische Friedrich-Wilhelms-Universität Bonn  
Fachbereich Rechtswissenschaft  
Auslandskoordination  
Adenauerallee 24-42  
53113 Bonn

## 11. Preview & Submit



 Study Plan: Exchange Student - Undergraduate Student (Degree program) - Undergraduate Student  
Application Status: filled in   Application No. : Financial Resources for Study: Exchange Student On The Universities Level Campus :



### **Tips:**

When finish the information online, and please Submit it, and it automatically comes out the application number, and it will be printed in the upper left corner of the application form.

Please download and print the application and guarantee letter for signature and stamp (underline in red with next 3 pages).



同濟大學  
TONGJI UNIVERSITY

外国留学生入学申请表 (校际交流项目)  
Application Form for International Exchange Students

姓 /Family Name:		名 /Given Name:	
中文姓名 /Chinese Name(if you have)		性别 /Gender	
国籍 /Nationality		护照号码 /Passport No.	
健康状况 /Health Status		婚姻状况 /Marital Status	
出生日期 /Date of Birth		出生地点 /Place of Birth	
永久通讯地址 /Permanent Address:		Rece	Zip:
电话 /Tel	传真 /Fax	电子邮件/E-mail	
最后学历 /Highest education Level			
所在大学 /Home University			
大学 /University			
院、系 /School or Department			
专业 /Major			
在籍年级 /College Year			
汉语	Chinese		
英语	English		
其他	other language		
留学类别 /Categories of International			
申请学习时间 /Duration of Study :		至 /To	
申请专业 /majors to apply:			



<u>派出大学意见/Decision from the Sending University</u>	
<u>负责人签字 /Director's Signature</u> <u>单位盖章 /Seal</u>	<u>日期 /Date</u>
经费来源、机构名称、地址、电话及电邮 /Sponsor's Name, Address, Tel & E-mail if there is	
<u>申请人保证/I hereby affirm that</u> (1) 上述各项中所提供的情况是真实无误的 /All the information i provided above is true and correct (2) 在校学习期间遵守中国政府的法规和学校的规章制度 /I shall abide by the laws of the Chinese Government regulations of Tongji University. 申请人签字: <u>Applicant's Signature:</u> <u>日期 /Date</u>	
以下为接收单位填写/The Following Columns are to be filled by Tongji University.	
接收学院意见 /Decision from the Host College  负责人签字 /Dean's Signature: 单位盖章 /Seal	仅研究生学位项目填写 导师姓名(工号) _____ 专业代码 _____ 日期 /Date
[仅学分和学位项目]教务处或研究生院意见 /[Credit or Degree Program only] Decision from Education Office Or Graduate School  负责人签字 /Director's or Dean's Signature 单位盖章 /Seal	
[仅资助项目]外事办公室意见 /[With financial assistant only] Decision from the International Exchange and Cooperation Office  负责人签字 /Director's Signature 单位盖章 /Seal	
留学生办公室意见 /Decision from the International Student Office  负责人签字 /Dean's Signature: 单位盖章 /Seal	

注: 1. 学院在收到学分或学位交流学生申请材料一周内, 签署录取意见, 如同意录取, 送审教务处或研究生院; 在收到非学分或学位交流学生申请材料一周内, 签署录取意见, 如同意录取, 直接送外事办公室。  
2. 教务处或研究生院在收到学院的交流学生申请材料一周内, 签署录取意见。如同意录取, 送外事办公室; 如不同意录取, 材料返回学院。  
3. 外事办公室在收到交流学生申请材料一周内, 签署是否获得资助, 并送留学生办公室。  
3. 留学生办公室收到审批交流学生材料二周内, 签署意见。如交流生符合录取条件, 发放同济大学录取通知书。

## GUARANTEE LETTER

As guardian of Mr. \_\_\_\_\_,  
Nationality of \_\_\_\_\_,  
Study period at Tongji University, Shanghai, China \_\_\_\_\_ to \_\_\_\_\_.

Hereby, I affirm that:

1. To supervise my ward not to do anything that is not applicable as an international student studying in China; and my ward to abide by the laws of the Peoples Republic of China;
2. To urge my ward to study well and observe the all rules and regulations of China and the Tongji University;
3. To urge my ward to pay necessary fees for study I will be liable to my ward for the payment which in case my ward is not able to afford to pay;
4. To handle and pay for the accidents and events made against the laws and regulations mentioned above, that my ward meets and makes during his/her study period at Tongji University.

Guardian: \_\_\_\_\_

Nationality: \_\_\_\_\_

Name: \_\_\_\_\_

Passport No: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Relation to my ward: \_\_\_\_\_

Signature of Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Tips for application process

SS2024 online application deadline for system closing will be on November 30, 2023 (Chinese time). Please note that all nominations will be submitted through online application system at first and E-mail or paper nomination couldn't to be considered.

Tongji IO keeps the PDF documents for application with signature and stamp on. The original one needn't to be posted.

Please scan and offer the original application paper, valid passport with photo page (the valid passport covers the study period), transcript (only double degree). Please integrate the three above into one PDF document. It takes the place of the original one to hand to the coordinator, the home university IO and major responsible professor for nomination confirmed. Please remember the application number, for the application number is the only online apply identification.

If you need to apply for a new passport, please submit a new passport number at latest on November 20, 2023 (Chinese time).

The deadline for the nomination with PDF application paper to CDHAW will be on November 20, 2023 (Chinese time).

According to Tongji planed academic calendar, SS2024 will begin on February 26, 2024.

For the questions about online application, admission notice paper, visa & residence permit, please contact with Ms LI Jingjing, [lijingjingsunny@163.com](mailto:lijingjingsunny@163.com)

For the questions about major courses information, courses description, Chinese language course, please contact with Ms ZHANG Chunyan, [cyzhang@tongji.edu.cn](mailto:cyzhang@tongji.edu.cn)