Non-Degree Exchange Program with partner universities 2027-2028 – Tongji University

1. Application Requirements – Who can apply for this program?	
Requirements:	1. Full-time registered student of bachelor or master level at our partner universities share an over-all student exchange agreement with Tongji University.
	2. Non-Chinese Citizens: we can accept students of any nationality but Chinese, including students from Hong Kong, Macao and Taiwan.
	3. Students with sufficient English proficiency. Some basic Chinese knowledge would be even better.
2. Deadlines	
Nomination deadline	for summer term: **October 15, 2026** for winter term: **April 15, 2027**
Application deadline	for summer term: **November 15, 2026** for winter term: **May 15, 2027**
3. Academic Calendar	
Academic Calendar:	**SS 2027: 22.02.2027-28.06.2027** ***(tentative)*** **WS 2027:** ***To be announced***
Registration Dates:	**Feb.18-19, 2027** ***(tentative)***
Course Start:	same as the semester start
Exam Period:	in the last two weeks of each semester
Recommended Arrival Dates:	No earlier than one week before the registration dates and no later than the semester start.
4. Application Procedure - How to apply for this program?	
Step1: Nomination	Please turn to the International Office of your home university. We can only proceed with your application after we get the official nomination from the International Office of the home university.
Step2: Online-Application	Please finish the Online-Application at our application portal: http://study-info.tongji.edu.cn/ Choose "**Exchange Student**" – "General Visiting Students (Non-Degree Program)" During the online-application, you will be asked to upload some documents. Please be noted the following two documents are mandatory: The Photocopy of Passport (Pages with photo and visa) Approval letter from your university (You can use the nomination

	letter issued by your home university or the Statement of Outgoing Mobility in attachment below) If you have problem in uploading other documents, you can just skip it. After you submit the online-application, you will get an automatically generated application form with Guarantee Letter.
Step3: Documents Submission	After you finished the online application, please send the following documents together in ONE PDF to incoming@tongji.edu.cn - Application Form **signed** by you and your home university (Please ask your parent to sign the Guarantee Letter) - Nomination Letter from your home university or Statement of Outgoing Mobility (attached to the Fact Sheet) - Short CV/Résumé - Letter of Motivation - Transcripts of your previous studies - Copy of Passport For students who apply for the **School of Economics & Management (SEM)** shall submit following documents additionally: please follow the specific factsheet of SEM - Academic Transcript from Home University: GPA 3.0 and above (full mark is 4), corresponding to 3.75 out of 5 or 75 out of 100 (Please convert your overall grade to the 4.0 GPA scale (xx/4.0), and have the converted transcript verified by your home university coordinator) - English Proficiency (choose one) - for non-native speakers of English: TOEFL 79, IELTS 6.5, GMAT 600, GRE 1250 (V+Q) - Visa Regulation and Safety Alerts for International Students For students who apply for **Sino-German School for Graduate Studies (CDHK)** shall submit following documents additionally: - A copy of your bachelor degree - A copy of your certificate of enrollment for master studies - Transcripts of your previous master studies - Transcripts of undergraduate studies
Step4: Admission	After receiving the complete application documents, we will forward them to the concerned college/school, where the final decision of acceptance will be made. With the acceptance of the college/school, we will send the official Notice of Admission to the International Office of each home university in **July (for winter term)** or **January (for summer term)**.
5. Courses	

English taught Courses:	Please refer to the following website: https://fao.tongji.edu.cn/INCOMING/Study_at_Tongji_University.htm Notice: ✓ Choosing courses across the colleges/schools is partly possible, but not guaranteed. ✓ This list is only a kind of orientation. The actual course list of every term can be only determined at the term beginning. ✓ Selection and registration of courses will take place after your arrival and enrollment. The departmental coordinator of the college which you are registered at will help you with that.
Chinese taught Courses:	Recommended Chinese proficiency: ✓ For specific details regarding Chinese taught courses, please contact the respective colleges/schools where you select the course. ✓ For subjects of science, technology and engineering: HSK 4 (total score: 180 or above) ✓ For subjects of architecture, medical science, economics and management: HSK 4 (total score: 200 or above) ✓ For subjects of liberal arts and law: HSK 5 (total score: 180 or above)
Chinese Language and Culture courses offered by International School:	✓ If you **only** want to study Chinese Language (no matter you're at beginner level or advanced level), please choose to register at the International School. ✓ Chinese language courses (Elementary Chinese) offered by the International School are open to all exchange students.
6. Accommodation	
Accommodation Application	We will send you a separate E-Mail regarding the accommodation arrangements after the submission of your application documents. Please be noted we **cannot** guarantee the student dormitory for all students (especially in winter term). If we can't find a place for you on campus, we'll inform you as soon as possible.
Notices:	✓ The room must be rented at least for a whole semester (about 5 months). ✓ You must pay the rent for the entire stay duration while check-in. ✓ All students who are registered in the colleges located in Siping Campus shall live in Siping Campus. All students who are registered in the colleges located in Jiading Campus shall live in Jiading Campus. ✓ You cannot move-in earlier than the recommended arrival dates and you cannot move-out later than January 31st (in winter term) and July 31st (in summer term).

7. Visa

With the Notice of Admission, you can apply for visa which is **X1 Visa (study in China for more than 180 days)** or **X2 Visa (study in China for no more than 180 days)** at the Chinese embassy or consulate in your country. Chinese Visa Application Service Center: http://visaforchina.org/

- ✓ X1 visa holders must take the physical examination and apply for the Residence Permit within 30 days from the date of entry into China.
- ✓ X2 visa only permits one entry, and X2 holders are not allowed to apply for the Residence Permit in China after arrival. X2 visa holders can apply for one more entry maximum, with reasonable exit reason approved by the school/college.

8. Research Project?

If you plan to take part in a research project at Tongji University during your exchange period, you shall get an approval and confirmation from a certain professor at first and then apply for the exchange. Of course, the college/school you apply shall be the one that professor works at.

9. Internship outside School?

Students with X2 visa (who study only one semester at Tongji-University) are **not allowed** to do any internship outside school.

Students with X1 visa who apply to do internship must meet the requests below:

- ✓ Must attain a residence permit (study type) issued by Shanghai exit and entry administration bureau including remark of internship information
- ✓ The internship should be part of the exchange program and approved by the school/college

10. Scholarships

Scholarship opportunity regulated by the bilateral partnership	If there is any scholarship opportunity regulated by the bilateral partnership, you will be informed by the International Office of your home university. Otherwise, it means there is no such scholarship.
Scholarships offered by Chinese Government	Please refer to https://www.campuschina.org/content/details3_942241.html

11. Transcript of record

We will send your transcript of record to the International Office of your home university after your exchange period. Students could also print out the transcript at the self-service machine by themselves, if the results come out before the departure. In that case, please send a scanned version of your transcript to incoming@tongji.edu.cn

12. Contact Info

Address	Foreign Affairs Office, Tongji University Room 702, Zhonghe-Building,

	No. 1239, Siping Road, Shanghai, China, 200092
Contact person	Ms. MENG Jia Coordinator E-Mail: incoming@tongji.edu.cn Tel: +86-21-65981268 Fax: +86-21-65985216
Website	More information about Tongji University in general: https://en.tongji.edu.cn/ https://de.tongji.edu.cn/ More information for international students: https://study.tongji.edu.cn/English/HOME.htm

Statement of Outgoing Mobility

I, _____(name of the program coordinator), certify that the student, _____(name of the student), born on_____ (DD/MM/YYYY), from _____ (name of home university)**,** is nominated to take part in the non-degree exchange program at **TONGJI University** during the _____(**SS2027** or **SS2027 & WS2027**).

Signature and Stamp:

Contact:

Date: