

Pre-Arrival Information
International Exchange Students Program
2015-2016 Academic Year, Nanjing University

Arriving on Campus

Airport Pick-Up

-If you have submitted a completed AIRPORT PICKUP APPLICATION FORM, which was enclosed in your acceptance package, with your flight details via email, and had got the feedback from NJU staff, the service should have already been reserved.

-Please check the confirmation email from NJU to confirm that the contact person had got your request. Please bring the contact information along with you in case of emergency.

Taxi

-For those who didn't reserve the Airport Pickup Service, you may get a taxi at Nanjing Lukou International Airport. It may cost about 180~200 RMB.

-If you are about to take the High Speed Train from Shanghai to Nanjing, you may take taxi from Nanjing Railway Station or Nanjing South Railway Station to NJU. It may cost about RMB 20-30 from Nanjing Railway Station to NJU, and RMB 50-80 from Nanjing South Railway Station to NJU.

-NJU currently has three campuses, Gulou, Xianlin and Pukou. Please tell the taxi driver to take you to **Gulou Campus**.

Address (in English): 18 Jinyin Street, Gulou Nanjing, ZENG Xianzi Building, NJU

Address (in Chinese): 金银街 18 号（近上海路），南京大学鼓楼校区海外教育学院（曾宪梓楼）

Registration

Institute for International Students (IIS) would be the host institute for you at NJU. You will be required to register as "General Advanced Student" at IIS. ZENG Xianzi Building is the place for registration upon your arrival. It is located in the northwest corner of Gulou campus. Campus Map is attached for your reference.

IIS Staff will be there instructing you for the registration, however, please pay attention to the following few points.

Tuition Your tuition is waived for your study duration at NJU, according to the agreement between NJU and your home university. So you don't have to pay tuition in the registration hall.

Visa Issues There will be IIS staff working in the registration hall to help you with visa issues, if you have any further questions about visa, please contact:

Mr. ZHU, Office of Student Affairs, IIS,

Tel: 86-25-83592473,

Room 516 ZENG Xianzi Building, Gulou Campus

Residence Permit Holders of X1 visas will be required to go to the Nanjing Municipal Public Security Bureau (PSB) and arrange for a residence permit within 30 days of entering the country. And before going to the PSB, it is necessary to firstly go to the Office of Student Affairs, IIS (your host institute at NJU) to provide proof of a valid visa.

Registration Dates: Feb 17-19, at normal working time. Tel: 86-25-83594535

Location (in English): ZENG Xianzi Building, lecture hall on the first floor

Location (in Chinese): 南京大学鼓楼校区海外教育学院 曾宪梓楼一楼大厅

Campus Accommodation

-For those who have reserved accommodation at Gulou Campus, and those who have been granted scholarship of living expenses, your reservation has been made based on the feedback you provided via email. You could go to reception desk of Xiyuan Hotel, the neighboring building to ZENG Xianzi Building, to check in.

-You will be required to sign an agreement with Center of Oversea Students Accommodation during check in. Please confirm details of the articles and follow the relevant regulations.

Check in time: Sept 1st-3rd ; Tel: 86-25-83593589

Address (in English): 20 Jinyin Street, Gulou, Nanjing. Xiyuan Hotel, NJU

Address (in Chinese): 金银街 20 号 (近上海路), 南京大学鼓楼校区状元楼西苑宾馆

For those who prefer renting apartments in the surrounding area, you could follow the instructions of the “Procedures for Arrival”, which has been enclosed in the acceptance package you received, for your favorite residence in Nanjing.

Weather and Clothing

The average temperature in Nanjing in February is between 4-5°C, but it is possible that it could drop to below 0°C. It is advisable that you bring warm clothing that can be layered, such as shirts and sweaters, and a warm jacket. It may be wise to bring along a wind-and water-proof jacket, in case there may be rainy days.

Buddy Program

-You would be invited to join Buddy Program at NJU, in which individual NJU students would pair with you to help you get involved in the new environment. They may help you get familiar with NJU upon your arrival, and may invite you to activities where you could get more communication with Chinese students.

-Your buddy at NJU will contact you early in next semester, or even before your arrival via email.

Certificate for Arrival and Departure

If you need certificates for arrival/departure. Please contact:

Ms YIN Jun, Admission Office of IIS, Room 514, ZENG Xianzi Building,

Tel: 86-25-83594535;

Email: yinjun@nju.edu.cn

You're also welcome to contact The Office of International Cooperation and Exchanges:

Ms.Xie Weijing, Office of International Cooperation and Exchanges,

Room 104, Shuhua Building, Gulou

Tel: 86-25-83593371;

Email: xieweijing@nju.edu.cn

Should you need Arrival\Departure Certificate, **please contact our staff before you leave NJU.**

Courses and Credits

● Chinese Language Courses (Offered by Host Institute IIS)

IIS will offer Chinese Language Courses to you. These courses would basically focus on Chinese language and Chinese culture. Exchange students will be divided into classes according to different levels of their Chinese proficiency.

If you just want to take courses at IIS, you may follow the instructions of the staff from IIS when you do the registration. If you have any questions, please contact:

Teaching Affairs office, IIS, Tel: 86-25-83594613
Room 520, ZENG Xianzi Building,

Please note that, these courses would be expressed by class hours and scores, rather than credits. IIS could provide class hours and scores, but they will be unable to offer formal NJU credits for these courses to international exchange students.

● Courses Offered by Departments other than IIS

If you would like to take courses in departments other than your host institute IIS, you have to get the permission of corresponding departments. You could come to the Office of International Cooperation and Exchanges for help, after you finished the registration at IIS. Please contact:

Ms.Xie Weijing Office of International Cooperation and Exchanges of NJU,
Email: xieweijing@nju.deu.cn , Tel: 86-25-83593371,
Room 104, Shuhua Building, Gulou Campus (树华楼 104 室, 国际处学生交流科)

English-taught Courses

--English Courses at NJU for 2014 Fall Semester are relatively limited. Please find attached the [English Course Catalogue](#) for 2014 Fall Semester. You can get formal NJU credits as long as you attend the classes and pass the exams.

Chinese-taught Courses

--For those who have a Certificate of Chinese proficiency of or above HSK level 5, you could take Content Courses taught in Chinese with regular Chinese students after getting permission of the corresponding departments. You can get formal NJU credits as long as you finish the required class attendance and exam assessment.

--Please note that academic units of Social Sciences, such as School of Liberal Arts, School of History, School of Foreign Studies, would like to accept international students with high level of Chinese Proficiency to join the content courses taught in Chinese.

Academic Calendar of IIS

According to the IIS Academic Calendar for Spring 2014 Semester:

Semester starts on: Sept 2 –Sept 4 (Registration, Class assignment, Test for Chinese Proficiency and Orientation)

Classes start from: Sept 9

Visa Extension: Before Dec 23

Exam period: Dec 15 –Dec 19, Reviewing and Exam week

Semester ends on: Dec 23 2014

Please kindly note that, if you would like to take some courses in departments other than IIS, you should also refer to the schedule of classes and final exams correspondingly. Please keep in touch with both your host institute and instructors of the courses you would take for the accurate dates for exams.

Visa Extension

Exchange students who need to extend duration for one more semester at NJU, should report to Office of International Cooperation and Exchanges of NJU for the Certificate of Approval before Dec 23rd.

Tel: 86-25-83593371,

Room 104, Shuhua Building, Gulou campus, NJU

Before the Certificate of Approval, please go to Office of Study Abroad Student Affairs of IIS for visa extension. Please contact:

Mr.ZHU, Tel: 86-25-83592473

Room 516, Zeng Xianzi Building, IIS, Gulou Campus

Contact Information

Office of International Cooperation and Exchanges (南京大学国际合作与交流处)

Functional office, responsible for coordinating with related departments of NJU to offer administrative support to International Exchange Students.

Room 104 Shuhua Building, Gulou Campus

Tel: 86-25-83593371

Email: weijing9065@gmail.com,

Institute for International Students (IIS) (南京大学海外教育学院)

Host institute for International Exchange Students at NJU.

Admission Office (Admission/Registration/ Arrival Certificate,etc.)

Room 514 ZENG Xianzi Buliding, Gulou Campus

Tel: 86-25-83594535

Email: yinjun@nju.edu.cn,

isss@nju.edu.cn

Office of Study Abroad Student Affairs (Visa)

Room 516 ZENG Xianzi Buliding, Gulou Campus

Tel: 86-25-83592473(Visa), 86-25-83593616(Student Affairs)

Email: caolq@nju.edu.cn

Academic Affairs Office (Courses \Transcripts etc.)

Room 520 ZENG Xianzi Buliding, Gulou Campus

Tel: 86-25-83594613

Other Information

Jiangsu International Travel Health Care Center (江苏省国际旅行卫生保健中心)

Address: 1 Baixia Rd., Nanjing (南京市白下路 1 号

) Tel:86-25-52345700

Nanjing Municipal Public Security Bureau Exit-Entry Administrative Division (南京市公安局出入境管理处)

Address: 1 Honggong Ci, Sanyuan Xiang, Nanjing (南京市三元巷 洪公祠 1 号)

Main Office: 86-25-84420004

Visa Hotline: 86-25-84420005