

2018-2019 EXCHANGE PROGRAM APPLICATION PROCEDURE

SCHOOL OF LAW TSINGHUA UNIVERSITY



➤ Application Materials:

- (1) A Letter of Nomination from home university;
- (2) Foreigner's Application Form for Admission to Visiting/Exchange Program of Tsinghua University (Please refer to application procedure for details);
- (3) Original Transcript;
- (4) ID page of applicant's passport.

➤ Application Procedure:

Step 1: Complete **Online Application** on the website of Tsinghua University (<http://www.tsinghua.edu.cn/publish/newthuen/index.html>). Find **Admissions · Non-Degree Programs**. Find **Online Application** on the right column of the page.

A screenshot of the Tsinghua University website's Admissions section. The left sidebar shows a menu with 'Admissions' at the top, followed by 'Undergraduate', 'Graduate', 'International Students', 'Non-Degree Programs', 'Visiting/Exchange Programs', 'Chinese Language Programs', and 'Summer Programs'. The main content area is titled 'Visiting/Exchange Programs' and includes a breadcrumb trail 'Home · Admissions · Non-Degree Programs'. The text describes the university's exchange programs, mentioning over 200 international partnerships and 507 exchange students in Fall Semester 2015. A 'Related Links' box on the right contains links for 'Online Application', 'Instructions for Online Application', and 'Life & Services'. Below the main text are links for 'Admissions to Visiting Program', 'Admissions to Student Exchange Program', and 'University-Level Exchange Partners'.

When you complete the registration, please select:

Visiting/Exchange Program->Other Visiting Students.

Then you can fill in your information.



Other Visiting Student

If the applicant is not in the programs above and will come to Tsinghua University for course study or exchange on department/school level please apply here.

[CLICK HERE TO APPLY](#)

Please notice:

In the category No.24 -> "Person or Agency to Act on Behalf of You in China"

Please fill in the information below:

Name : Chen LIU

Address: School of Law, Tsinghua University.

Telephone: +86 10 62773590

After all the information are filled in, please print and sign the Application Form produced by the system.

Step 2:

(1) Email the four scanned copies to lawwb@mail.tsinghua.edu.cn

(2) **Mail four ORIGINAL MATERIALS mentioned above to Tsinghua Law School's International Affairs Office.** Please be noticed that the regular mail carrier usually take more than one month to deliver the mail. To guarantee the safety of your application materials, **express mail carrier** will be preferred.

➤ Mailing Address and Contact Information

Chen LIU

International Affairs Office, Room 106, Mingli Building, School of Law,

Tsinghua University

Haidian District, Beijing 100084, P.R.China

Tel: +86-10-62773590

Fax: +86-10-62786513

Email: lawwb@mail.tsinghua.edu.cn

➤ Nomination Deadline:

2018 Fall semester: March 15, 2018



2019 Spring semester: October 1, 2018

➤ **NON-REFUNDABLE APPLICATION FEE**

The application fee (Around 400 RMB per semester, Might subject to change under new policies) will be charged when you apply online. The application fee is non-refundable once it is charged.

➤ **COMPREHENSIVE INSURANCE FEE**

There will be a comprehensive insurance fee (Around 300 RMB per semester, Might subject to change under new policies) will be charged upon registration.

➤ **REVIEWING AND ADMISSION NOTICE:**

The application materials will be reviewed and examined by Academic Affair Office and the Admission Committee of the department or school concerned. Once approved, the Admission Notice and Visa Application Form for Study in China will be issued in early January for spring program or early July for autumn program. The applicants may inquire for admission status via the On-line Application System on the website of Academic Affair Office.

➤ **VISA APPLICATION AND ADMISSION REGISTRATION:**

The admitted students should bring their Passport, Admission Notice, Visa Application Form for Study in China, the Form of Physical Examination Record for Foreigners and Blood Test Record to the Embassy or Consulate of the People's Republic of China and apply for a student visa.

The students shall come to Room B431-1 (Academic Affair Office), Lee Shaw Kee Building, Tsinghua University for admission registration before the deadline indicated on the Admission Notice, and apply for a Residence Permit (for X1 visa holders) within 30 days after arriving in China.

➤ **ACCOMMODATION:**

Tsinghua University offers three different types of on-campus dormitory rooms to international students: Single Room (Private bathroom/toilet), AB Room (Shared



bathroom/toilet), and Double Room (Public bathroom and toilet). Included with each room are bedclothes, color TV, air-conditioning, telephone, internet access and furniture. The dormitory prices are RMB 80/day•bed for single rooms and AB rooms, and RMB 40/day•bed for double rooms.

The online accommodation reservation time varies each year. The accommodation is on first-come, first serve basis. The detailed information of reservation will be informed in the students Admission Letter. For any technical problems you may meet during the reservation please contact Exchange Program through visiting@tsinghua.edu.cn or **+86-10-62773508** directly. Off-campus accommodation is not provided by Tsinghua University and students will need to take care of the housing themselves. Please find more useful information about the on-campus and off-campus accommodations [here](#).

