**Application Guideline for Exchange Students-2022 Spring Semester**

1. **General Information**

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| Name of Institution | Shandong University, Weihai (SDUW) |
| Name of Department | International Office |
| General Website | http://ko.wh.sdu.edu.cn/koDefault.html |
| Address | Room 510 Zhixing Building, No. 180 Wenhua Xilu, Weihai, Shandong Province |
| Tel: | +86-631-5688016 |
| Fax: | +86-631-5688787 |
| Coordinator for Incoming Students | Yin Meihua |
| Email: | exchangestudent@email.sdu.edu.cn |

1. **Submitting Documents**

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| ✓ | List of Submitting Documents | Number |
|  | 1.Catalogue of Submitting Documents for SDUW Exchange Students | 1 |
|  | 2.Application Form | 1 |
|  | 3.Transcripts | 1 |
|  | 4.Certificate of Enrollment | 1 |
|  | 5.Copies of Passport(Passport date of expiry should be more than one year) | 2 |
|  | 6.Official Photos (3.5cm × 4.9cm with white background) | 4 |
|  | 7.Copy of Certificate of HSK (if available) | 1 |
|  | 8.A digital photo, list of exchange students in the form of EXCEL (relevant staff need to help students to complete it) | 1 |

1. **Arrangements**

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| **Date** | **SPRING, 2021** |
| Application Deadline | 2021.11.15 |
| Submitting Documents Deadline | 2021.11.30 |
| Dormitory Check-in | Uncertain |
| Pick-up | Uncertain |
| Orientation Meeting | Uncertain |
| Course Selection | Uncertain |
| First Day of Semester | Uncertain |
| Holiday | Uncertain |
| Dormitory Check-out | Uncertain |

\* If there is any change, you will be notified by SDUW.

1. **Course Information**

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| Courses | Students shall select courses according to home university’s policy. |
| Courses Instructed in Chinese | Students shall select language courses or SDUW undergraduate program for Chinese language according to their Chinese proficiency and home university’s policy. |
| Course Selection | Students shall do online course selection via SDUW Course Selection System and detailed information will be announced later. |
| Fees of Books | The fees are subject to the courses selected. |

1. **Housing**

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| Dormitory Information | All exchange students will be assigned to stay on-campus housing, so there is no need to apply. Each room of double occupancy has toilet, cabinet, television, air conditioner, etc. The dormitory also provides students with kitchen and laundry. |
| Note: | Exchange students must stay on-campus housing. |

**\* Welcome gifts: quilt and pillow.**

1. **Insurance**

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| Application | Students need to pay for the insurance within registration period and SDUW will be responsible for purchasing. It is mandatory for all international exchange students studying in China to purchase a local insurance. Please refer to [平安留学官方网站](http://www.lxbx.net/article/baoxian-61.html) |
| Fee: | RMB400 per semester |

1. **Additional Fees**

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| Dormitory | Fee: RMB4000-5000per semester |
| Visa Fee | Students shall apply for Temporary Residence Permit upon entry into China according to their stay period. The fee for visa is 400 yuan. |
| Physical Examination Fee (Students shall receive the exam in South Korea) |  |
| Other Fees | None |

**8. Visa**

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| Visa Application | SDUW will be responsible for guiding exchange students to apply for Temporary Residence Permit at the local Public Security Bureau upon their registration. |