

Nanjing
University

南京大学
外国留学生工作手册

Handbook for International Students



International Student Handbook

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Hello! Welcome to live and study at Nanjing University.

To help you adjust to life here better, please read in detail the following handbook for international students. Thank you.

Institute for International Students

The Institute for International Students is the unit that oversees the recruitment, education, and administration of international students. Its offices are in Zeng Xianzi Building, on Gulou Campus of Nanjing University. Next to Zeng Xianzi Building is Xiyuan Dormitory for international students. The dormitory's address is: No. 20 Jinyin Street, Shanghai Road (in the northwest of Gulou Campus). It's very convenient to live and study here.

Online NJU international students' enrolment application can be done at www.studyinnju.com.

Contact information:

The Enrolment Service Office (RM. 514 at Zeng Xianzi Building): 86-25-83594535,
86-25-83593586 Teachers: Yin, Zhou (for scholarship information), Yu, Hong

The International Students' Service Office (RM. 518): 86-25-83593616 Jiang
86-25-83592473 Zhu (for visa information)

The Teaching Service Office (RM. 520): 86-25-83594613 Wang

The Tuition Office (RM. 516): 86-25-83592250 Zhao

The Teaching Material Office (RM. 516): 86-25-83592250 Zhou

Xiyuan Dormitory: 86-25-83593589

We are willing to help you at any time and in any way as we can.

Getting to the Campus

Upon reaching Shanghai Pudong Airport, you can come to Nanjing by train. There's a train from Shanghai to Nanjing in every half hour.

When you arrive at Nanjing, you have several ways to come to Xiyuan Dormitory for international students:

1. Nanjing Railway Station is about 6 km from Xiyuan Dormitory, and you come by:
 - a. Taxi. It will cost you around RMB 20 Yuan from the railway station to the dormitory.
 - b. Metro train. You can go to the metro station in Nanjing Railway Station, take Metro Line 1 to Gulou Station, and take a taxi for about RMB 10 Yuan or walk for around 15 minutes to Xiyuan Dormitory.
2. Nanjing Lukou International Airport is about 45 km from Xiyuan Dormitory, and you may come by:
 - a. Airport shuttle bus. Paying RMB 25 Yuan, you can get off the bus at the East Gate of Nanjing University. Then take a cab to the dormitory for RMB 10 Yuan.
 - b. Taxi. It will cost you RMB 180~200 Yuan from the airport to the dormitory.

New Student Enrolment

1. Students must enroll within the time period stipulated in the notice of admission. Bring the notice of admission, form JW201 or JW202 and your passport to Institute for International Students at Nanjing University to register and enroll.

2. If your period of study is to be more than 6 months, before enrolment you

should bring the original copies of the “Physical Examination Record for Foreigners”, and the “HIV, Syphilis, and Hepatitis Examination Report” to Nanjing Public Health and Quarantine Bureau (No.1 Baixia Road) to have them verified.

Note! The procedures at the Nanjing Public Health and Quarantine Bureau will require you to pay an application fee. This fee is not covered by any scholarship.

3. If you are a self-paying student, you should, within the time stipulated on the notice of admission, pay one semester’s (or one academic year’s) application fee and tuition with sufficient RMB currency in cash or remittance form.

4. For remittance, the account name is “Nanjing University”, the bank name “Hankou Road Sub-branch, Nanjing Branch, Industrial and Commercial Bank of China”, and the account number 4301011309001041656.

Remittance Way of American Dollars:

Bank: Bank of China Nanjing Center Branch

Account number: 801100363418091014

Swift Code: BKCHCNBJ940

Note! Checks are not accepted.

5. If you are a student with a full scholarship, the stipend money will be deposited into your Industrial and Commercial Bank of China card account by the end of every month. Those who enroll before the 15th of the month will be given the full stipend for that month, while those who enroll after the 15th will be given half that month’s stipend.

6. If you are a general advanced studies student (including language students), or a special advanced studies student, or a Chinese major undergraduate, you should arrange your student card at the Teaching Service Office of Institute for International Students, and pick up your card at the same office after one week.

7. If you choose to live outside the campus, you must, within 24 hours of taking up residence, go to your local dispatch office of the Public Security Bureau to register, and, within 5 days, go to the International Students’ Service Office to fill out “Registration Form for Nanjing University Foreign Students Residing Off-campus”, going through the procedures for students living off-campus.

Note! If your address in Nanjing has changed, please go to the Nanjing Public Security Bureau, within 10 days, to update your information.

8. If you choose to live in the international student's dormitory, you must go to the service desk of the dormitory and complete the procedures for residence there, including signing a contract of residence.

Note! At the time of registration at the dormitory you will be required to pay an RMB 1000 Yuan rent deposit and a RMB 600 Yuan room materials deposit.

9. If you are a general advanced studies student (including language advanced studies), before classes begin you should take part in a Chinese Language placement exam.

Note! Those who have never studied Chinese before, and those with an HSK score do not need to take part in the placement test.

10. If you are an undergraduate student, graduate student, or a doctoral candidate, you must also go to the teaching service office of your department for registration and enrolment procedures. There you must also take care of your student card.

Note! If you are an undergraduate student, you will take classes in Xianlin Campus of Nanjing University.

During the beginning of the semester, the Institute will organize different kinds of information sessions and opening ceremonies for international students. We encourage all new students to attend and look forward to your presence.

Academic Guide

How Semesters are Arranged

The school year at Nanjing University is divided into two semesters: a spring semester and a fall one.

A semester usually lasts 17 weeks, of which the last 2 weeks are set aside for exam review. The school year starts in September, which is also the start of the fall semester; the spring semester usually starts in February.

The summer vacation begins in June, and lasts for about 10 weeks. Winter

vacation is determined by the date of the Chinese Spring Festival, also known as Chinese New Year, and because the date of this festival differs from year to year, the length of the winter break is not fixed. It usually begins 12 days or so before the start of the festival, and ends about 16 days after, about 5 weeks in all.

Limits on Study Periods

Graduate students are limited to a period of 2~4 years of study, undergraduates to 4~5 years. Advanced studies students and research students are usually limited to a period of 6 months to 2 years.

Grade Reports for International Students in a Degree or Diploma Program and the Requirements for University Credit

Students studying under a degree or diploma program should, as soon as possible after beginning classes, understand the requirements regarding credits, grade reports, and cultivation programs. In principle, these students study alongside Chinese students, and the requirements for graduation are fundamentally the same as those that apply to Chinese students. Classes are usually divided into common, core and optional classes.

Note! Each department differs regarding types of classes and credit requirements. Students must consult often with the administrator of their department regarding these matters.

Graduation Requirements for Undergraduates: According to the education plan, students must complete the stipulated credits and courses, achieve passing grades on exams, and complete a graduate thesis or graduate design. Each department's administrator is responsible for information and consultation regarding credits and class selection. The teachers of Institute for International Students can also offer help.

Graduation Requirements for Graduates: Students must complete the stipulated credits, cultivation programs and courses, achieve passing grades on exams,

and go through a defense of their thesis. Graduate students should contact their supervising professor immediately after enrolling in classes, then choose courses and complete their thesis under their supervisor's guidance. Students can consult the administrator of their department regarding credits and course selection.

Grade Reports for International Students not in a Degree or Diploma Program and the Requirements for University Credit

General advanced students studying Chinese at Institute for International Students must take classes according to the Institute's regulations. General advanced students who take less than 2/3 of the total class amount will not be able to receive an advanced studies certificate. Special advanced students and research students should contact their supervising professor immediately after enrollment, and provide them with a research plan. Special advanced students may also select courses relating to their major, according to their needs.

Registration and Course Selection

Students must return to school at the beginning of every semester. Only after paying their tuition, registering and enrolling at Institute for International Students can students receive student status.

Note! First students must pay their tuition, and then enroll. Undergraduates, graduates and doctoral candidates must also register with the administrative personnel of their departments before receiving student status.

Undergraduates and graduates must select courses according to their cultivation plan. Advanced students who have attained a definite level of Chinese may select courses from any major that Nanjing University is offering, to a maximum of one course per semester. Students should complete the required procedures at the Teaching Service Office of the Institute.

Library Rules

Nanjing University Library is among the best university libraries in China.

Located on the 4th floor of Zeng Xianzi Building, the library of Institute for International Students offers students a first-rank borrowing and reading atmosphere, and rich materials for Chinese studying, teaching and researching.

Working hours:

Mon.--Fri. 8: 30–11: 30 a. m. 2: 00–5: 00 p. m. (Closed on weekends)

Both of Nanjing University Library and the library of Institute for International Students are open to international students, who can borrow books with student cards.

Extending Study Periods

General Advanced students who have completed their period of study and wish to continue past the stipulated time limit may apply to extend their period of study. The application may be made during May or November at the Teaching Service Office of the Institute. Students should also at this time go to the International Students' Service Office to take care of their visa extension and other procedures.

Graduation, Completion of Studies, and Degrees

Undergraduates and graduate students, after completing all the courses stipulated by the education plan and completing all the required credits, completing a defense of their theses and obtaining required HSK level certificate, are permitted to graduate. They are then given a certificate of graduation, and conferred the appropriate Bachelor's, Master's, or Doctorate degree.

Graduates who have not completed their required credits within the stipulated time period will only be given a certificate of completion of studies. Graduate students who do not complete a defense of their theses will only be given a certificate of completion of studies.

Undergraduate and graduate students who leave school before completing their studies, have completed at least one year of classes and who have completed the necessary procedures for leaving the school, will be given a certificate of study.

Advanced students who complete their research plan and who have passing grades will be given a certificate of advanced studies and a grade report. Students who

do not take exams or who do not have passing grades will only receive a certificate of study.

Student Cards

International students will be given a Nanjing University student card after enrollment.

Undergraduates and graduate students will receive a student card issued by the administrator of their department. If it is lost, please apply to the administrator for a replacement.

General Advanced students, special advanced students and research students will receive a student card issued by the Teaching Service Office of the Institute for International Students. If it is lost, please apply to this office for a replacement.

Note! The student card is an important piece of identification for international students. It should be carried at all times, and should not be lent out or given away. If it is lost, you must immediately take care of the matter.

Procedures for Leaving the School

Advanced students who have completed their studies before the last two weeks of the semester should bring one 2” photograph and their student card to the Teaching Service Office of the Institute to complete the procedures for leaving school. Students should bring the “Procedure Form for Leaving the School” to the relevant department to return borrowed items, books, settle accounts etc. During the end of the semester, students hand in the “Procedure Form for Leaving the School” to the Institute, and when the document is verified, they can receive a certificate of advanced studies, and two weeks after the end of the semester they receive a grade report.

Students in a degree program should pick up their certificate and grade report from their departments.

When leaving the school, students should bring their certificate of study or certificate of leaving the school to the service desk of the international residence of Xiyuan Dormitory to handle the check out procedures, return borrowed room items, return the room key, and receive their deposit.

Note! Those students who leave the school without going through the appropriate procedures will not receive a certificate of study, grade report or any other certificate from the school.

Student Card

The student card can be used in the canteens, groceries, hospitals, libraries, bathrooms, boiled water rooms, natatoriums, entrances to dormitories, etc. The card is a debit card, not a credit one.

How to get one

Undergraduates, graduates, and doctoral candidates can get their cards **with their student identification** in the Student Card Administration Centre. The Student Card Administration Centre is to the opposite of the Lvshuiyuan Instant Food Store, which is beside the fountain in Nanyuan of Gulou Campus. Working hours: Mon.---Fri. 8: 00~11: 30 a.m. 2: 00~5: 30 p.m.

Advanced Studies Students and visiting scholars can fill out application forms and get the card **with their student identification** at the International Student Service Office, Institute of International Students (RM. 518, Zeng Xianzi Building). After getting the card, if you want to borrow books, you can go to the library of Institute for International Students (on the fourth floor of Zeng Xianzi Building) to obtain the extent of authority to borrow books with a deposit of RMB 300 Yuan. The deposit will be returned before you graduate.

Card Fee: RMB 20 Yuan per card. Direction: if there's money in your card account when you graduate, you will receive the money, excluding the card fee.

Original secret code: 666666

Note! Once getting your card, please go to the multimedia information machines, transfer machines, or the Student Card Administration Centre to change your code.

Costs and Fees

Tuition Payment Regulation

Self-paying students should pay their tuition at Institute for International Students during the registration and enrolment, at the beginning of every semester.

You can pay your tuition either by semester or by school year.

Accommodation Expenses

International students living in the international student's dormitory should pay their room fees according to the stipulated time period. They must pay a RMB 600 Yuan materials deposit and an RMB 1000 Yuan rent deposit. Rent may be paid by month, in which case rent is paid during the 25th and 30th of each month. If students check out, rent is calculated up to the day students return their key.

International students living in the Xianlin campus's student dormitory should pay their room fees according to the stipulated time period. Rent may be paid by semester or by school year.

Students living off campus should settle their rent fees on time, in order to avoid unnecessary legal disputes.

Other Fees

1. The Nanjing Public Health and Quarantine Bureau's physical examination and examination certificate require you to pay fees.
2. The Public Security Bureau's Entrance and Exit Administration department requires fees for visa and residence procedures.
3. To gain access to the school library and the Institute's resource center requires a deposit of RMB 300 Yuan.
4. To receive a campus card requires a service fee of RMB 20 Yuan.
5. To use the campus's tennis courts, ping-pong rooms, exercise rooms and indoor swimming pool, students must pay the standard fees for all students.
6. Self-paying students' meals, medical expenses, school materials, vacation travel expenses and extra-curricular experiments, fieldwork, and field trips, are all up to the student to cover.

Scholarships

Nanjing University has established the following scholarships for international students:

“Chinese Government Scholarship for Nanjing University”: only for those in Nanjing University’s graduate programs to apply at October---December.

“Confucius Institute Scholarship”: for those applying for Chinese Language advanced study programs or Master's program of Teaching Chinese to Speakers of Other Languages to apply at March---April.

Applicants can receive detailed application information on the Institute website (hwxy.nju.edu.cn), then mail or hand in the application materials before the stipulated date to the Institute. For questions about the scholarship programs, you can send emails to zhoucy@nju.edu.cn.

For current and detailed information on scholarships which the government of China has established for foreign students, you may consult the China Scholarship Council at <http://www.csc.edu.cn> .

Visa and Residence

Visas and Residence Permits

Visas and residence permits are important documents for the legal residence of international students in China. They determine whether a student can study at ease during their time at the school, as well as easily finish their studies. Visas and residence permits are, however, relatively complex matters, and different situations require different complicated procedures to handle them. Students should therefore read and understand the following material in detail, and may consult the International Students’ Services Office of Institute for International students on any aspect which

remains unclear. This ensures that for the time of your study, your visa and residence permit will not become a problem.

Students under an X type visa, within 30 days of entering the country, must go to Nanjing Public Security Bureau to apply for a residence permit, which will allow you to enter China for several times. (The address of Nanjing Public Security Bureau: No. 1 Honggongci, Sanyuan Alley; office number: 86-25-84420005.)

Students arriving at school on other types of visa, must go to the Institute's international students' service office to show your passport, visa to personnel responsible for this issue and receive their advice and instructions.

Usually the residence permit is valid for as long as a student is registered at the school.

Note! If visas and residence permits are not extended on time, you may be subject to a fine. If you are carrying an X type visa, and do not take care of your residence permit on time, you may also be subject to a fine.

[Visa Service](#)

If you have any question concerning your visa, you can go to RM. 518, Zeng Xianzi Building for help. Teacher in charge: Zhu.

From 14:00 to 16:00 on Tuesdays and Thursdays, the police officers from Nanjing Public Security Bureau will also be at RM. 518 to answer your questions or to resolve your problems.

Students should bring the following materials to the Entrance and Exit Affairs office of the Nanjing Public Security Bureau. (Address: 1 Sanyuan alley, Honggongci; phone: 86-25-84420005) to handle the residence permit application procedures:

- 1) "Certificate of Health" issued by the Nanjing Public Health and Quarantine Bureau.
- 2) "Application for Visa and Residence Permits" issued by the school.
- 3) "Application Form for International Students Entrance Visa" (JW201 or JW202).

- 4) A valid passport with an X type visa and its copy
- 5) “Temporary Residence Registration Form” offered by the local police substation
- 6) Two passport-sized photos

Leaving the Country after Finishing Studies

When leaving mainland China after finishing their studies, international students must leave before the expiration of their visa or residence permit. If due to accident a student is unable to leave within the stipulated time, they must submit an application, and after approval must extend their visa or residence permit.

Students who want to suspend their schooling must go to the Institute’s International Students’ Service Office to reduce their residence permit.

Respecting Chinese Law and Associated Regulations

The legal rights of international students studying in China receive protection under Chinese law. Students must also respect the laws of China and the regulations of their school.

Services for Everyday Life

Medical Services

Nanjing University has a school hospital, divided into Gulou campus and Xianlin campus branches, providing medical treatment services for everyone. When you are ill you can go to either one to receive a check-up.

Nearby the Nanjing University Gulou campus are the Jiangsu Province People’s Hospital, Jiangsu Province Chinese Medicine Hospital, and Gulou Hospital. All are excellent major hospitals, and everyone may choose one according to their needs.

Students provided with a full scholarship by the Chinese government or Confucius Institutes should get their insurance card at enrolment. If you need hospitalization or encounter accident injuries, please contact the insurance company according to the service number on the back of the insurance card.

Treatment, prescription and hospitalization fees for self-paying students are completely the responsibility of the student.

The Nanjing Emergency Center can be reached by telephone by dialing 120 or 110.

The following are addresses for several major hospitals in the city of Nanjing:

Jiangsu Province People's Hospital, 300 Guangzhou Road, TEL:8371-8836

Jiangsu Province Chinese Medicine Hospital, 156 Hanzhong Road, TEL:8661-7141

Nanjing Oral Hospital, 30 Zhongyang Road, TEL:8771-3522

Nanjing Gulou Hospital, 321 Zhongshan Road, TEL:8330-4616

Safety Services

Nanjing is one of the best cities in China for safety, and studying at Nanjing University and living in Nanjing is quite safe. However, we suggest that you remain vigilant with regard to matters of safety.

Firstly, you must protect your passport and money, and should not usually carry your passport and money on your person. Valuable items should be kept in your room, with the door locked. Before leaving be sure to turn off the power and close the window.

When traveling, be sure to follow transportation regulations, and be aware of transportation safety.

If a problem should arise, you must immediately inform the police, and report to the student service office so that the staff can fully help you.

Emergency Telephone Numbers:

- Robbery and Theft: 110

- Fire: 119
- Traffic Accident: 122
- Medical Emergency: 120 or 110
- Nanjing University Police: 8359-5110

Residence

International students can stay in the international student's dormitory on Gulou campus, or the dormitory on the Xianlin campus.

Note! Nanjing University incorporates both Gulou and Xianlin campuses. Gulou campus is located in downtown Nanjing. Xianlin campus is about 20 kilometers away from Gulou campus.

Students can also live off campus. However, according to regulations they must register at their local police dispatch station. Here we remind everyone, when living off campus you must be sure that the source of information on your housing is reliable, and that rent procedures are completed according to law. You must also allow your landlord to bring your rent permit to the local police dispatch station to enter it into record, and yourself go to the dispatch station to apply for a temporary residence registration. In summary, you must ensure that all procedures for renting a residence are complete, legal, and reliable.

Many students during their period of study change their address or method of contact, and in this situation students must remember to immediately inform the Student Service Office of their new address, phone number and e-mail address. This is so that the student services office can help students in updating their residence permit, and be able to inform students of important events in a timely manner. Only if we have accurate contact information can we maintain regular and unhindered communication, so that in the event you run across difficulties or problems, the student services office can help you without delay. The International Student Service Office will protect the privacy of your contact information.

Dormitory Facilities and Services

Facilities: Air-conditioning, the telephone, the Internet, and 24-hour hot water.

Services: Laundry, the receipt of international mails, and the Internet.

If you need to dial an international call, please purchase an international call card at a store around the dormitory.

Wi-fi service is accessible at Zeng Xianzi Building, with a fee of RMB 2-4 Yuan per hour.

Meals

International students may eat in any cafeteria on the school campus. You may apply for a campus card, which can be used at either campus.

The dormitory has a cafeteria on the first floor for the faculty and international students of the Institute. The cafeteria provides breakfasts (7: 00-9: 00) and lunches (11: 00-12: 30) on Mon.---Fri..

Hanfengtang in the 1st-floor lobby offers food, beverage, and free wi-fi. It's a good place to study, meet language partners, and celebrate birthdays. "Yi Coffee", in the Anzhong Building, provides food, beverage, etc.

Near to the campus are many Chinese, Korean, and Japanese restaurants and cafeterias, however the prices are slightly higher than those on campus.

Foreign exchange and deposit

In Nanjing, you can exchange foreign currency, foreign currency exchange and traveler's check for RMB at the Bank of China, Industrial and Commercial Bank of China, China Construction Bank, Agricultural Bank of China, China Merchants Bank, Bank of Communications Hoaxes Bank of China, and also at some large star-rated hotels, such as nearby Jingling Hotel, Center Hotel, Old South City Hotel, and Fenghuangtai Hotel.

International students can use their own passport to open RMB or foreign currency accounts at any bank in Nanjing. These are banks near Gulou campus: Industrial and Commercial Bank of China, China Construction Bank, Bank of Communications and Bank of China.

Shopping in Nanjing

Nanjing is the capital city and commerce and trade center of Jiangsu Province. You can always find satisfactory products at department stores, souvenir shops or vendor's stands.

Supermarkets: Suguo, Haodi, Jinrunfa, Carrefour, Auchan

Sporting facility stores: Decathlon

Shishang Laidi and Xinjiekou Underground Plaza offers a variety of young people's clothes, cosmetics and accessories. Shops there are privately run, and prices are quite low.

Campus Facilities

Institute for International Students is equipped with a basketball court, which is provided for the use of international students free of charge. Nanyuan of Gulou Campus has tennis courts, and Beiyuan has an indoor swimming pool, exercise room, ping-pong room, and gymnastics room. All require regulated fees to use them.

Complete facilities for everyday life can be found in the campus vicinity. Banks, supermarkets, post offices, hospitals, photo studios, bookstores etc., are available to fulfill your daily needs.

Holidays

International students enjoy the same holidays as Chinese students. The school does not break for holidays recognized by other countries.

Apart from winter and summer vacations, important holidays include:

January 1st	New Years Day	1 day vacation
April 5th	Qing Ming Festival	1 day vacation
May 1st	Labor Day	1 day vacation
May	Dragon Boat Festival	1 day vacation
September	Mid-autumn Festival	1 day vacation
October 1st	National Day	3 days vacation

Extra-curricular Life

Outside of class time, Institute for International Students organizes many kinds of recreational and sports activities as well as sightseeing and tours for students. Each departmental student association and graduate student association also organizes events which international students are welcomed to join.

Students may use any sports arena and field in the school, but sometimes may be required to pay a small fee.

Students may also take part in events organized by student social groups.

The Institute encourages international students to have friendly relations with Chinese students, teachers and local residents.

Traveling in China

Nanjing is one of China's 4 great ancient capitals and historically and culturally famous cities. It has so many scenic spots deserving visits: Dr. Sun Yat-sen's Mausoleum, Ming Dynasty Tomb, Zhonghua Gate, Zhanyuan Garden (Taiping Heavenly Kingdom Museum), Ganjia Residence (Nanjing Folklore Museum), Presidential Residence, Confucius Temple, Nanjing Museum, etc.

Students can, outside of class time, visit other places in China.

When traveling, you must bring your passport and residence permit, and must protect your identification and valuables.

When selecting a travel destination, you must choose an area of China open to

foreigners. If you have not attained permission, you may not enter areas or places closed to foreigners. Ignoring the above stipulations, the Department of Public Security, according to the relevant regulations of “The People’s Republic of China Administration of Foreigners Law”, may penalize you.

Note! Travel may only be conducted during the weekends, holidays, and summer and winter vacations. You may not apply for leave from class during normal class periods.

Regulations for International Students

1. Study hard and finish your study tasks diligently.
2. Follow the rules and regulations of the school.
3. Respect the teachers and other personnel of the school.
4. Students should respect each other, being friendly and cooperative.
5. Exercise and pay attention to sanitation.
6. Abide by the relevant laws and regulations of the Chinese government.
7. Respect the social customs of the Chinese people.
8. Protect and advance friendships between people of every country.

A Sincere Wish

Our wish to everyone:

May every day at Nanjing University:

Healthy.

Fulfilling.

And

Educational.

Appendix 1. Campus directory of important numbers

Administration Department	
Section of Student Exchange Programmes, Office of International Cooperation and Exchange	83593371
Institute for International Students Main Office	83593587
Institute for International Students Financial Services Office	83592250
Institute for International Students Resource Center	83593757
Institute for International Students International Students' Service Office (for Visa)	83592473
Institute for International Students Enrolment Service Office	83594535
Institute for International Students Enrolment Service Office (for Scholarships)	83593586
Institute for International Students Teaching Service Office (for HSK)	83594613
Dormitory General Service Center	83593589
School Library Circulation Department	83597987
School Security (on-campus police)	83595110
School Hospital Emergency Room	83592347

Appendix 2: Address of the Nanjing Public Health and Quarantine Office

Address: 1 Baixia road, Nanjing

Telephone: 86-25-52345700

Appendix 3: Address of the Entry and Exit Administration branch of the Nanjing Public

Security Bureau

Address: 1 Sanyuan alley, Honggongci, Nanjing

On Duty Telephone: 86-25-84420004

Visa Information Number: 86-25-84420005