



Fact Sheet for International Exchange Students (2015-2016)



Institution Name: Nanjing University

Mailing Address: Room 104, Shuhua Building, Section for Education Abroad Programs, Office of International Cooperation and Exchanges, Gulou Campus, 22 Hankou Road, Nanjing, JS 210093, China

Homepage: <http://stuex.nju.edu.cn/en/>

Tel: +86-25-8359 3371

Fax: +86-25-8330 7680

Office of International Cooperation and Exchanges Team

Name & Title	Responsibilities	Direct Telephone	Email
Dr. SUN Wen <i>Deputy Director</i>	Overseeing International Cooperation & Exchanges	+86-25-83596119	wensun@nju.edu.cn
Dr. Chen Xiaoqing <i>Program Coordinator Section for Education Abroad Programs</i>	Coordinator in charge of the Section, and responsible for Exchange Programs with Asian & Oceanian Partners	+86-25-83593371	chenxq@nju.edu.cn
Ms. Hong Yuxin <i>Program Officer Section for Education Abroad Programs</i>	Exchange Programs with American & European Partners	+86-25-83593371	hongyuxing@nju.edu.cn
Ms. XIE Weijing <i>Program Officer Section for Education Incoming Programs</i>	Exchange Programs for Incoming students	+86-25-83593371	xieweijing@nju.edu.cn

Email of Section of Student Exchange: stuex@nju.edu.cn

Academic Calendar – 2015/2016

Autumn Semester	September 1st- January 15th
Spring Semester	February 15th- June 30th

Application

Deadline	Spring Semester: October 30th
	Autumn Semester: April 30th
Nomination should include	A: a completed application form;
	B: an official nomination letter from home university;
	C: latest official transcripts from home university;
	D: a copy of passport photo page;
	E : study plan for the exchange duration;
	F : a certificate of Chinese Proficiency; (for students who would like to join regular Chinese students for content courses only [above HSK level 5]).
Application Procedure	<ul style="list-style-type: none"> ● The application should be processed between staff members of both home and host institutions; ● We strongly recommend students to complete the electronic application form and send us scanned copies of all the required materials via emails for preview. and at your convenience mail us the original hard copies later; ● Notes: Please do complete all the application materials with clear information, including full name, contact details, mailing address,etc. Poor handwriting may delay your admission process.
Restrictions	Incoming international students of Chinese Nationality will not be considered, based on the current enrollment policy of Nanjing University.
<p>▲ The application form and physical examination form are downloadable at: http://stuex.nju.edu.cn/en/</p>	
Insurance	<ul style="list-style-type: none"> ● Incoming international students are highly recommended to purchase insurance in their home countries, which should cover the exchange duration. ● We suggest exchange students bringing the original copy with them when they come to Nanjing. Meanwhile,we would like to have the scanned copy for file.

<p>Physical Examination</p>	<ul style="list-style-type: none"> ● Physical Examination is only required for one-year students. ● The result of Physical Examination will be necessary in the applications for both Visa and Residence Permit in China. Exchange students may take the original result of Physical Examination with them to China.
<p>Admission Notice</p>	<p>Generally, acceptance letters will be posted in late June for Autumn Semester and in late December for Spring Semester by registered mails.</p> <p>Note: Acceptance packages will be posted to the international office at the home universities. If acceptance documents need to be sent to addresses other than international office at the home universities, please note accordingly in the nomination letter.</p>
<p>Accommodations</p>	<p>NJU does not guarantee International Exchange Students On-Campus Housing, except for those who have been granted scholarship of both tuition fee and living expenses.</p> <p>Students who need to rent local apartments in Nanjing, could follow the instructions of the “Procedures for Arrival” enclosed in the acceptance package.</p>
<p>Courses and Credits</p>	<ul style="list-style-type: none"> ● Chinese Language Courses Exchange students will be divided into classes according to different levels of their Chinese proficiency , the courses basically focus on training and improving their Chinese. Credits: These courses would be expressed by class hours and scores, rather than credits. ● English-taught Courses The English-taught Courses are subject to change, due to space availability, scheduling conflicts, course restrictions, and insufficient prerequisites. Meanwhile, there might be a chance that the exchange student couldn't be able to attend some popular courses. If this is the case, students will be requested to choose alternative courses upon arrival. Credits: Exchange students can get formal NJU credits as long as they finish the required class attendance and exam assessment. ● Regular Content Courses taught in Chinese For those who have a certificate of Chinese proficiency (above HSK-5), students will take courses in Chinese with Chinese students, after getting permission of the corresponding departments. Credits: Exchange students can get formal NJU credits as long as they finish the required class attendance and exam assessment.