

**Sun Yat-sen University**

**Department of Education Administration**

**Information Sheet**

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| **General Information** | | | | | | |
| Office responsible for the Student Exchange Program and Negotiation of Agreements | | | Department of Education Administration | | | |
| Outgoing | | | Ms. Peng Fang  Email: [pengfang@mail.sysu.edu.cn](mailto:pengfang@mail.sysu.edu.cn)  Phone: 86-20-84112340  Address: Room 227, Building 415, Southern Campus, Sun Yat-sen University, No. 135, Xin Gangxi Road West, Haizhu District, Guangzhou City, Guangdong Province  Postal code: 510275 | | | |
| Incoming | | | Ms. Li Haishan  Email: jwcjlk@mail.sysu.edu.cn  Phone: 86-20-84112340  Address: Room 227, Building 415, Southern Campus, Sun Yat-sen University, No. 135, Xin Gangxi Road West, Haizhu District, Guangzhou City, Guangdong Province  Postal code: 510275 | | | |
| **Student Services Advisor** | | | | | | |
| Office handling admission of Exchange Students (Including Visa Matter, Admission Letter) | | | Office for International Students’ Affairs | | | |
| Contact | | | Ms. Zheng Weiling  Tel:0086-20-84110819  Fax:0086-20- 84115621  Email: [zhengwl3@mail.sysu.edu.cn](mailto:zhengwl3@mail.sysu.edu.cn)  http://iso.sysu.edu.cn | | | |
| Semester Dates | **Spring semester** | | | **Fall semester** | | |
| Registration | Feb 19, 2017 | | | Sep , 2017 | | |
| Teaching& Examinations | Feb 20-July 8, 2017 | | | Sep ,2017-Feb , 2018 | | |
| Vacation (if any) |  | | | July 9-Sep 2, 2017  Feb , 2018 | | |
| **Exchange-related Information** | | | | | | |
| Application deadline | | Spring Semester | | | Fall Semester | |
| November 15 | | | May 15 | |
| Application materials | | 1)Online Application Form (http://application.sysu.edu.cn)  (Open period: March 1 to May 5; October 8 to December 5)  2)Application for Admission as an Exchange Student at SYSU  (http://jwb.sysu.edu.cn/content/14465)  3) An official academic transcript;  4) An official nomination letter;  5) A copy of Passport;  6) Recent passport size photos (electronic version). | | | | |
| Nomination to SYSU  Department of Education Administration | | With effect from Academic year 2017, all partners were requested to provide a listing of students nominated for exchange to SYSU.  Student applications will be processed only if their names appear on the nomination list.  Please send your nomination list to Ms. Li Haishan who is responsible for the incoming exchange students to SYSU along with the scanned copy of application documents by email. All the students should do an online application to generate the online application form which is part of the application documents | | | | |
| Application Outcome | | Partner universities will be notified of the outcome two months after we receive the application materials. | | | | |
| Extend Exchange Study | | If the exchange quota is available, student may be allowed to extend his/her exchange stint in SYSU, with a new nomination letter by home university before the application deadline | | | | |
| Official Transcripts | | Copies of transcripts will be sent directly to the relevant office at the home university, approximately two months after the completion of the exchange. | | | | |
| **Accommodation** | | | | | | |
| On-campus Accommodation | | On-campus accommodation is not guaranteed, but we will try our best to place exchange students on on-campus options.  http://iso.sysu.edu.cn/zh-hans/services/campus-housing  http://iso.sysu.edu.cn/en/node/163 | | | | |
| Accommodation Reservation | | We will reserve accommodation for the exchange students when we receive the nomination. The students should notice us in advanced if they do not need an on-campus dormitory. | | | | |
| **Other Information** | | | | | | |
| Visa Requirement | | Exchange students who have been admitted to SYSU will receive application documents for student visa via express mail and they are required to obtain a student visa to enter China. | | | | |
| Medical Report | | Every international student who is applying for student visa is required to do a medical examination after they arrive at SYSU. | | | | |
| Medical Insurance | | Every international student is required to purchase a compulsory medical insurance.  Rate: RMB400/person/semester  http://iso.sysu.edu.cn/en/needtoknow/medical | | | | |
| **Estimated Monthly Expenses (in Local Currency)** | | | | | | |
| University-administered accommodation | | ￥1050-1650 | | | | |
| Food/Meals | | ￥1350-2000 (3 meals a day) | | | | |
| Academic expenses eg. books (per semester) | | ￥400-1000 | | | | |
| Compulsory Insurance  (per semester) | | ￥400/semester | | | | |
| Any fees other than tuition (e.g. student services etc) | | Student’s Pass: ￥30 (processing fee) | | | | |
| Are exchange students allowed to work? | | On Campus | | | | Off Campus |
| No | | | | No |
| **Useful Links** | | | | | | |
|  | | SYSU:<http://www.sysu.edu.cn/2012/en/academics/academics01/index.htm> (English version)  Department of Education Administration: <http://jwb.sysu.edu.cn/>  Exchange Students Q&A: <http://jwb.sysu.edu.cn/content/14466> | | | | |

*Information correct as at 22 January 2017*