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Chinese Language Program at Tsinghua University for International Students – Spring 2017

1. Introduction

The Chinese Language Program serves to promote the Chinese language learning throughout the world and to help people in other countries acquire a better understanding of China. The academic year is divided into two semesters: (1) Spring semester: Mid-February to the end of June; (2) Fall semester: Early September to mid-January. Each semester consists of 18 weeks. The exact date changes slightly year by year. For 2017 Spring semester: The registration date is Feb. 13 or 14 (not decided yet). The final examination time is Jun. 19 – 21, and the date to pick up completion certificate is Jun. 26-27. Students who will continue to study for 2017 Fall semester may leave after final examination. The courses are delivered by instructors from The International Chinese Language & Culture Centre (ICLCC), Tsinghua University.

2. Courses

The mandatory courses are 4 class hours per day, Monday through Friday. In order to accurately assess the Chinese proficiency of students, ICLCC arranges a placement test at the beginning of each semester. Students will then be assigned to appropriate class levels (8 levels from elementary to high) in accordance with their Chinese proficiencies. The curriculum of the program includes the following courses: Speaking, Listening, Comprehensive Chinese, Extensive Reading, Newspaper Reading, Writing, Comprehensive Chinese & Discussion. Further information about the courses and the curriculum schedule is available at the website of ICLCC: <http://www.tsinghua.edu.cn/publish/iclcc/index.html>.

ICLCC also offers elective courses. Students may choose to take more than 4 class hours per day by paying extra fees that proportional to class hours. Students may also choose public elective courses (pay extra fees) and advanced required elective courses. Public elective courses include Chinese Character (elementary), Chinese Character (intermediate-advanced), Pronunciation (elementary), Pronunciation (intermediate-advanced), Chinese Calligraphy, Chinese Painting, Chinese Songs, HSK Lessons, Taiji, Chinese Martial Arts, Chinese Er-hu, etc. Advanced elective courses are only for the students of advanced-level classes, including Chinese Culture, Business Chinese, Audio-Visual lessons, Classical Chinese, Grammar and Advanced Listening Comprehension.

ICLCC has explicit regulations on class attendance and exams. Only those meeting the requirements of the regulation can obtain their final grades and program completion certificate from the university.

3. Qualifications of Applicants

Any foreigner or compatriot from Hong Kong, Macao and Taiwan having a formal education background at high school level or above, a good moral character, age 18-55 and in good health.

4. Application Schedule

Applicants for the Spring Semester Program must complete their application during October 15th--November 30th of the previous year (holidays excluded). Those for the Autumn Semester must complete their application during March 15th--May 31st of the year (holidays excluded).

5. Application Procedure

The applicants shall complete the following 3 steps before the application deadline. Please check your on-line application status, and click "View" or "Edit" button to view message from us (On the top of the application form) in time. Please also check your email regularly.

Step 1: On-line Application

Complete On-line Application on the website of <http://intlstudent.cic.tsinghua.edu.cn/app/>, "submit" your application, and upload your photo, and wait for the verification. Print the hard copy of the Application Form produced by the system after all the information submitted and photo uploaded are verified (the status is "verified"). If your on-line application status is "Unqualified", you need to amend your application, "submit" again, and wait for the verification till the status changes to "verified".

Step 2: Submit Documents

Submit the application documents listed in Section 6 (Documents to be submitted) to us, Tsinghua University. Then check if your application documents are completed through on-line application, and submit the missed ones if necessary as suggested. Please submit by **one of** the following ways: (Application documents will not be returned)

- (1) Submit in person or by others
- (2) Post mail
- (3) Send the scanned documents by email to chinese@tsinghua.edu.cn. Please use your application number as the title of email, and include all the application documents in one email.
- (4) Up-load the scanned documents to your on-line application. Only documents listed in Section 6 are required, although there are more places for other documents. Some of them are required by other programs.

Step 3: Pay Application fee

After your completed application documents are received by our program, Tsinghua University, your on-line application fee payment will be activated so you can pay on-line. Or you may pay in person with cash or bank card.

Check or wire transfer through banks is NOT acceptable.

6. Documents to be submitted

- (1) Hard copy of the completed Foreigner's Application Form produced by the application system after your on-line application is verified. Please make sure the Form is signed by yourself and your photo is pasted.
- (2) A photocopy of your highest academic diploma and academic transcript. If you have not graduated from undergraduate or graduate program, please submit a photocopy of enrollment certificate and academic transcript. If you haven't graduated from high school, please submit the transcript and a letter from your high school showing the anticipated graduation time. If you are accepted by university, please submit the acceptance letter as supporting document. All the documents must be in Chinese or English. If they are in other languages, please provide the notarized copy in Chinese or English.
- (3) A photocopy of your passport page with personal information and photo. If you are already in China, please provide a photocopy of your valid Visa or Residence Permit as well.
- (4) If you are studying at another university in China, please submit a recommendation letter issued by the International Students Office or the school of your host university with their contact information.

7. Review and Admission Notice

The applicants should check for application status and the final result via your on-line application. We will issue Admission Notice, Form JW202 (Visa Application Form for Foreigners), dormitory reservation guide, Registration Guide, and Form of Physical Examination Record for Foreigners to those who are accepted by this program in early July for Fall admission, or early January for Spring admission.

8. Visa Application and Registration

The admitted students should bring their ordinary Passport, Admission Notice, Visa Application Form for Foreigners and the other required documents to the Embassy or Consulate of the People's Republic of China to apply for a student visa.

The students shall come to Tsinghua University for enrollment registration during the registration dates indicated on the Admission Notice. Please refer to the hand out sent with your admission notice for visa application.

9. Accommodation

If you prefer to live in the international student dormitory on campus, you need to make a successful on-line reservation during the dates indicated on the dormitory reservation guide attached with the admission documents. There are single bed rooms (with private bathroom), AB rooms (two single bed rooms, share one bathroom), and double bed rooms (public bathroom for each floor) in international student dormitories. The dormitories are equipped with air conditioner, telephone, TV, Internet access and furniture.

The total number of international student dormitory is limited. If your dormitory reservation is not successful, you need to find living place off campus by yourself.

10. Costs (in RMB Yuan)

- (1) Application fee (non-refundable): RMB 400
- (2) Tuition fee: RMB 12,600 (per semester), pay upon registration
- (3) Accidental injury and hospitalization insurance: RMB 300 (per semester), pay upon registration
- (4) On campus international student dormitory: RMB80/day/person for single bed rooms and AB rooms; RMB40/day/person for double bed rooms.

11. Contact Information

Room B431-1, Lee Shau Kee Science and Technology Building, Tsinghua University, Beijing 100084, P. R. China

Tel: +86-10-62771368

Email: chinese@tsinghua.edu.cn

Instructions for Online Application System

Since 2008, international students who are applying for admissions to Tsinghua University should apply online. The **Online Application System** is at <http://intlstudent.cic.tsinghua.edu.cn/app>.

1. Account Registration and Activation

International students who are applying for admissions need to register in the [Online Application System](#).

(1) Registration

On the homepage of the Online Application System, the applicant needs to register an account with a permanent email address and set up a password.

Notice: This email address will be used as the main contact of the applicant. The application information, student notification and even alumni connection will be sent to this email address. Therefore, permanent personal email address is strongly recommended for the registration here.

(2) Activation

The registered account is eligible for program application only if it is activated. Upon registration, an activation code will be sent to your email address as the Username. The applicant may click the link in the address or input the activation code to the system when logging in to activate the account.

Notice: All the system notification, including the activation code, is sent by the email address lsxsb@tsinghua.edu.cn. If you fail to receive the activation code, please check if it is filtered by the anti-spam system of your email service provider. Please contact your email service provider to put lsxsb@tsinghua.edu.cn to the white list of your email receipts.

(3) Resetting Password

Once the password is lost, the registered account user may click the link "Reset Password". An email including the link for resetting will be sent to the email address as the Username. The user may set a new password following the link.

2. Selection of Applicable Program

When the applicant clicks to select the proper program, an online application form will be created and ready for filling up.

Master's and Doctoral Programs

Since there are many different Master's and doctoral programs, the application schedules might be quite different. In the online application form, only the still open programs or subjects are available. Before starting to apply, the applicant should check if the program or subject he/she would like to apply for is still open for application.

Undergraduate Programs

Entrance examination is required for international undergraduate admission. There might be several examinations held in different locations, at different time and for different students. Therefore, the applicants have to pay attention and check if it is the right time and place to apply.

Visiting/Exchange Programs

The student exchange program is applicable only to the students officially sent by the international partner universities of Tsinghua University under the student exchange Agreements or MOUs. These students need to select the "Exchange Students on University-Level Agreements/MOUs" section, and attach the approval or recommendation letter from their home universities. So, the students applying for student exchange program have to confirm with their home universities in advance.

The visiting students who are invited by the professors of Tsinghua University for cooperative study or research need to select the "Visiting Students for Research Cooperation or Exchange" section and provide the name or the telephone number of the host professor. The host professor need to contact the International Students Office to register his/her name and telephone number, so that the invited student may use the telephone number for access to the application of this program. The invitation will

be confirmed with the host professor, therefore those who have not been invited will not be granted the admission.

The visiting students who are invited by specific programs organized by the schools or departments of Tsinghua University should select the program in the "Special Program" section. Only the applicants who are confirmed by the program organizers will be admitted.

Chinese Language Program

It's a non-degree program. If you choose to learn Chinese in Tsinghua university as self supported student of Confucius Scholarship recipient, please choose this Chinese Language Program. This Program offers Chinese language courses of eight levels covering beginners and advanced learners.

3. Application Form Filling Up

Once the program is selected, an application form is created for the applicant to fill up.

In most fields of the form, there will be a tip to explain the meaning of the field. Please follow the instructions to make sure the contents you input meet the requirement.

The form can be saved as draft, or be submitted.

The saved draft is still editable and submittable, allowing for the applicants to prepare adequate information.

Upon submission, the system will automatically validate the form. If the contents do not meet the requirement literally, it will fail to submit and error messages are displayed to help the applicant correct the information in the form. If the form is submitted, the application reviewer will be able to review, and the applicant is not able to edit any more, unless it is discarded.

4. Viewing Applications

All the current applications created by the applicant will be displayed on the page of "My Applications", which will open after each logging in. Of each application, the status items display on the left, including the application number, application status, review comment, uploaded documents, admission result, and online payment status, etc. The operations available are listed on the right.

The applications made in previous semesters and not admitted will not be displayed.

5. Online Document Submission

Some programs accept online document submission. The "Upload Documents" button will appear on the right of the application status.

On the "Upload Application Documents" page, the applicant may upload the documents required by the program. The applicant may upload up to 15 files for each application; the size of each file cannot exceed 3 Megabytes. The online uploaded documents will be reviewed by the program coordinators.

Many of the documents required to upload are scan copies of files, such as degree certificate, transcript, and recommendation letter, etc. For these kinds of documents, the scan copies must be captured by professional scanner or Xerox machine, with a resolution of over 300 ppi. The documents pictured by camera or mobile phone are not qualified.

6. Application Review Process

After the submission, the program staff will review the application. The application status indicates the step in which the process is.

Draft: the application form has not been submitted for review.

Submitted: the application form has been submitted, but the program coordinators have not reviewed it.

Unqualified: the application form has been reviewed, but it fails because some of the items are not correctly provided. Usually, there will be a review comment indicating the item which needs further amendment.

Qualified: the application form has been reviewed, and it is qualified to enter the admission process. In this step, with the qualified identification photo if required, the applicant may download the application form in PDF format and print it as the official application form on paper, which is required for admission with the applicant's signature.

Notice: This status (qualified) does NOT mean that the applicant is admitted. It means that the basic information is adequate to make an application form. The application form and other supporting documents will be used in further examination for admission.

Completed: most programs request the applicant to send paper documents when the application is qualified. In this case, the application will be marked as completed when the paper documents are received and confirmed. Please see the instructions for specific program in details.

7. Online Payment

Pay online using credit card.

In the application process, when it is time to pay application fee, there will be a "Payment" button on the status of the application, which leads to the online payment service. The online payment system is supported by the payment platform of **PayEase**, the third party payment company (<http://www.beijing.com.cn>). The credit cards of China Unionpay, Visa, and Mastercard are accepted.

If the applicant has any payment problem, please contact **PayEase** (<http://www.beijing.com.cn>).

The application fee will not be returned, no matter whether the application is canceled or not, and whether the applicant is admitted or not. If the online payment fails, the application process will be suspended.

8. Admission

The online application is only a part of the application process. For different programs, there might be entrance examinations, interviews or other kinds of test, to determine if an applicant is qualified for admission or not.

The final decision of admission is made by the authority, and the admission result will be displayed on the Online Application System.

FAQs

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Answers

1. Q: What should I pay attention when I fill out the on-line application form?

A:

When filling out the on-line application form, please save the data you filled frequently by clicking the "SAVE AS DRAFT" button at the bottom of the form. Then all the information you filled will be saved as draft, and it will not be lost if there is a computer or internet error. Please double check the information you filled and make sure they

are correct before you click “SUBMIT” button.

2. Q: Why can't I submit the on-line application successfully after I fill out the form? What should I do?

A:

Because you didn't fill out the on-line application correctly. The wrong items will be marked with red color. Please double check these items. Sometimes, a new page will be displayed with the suggestion. Please get back to your on-line application form and make correction following the suggestion.

3. Q: When I fill out the on-line application form, I found out that some section can not be displayed correctly, Why? Or I found that some information can not be saved after I submit the application, Why?

A:

It may be caused by a wrong web browser or wrong version. Please see the bottom of the log in page of on-line application for the correct web browser and correct version.

Some special characters that are not Chinese or English can not be saved when you submit the on-line application.

4. Q: Why was my on-line application returned back to me (unqualified)? What should I do?

A:

That's because there is mistake in your on-line application form. After you submit the on-line application, the program administrator will check your form. If there is mistake, your on-line application form will be returned back to you, and a message will be left for you, telling you the reason. Please correct the form and submit again until your on-line application is verified.

5. Q: How to pay application fee?

A:

After we receive your completed application documents, we will activate your on-line payment. You will receive an email telling you to pay application fee. Please log in, click “CLICK TO PAY APPLICATION FEE” button, and give the required information. Check or wire transfer through banks is acceptable.

The application fee is to be paid during application. Failing to pay application fee by application deadline will be regarded as not completion of application.

6. Q: How to know my application status? How to know my application documents I have submitted are completed?

A:

Please log in to your on-line application, you will find application status and message from program manager. If your application documents that you have submitted are not completed, the program manager will also leave message for that. Please check the information in time to avoid being delayed.

7. Q: When can I know the admission result? How to find admission result?

A:

3 weeks after an applicant completed application, one may check admission result by logging in to your on-line application account. If one is accepted, Admission Result is shown as “Admitted”, the student number, and the message from program manager are also be shown. Please read the message carefully. If one is not accepted, Admission Result is shown as “Rejected”.

8. Q: When can I receive admission documents?

A:

For Autumn admission, admission documents are sent out by express mail from early July to mid July. For Spring admission, admission documents are sent out by express mail from early January to mid January. The time to receive the documents depends on the delivery of express company.

If your address is not precise enough, it may take longer time or even the package is returned back. If you didn't give postcode that applicable, the express company might refuse to deliver your admission package. Before your admission package is sent to your mailing address, the express mail company will call the phone number you gave in your mailing address. If no one pick up the phone, or the phone is turned off, the package will not be delivered.

9. Q: If I have been admitted but I can not come to study this semester, may I postpone the enrollment to the next semester?

A:

No. You may apply again for next semester.

10. Q: What kind of scholarship may Chinese language students apply?

A:

You may apply for Chinese Government Scholarship or Confucius Scholarship. Please apply directly to the scholarship organization. Website for details about the qualifications, application procedure and application deadlines: <http://cis.chinese.cn> for Confucius Scholarship, <http://www.csc.edu.cn/Laihua/scholarshipen.aspx> for Chinese Government Scholarship.

11. Q: When may I apply for dormitory? How to apply? May I apply earlier?

A:

Student can only apply dormitory on-line during the designated time period, normally one day. The date open for dormitory application is not fixed for all the time. It is normally within the summer/winter break before the semester. Notice about the exact application date and application guide will be enclosed in the package of admission documents. Please read the guide carefully. The total number of dormitory is limited. First come, first serve.

Students may not apply dormitory earlier than the designated date.

12. Q: How do I check in at dormitory?

A:

If your dormitory application is successful, please go to the reception desk of Zijing Building 19 for check in. Please show your passport, visa, and the original admission notice. Student will be asked to pay dormitory fee to the end of the semester and RMB200 for deposit. The un-used dormitory fee will be returned to you when you check out. You may check out 2 months after you check in.

13. Q: When should I pay tuition fee? May I pay a portion of tuition at a time?

A:

Students pay tuition upon registration, and must pay all the tuition in one time.

14. Q: Are the courses in morning time or afternoon time?

A:

- For beginners and intermediate level classes: The required courses are in morning time.

- For high level classes: Most of the courses are in morning time. There might be one course in the afternoon time on Tuesday and Thursday depending student's choices.
- The elective courses open for all the students are in the afternoon time.

15. Q: How to choose a suitable classroom for me?

A:

The day right after registration date, International Chinese Language & culture Center organizes placement test. Students are assigned to the classrooms according to the test results. During the first week of classes, students are given one chance but only one chance to change classrooms.

16. Q: If my spoken Chinese and listening comprehension are good, but reading and writing are poor, will I be arranged suitable classrooms?

A:

There are 8 levels of classes. They will arrange different levels of classes to fit your case if the schedule allows. Please talk to the administrative staff in International Chinese Language & Culture Center about your situation before the classes start (Room 213, Building C).

17. Q: Rules about class attendance and asking for leave?

A:

If a student has to skip classes because of sickness or other reason, please go to Room 213, C Building to fill out a written request form. If the student gets written approval, the absence will not be counted as unexcused absence, but will be counted as absence.

Students whose record of absence accumulated to more than 60 class hours can not get completion certificate. Details about completion certificate, please refer to the rules from International Chinese Language & Culture Centre.

Students whose record of unexcused absence accumulated to more than 40 class hours are not eligible to continue study for next semester.

5 consecutive days of unexcused absence may lead to be dismissed from the university.

18. Q: If I want to continue study for next semester, how should I do?

A:

After the middle of the semester, International Students Office circulates the notice for extending application to the classroom. Students come to International Students Office during the designated time period to apply, pay tuition fee and medical insurance fee, renew visa, and extend student card. Students who will continue study for next semester must renew visa during the designated time period.