

Call for Nomination

Dear Partners,

Thank you for your support in Tongji University College of Design and Innovation *Exchange-Program*. We are now accepting nominations for the **spring semester 2019**. If you have students who are interested in coming to D&I during this time, please refer to the following information.

1. Online Application

We use an online application procedure in combination with digital materials submission.

Students are required to fill out an online application at: <http://study-info.tongji.edu.cn>

It will be available starting November 15th 2018.

The students will be asked to generate their own accounts that are protected by a username and password. It is very important to complete the application carefully because the information from the database will be used for communicating with the students in the future and for issuing student Admission Notice or other documents. Wrong information will cause mistakes in visa application.

Deadlines for Online Application: December 20th 2018

2. Nomination & Required Digital Materials

After completing the online application, the students will have to generate the application form as a PDF-document and send it to the coordinator of International Office of home university.

Required per email through international coordinator including nomination details:

- a. Application Form
- b. Copy of Passport
- c. Curriculum Vitae
- d. Motivation Letter
- e. Copy of previous transcript, officially certified by home university
- f. Portfolio

3. Deadlines for Nomination & Digital Materials Submission: December 31st 2018

Please choose the right information in the system.

College name: College of Design and Innovation

Student type: **Exchange program-general visiting students**

Major: Design (major code: 130500)

Study Plan Name	Department	Major	Teaching language	Apply deadline	Notes	Operation
General visiting student	College of Design and Innovation	Design	English	2018-05-31 23:59:59		Apply

Signatures both from applicants and home universities are compulsory on the application form.

派出大学意见/Decision from the Sending University	
负责人签字 /Director's Signature 单位盖章 /Seal	日期 /Date 19/12/2017
经费来源、机构名称，地址，电话及电邮/Sponsor's Name, Address, Tel & E-mail if there is	
申请人保证/I hereby affirm that	
(1) 上述各项中所提供的情况是真实无误的 /All the information i provided above is true and correct	
(2) 在校学习期间遵守中国政府的法规和学校的规章制度 /I shall abide by the laws of the Chinese Government and the regulations of Tongji University.	
申请人签字: Applicant's Signature: <i>Yibuchuan Jia</i>	日期 /Date 2017-12-17
以下为接收单位填写/The Following Columns are to be filled by Tongji University.	

Should you have any further questions, please do not hesitate to contact us.

Sincerely yours,

ZHANG Tiantian (Helen)