



清華大學  
Tsinghua University

# Campus Life

Handbook for International Scholars



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# Introduction

## Welcome Message from the Dean

### Dear fellow scholars,

On behalf of the Office of International Affairs (OIA) and the International Students & Scholars Center (ISSC), I welcome you to Tsinghua University.

Since its founding in 1911, Tsinghua University has embraced countless international scholars. Every year, over 6000 international scholars (visiting researchers, professors, and lecturers) and accompanying family members from more than 70 countries live in the Tsinghua community, making significant contributions to the university.

ISSC, established in 2016, aims to promote exchange among international students and scholars, and to enhance their experiences and integration on campus and also with the greater community. The staff at ISSC are ready

to help you in dealing with administrative issues and answer inquiries related to visa matters, family, employment, or cultural exchange. ISSC will also facilitate and organize activities and programs through which you will have an opportunity to make valuable social connections and become acquainted with the resources available at Tsinghua. I hope that through our efforts, ISSC can help make your stay here enjoyable and productive.

This handbook has been created by ISSC to provide you with useful information both before and after your arrival at Tsinghua. I hope you will find it useful.

I, together with my colleagues at OIA and ISSC, wish you all the best in the pursuit of your educational and personal goals. I look forward to greeting you on campus.



Dr. LI Jinliang  
Dean of the Office of International Affairs  
Director of the International Students & Scholars Center  
Tsinghua University

## Orientation Program

At the beginning of each semester an Orientation program is arranged by ISSC for new international scholars. The Orientation is a good opportunity to understand the university, the policies related to your visa and other formalities, as well as finding out the information that will help you settle into your new life easily. A campus tour is also included, where you will be taken to the places that you are likely to make trips to on a daily basis during your time at Tsinghua.

### Contact information

Tel: +86-10-62780032 Fax: +86-10-62771134

E-mail: [issc@tsinghua.edu.cn](mailto:issc@tsinghua.edu.cn)

## About Tsinghua University

Tsinghua University is headquartered in Tsinghua Yuan, in the northwestern part of Beijing. Campus amenities include numerous dining cafeterias and restaurants, supermarkets, a large student dormitory area, exercise and outdoor sports facilities, libraries, a post office, banks, and other services.

The University was established in 1911, originally under the name "Tsinghua Xuetang". The school was renamed "Tsinghua School" in 1912. The university section was founded in 1925. The name "National Tsinghua University" was adopted in 1928.

The faculty has always greatly valued the interaction between Chinese and Western cultures, the sciences and humanities, and the ancient and modern. Tsinghua scholars Wang Guowei, Liang Qichao, Chen Yinke and Zhao Yuanren, known as the renowned "Four Tutors" in the Institute of Chinese Classics, advocated this belief and had a profound impact on Tsinghua's later development.

In 1937, due to the War of Resistance against the Japanese Invasion, Tsinghua University was forced to move to Kunming, in Yunnan province and join with Peking University and Nankai University to form the Southwest Associated University. In 1946 the University was moved back to its original location in Beijing.

After the founding of the People's Republic of China, During the nationwide restructuring of universities and colleges undertaken in 1952, the University was molded into a polytechnic institute focusing on engineering. Mr. Jiang Nanxiang became President of the University. He made significant contributions in leading Tsinghua to become the national center for training outstanding engineers and scientists.

Since China opened up to the world in 1978, Tsinghua University has developed into a comprehensive research university at a breathtaking pace. At present, the University has 21 schools and 59 departments with faculties including science, engineering, humanities, law, medicine, history, philosophy, economics, management, education and art. The University has now over 53302 students, including 16287 undergraduates and 37015 graduate students. As one of China's most renowned universities, Tsinghua has become an important institution for fostering talent and scientific research.

Offering students, faculty and staff a superior living, learning, teaching and research environment, Tsinghua has 7 libraries, 6 public teaching buildings, 337 research institutes, and many different schools and departments.

The University Library has a floor space of 70,000 square meters and holds a collection of over 5,485,000 volumes. In addition, nearly

70,000 full-text electronic journals as well as hundreds of resource documents and a large collection of audio-video materials are accessible at the University Library and at six departmental libraries. An extensive electronic online retrieval service is also available for students, faculty and staff. Facilities for sports, culture and recreation include the Center for Student Cultural Activities, New Tsinghua Auditorium, the Sports Center, indoor and outdoor swimming pools, and a hospital - all of which make daily life on campus both enjoyable and convenient (data from Tsinghua official website:

<http://www.tsinghua.edu.cn>.

The educational philosophy of Tsinghua is to "train students with integrity". Among over 120,000 students who have graduated from Tsinghua since its founding are many outstanding scholars, eminent entrepreneurs and great statesmen remembered and respected by their Chinese fellow citizens.

With the motto of "Self-Discipline and Social Commitment" and the spirit of "Actions Speak Louder than Words", Tsinghua University is dedicated to the well-being of Chinese society and to global development.



## Campus Tour

### Auditorium 大礼堂

Located at the heart of the oldest area on Tsinghua campus is the imposing auditorium. Mixing Greek and Roman architectural styles, the 1,200-seat auditorium has a rounded roof, a brass gate, and four large white marble columns. It possesses few design embellishments; its magnificence is evident in its simplicity.

Construction on what is now one of the favorite buildings on campus began in September, 1917

and was completed March, 1920. The auditorium was one of the four major building projects carried out by Tsinghua School, together with Tsinghua Xuetang, the old library, and the gymnasium.

In these early days, the Auditorium was the largest of its kind at a university in China, and could seat the entire faculty, staff and student body for school assemblies.

### Gong Zi Ting 工字厅 (Tsinghua Garden)

Tsinghua Garden, which has served as the university's main office for many years, was designed in the traditional Qing dynasty style and is fashioned with painted corridors connecting every room. Due to its distinctive characteristics, it has become a major attraction on campus.

The more widely used name of the garden is Gong Zi Ting - which in Chinese means H-Shaped House. Viewed from above, the central part of the house resembles the shape of the letter 'H', with its two halls in the front and back connected by a short corridor in the middle.

The garden started out as the residence of a Qing emperor's brother's family. In the early days of Tsinghua School, founded in 1911, the garden was used as the school's first head office building. Student enrollment lists were posted on the wall at the front gate. For a number of years, the east room in the front section was used as the music center, the west room as the teachers' reading room and the rear section to accommodate distinguished foreign guests. For example, the great Indian poet Rabindranath Tagore stayed here when he visited China in 1924.

### The Old Gate 二校门

The Old Gate was built in 1909. In May of that year, the Qing dynasty government approved the application from the Department of Foreign Affairs to establish a school in the suburbs of Beijing. Tsinghua Garden was chosen as the site for the school. The Old Gate was the main entrance to the school campus at that time.

Back then, the Old Gate was not only stately and graceful, but also heavily guarded. In those years, freshmen and sophomore students were not allowed to go beyond the gate without permission from school authorities. In addition, for

the sake of preserving the sanctity of the learning environment, people not on official school business were forbidden to pass through the gate.

In 1933, after expansion of the residential area, the school's enclosing wall was moved further out. A new gate, now Tsinghua's West Gate, became the new main entrance. Ever since, the original gate has been called Er Xiao Men (which means "the second school gate"). The Old Gate was demolished in the 1960's. Financed by Tsinghua University alumni, it was rebuilt in 1991, and follows the original design.

### Sundial 日晷

The stone sundial, an ancient "clock" donated by the Class of 1920, stands at the southern end of Tsinghua's grass quadrangle. At the base of the sundial is an inscription in Chinese that translates into: "Action speaks louder than words." The Latin version of this famous phrase is beneath the Chinese characters, together with the date the sundial was erected.

People in ancient China used sundials as a simple way to tell the

time of day. The time is indicated by the location of the sun's shadow of the dial on the face of the "clock." For example, at 12 o'clock noon, when the sun is due south, the shadow falls due north.





## Tsinghua School 清华学堂

Tsinghua School was one of the main buildings of the school in its early years. This two floor German-style building was at one time a student dormitory. The west wing was built between 1909 and 1911, and the east wing in 1916. The building's total area is 4650m<sup>2</sup>.



The four Chinese characters painted above the main entrance of the building read "Tsinghua School", the original name of Tsinghua University when it was founded. The inscription was made by NA Tong, a great scholar and Grand Minister late in the Qing Dynasty.

Since the past few decades, Tsinghua school has been used as a teaching building where students take classes.



## Shui Mu Tsinghua 水木清华

Shui Mu Tsinghua, which means "clear water and trees surrounding Tsinghua," is one of the most captivating spots in the Tsinghua garden area. Known as "a garden within a garden", Shui Mu Tsinghua is located near the rear gate of the H-shaped Gong Zi Ting and is often compared by Tsinghua students to the Garden of Harmonious Interests in Beijing's famed Summer Palace.

Shui Mu Tsinghua has many unique charms. The waterside area is beautiful to visit in every season, with a variety of trees growing alongside unusual rock formations surrounding a pond of clear, calm water. On the northern bank are two ancient, elegant pavilions. The four Chinese characters, "Shui Mu Tsing Hua," painted on the top of the main gate, are copied from an inscription by Emperor Kang Xi.

## The Main Building 主楼

The Main Building, located in the eastern area of campus, is composed of three sections covering a total area of 76,871 square meters. Its original design from the 1950's was first conceptualized by Tsinghua students and professors, and for more than 30 years the Main Building housed many departments, including the Architecture, Automation, Computer Science, Mathematics, and Foreign Languages departments. Many significant contributions to both teaching and scientific

research have taken place within its walls. Today, the central and eastern sections are home to the Automation, Computer Science and Technology, and Electronic Engineering departments, while the western section mainly houses the Department of Electrical Engineering and Applied Electrical Technology.





## About Beijing



Beijing is a vibrant, modern city with a long and rich history. Since first becoming a capital city around 3,000 years ago, Beijing has been at the center of many dynasties and kingdoms.

The city has many places of historic interest and scenic beauty, including the Forbidden City - the largest and best-preserved ancient architectural complex in the world; the Temple of Heaven - where Ming and Qing emperors performed solemn rituals for bountiful harvests; the Summer Palace - the emperors' magnificent garden retreat; the Ming tombs--the stately and majestic mausoleums of 13 Ming Dynasty emperors; and the world-renowned Badaling section of the Great Wall. Since the founding of the People's Republic of China in 1949, large-scale construction has brought great change to

Beijing, adding even more interesting attractions to this mysterious old city.

As the educational and technological center of China, Beijing is home to the Chinese Academy of Sciences, the Chinese Academy of Social Sciences and more than 70 institutions of higher education and research. Students flock to Beijing to attend some of the nation's most famous universities, including Tsinghua University and Peking University. Each year, numerous domestic and international academic conferences are held in Beijing. Zhongguancun - known as China's 'Silicon Valley' - is Beijing's pulsing heart for information technology research and development, and is less than one mile away from Tsinghua.

# Visa & Residence Permit

## Visa

International scholars visiting or working in China must hold an ordinary passport with either Visa F, Visa Z or Visa R. Chinese visa authorities abroad include Chinese embassies, consulates, visa offices, and the consular departments of the office of the Commissioner of the Ministry of Foreign Affairs of China.

- Visa F: International scholars who are planning a short term-visit to Tsinghua (for instance on an academic exchange or to attend an academic conference) for a time duration of less than 3 months without payment are generally required to apply for an F Visa before entry into China. Since the maximum stay under an F Visa is usually 90 days, applicants for this visa need to have a clear idea about their entry and exit date of their intended stay in China. After the host department/school/institution of Tsinghua University submits the application form to the Office of International Affairs, the Invitation Letter will be issued, which is required to apply for an F Visa. This application process generally takes 3 to 5 working days (During the Covid 19, it normally takes one month). The host department and the applicant are strongly advised to apply for the Invitation Letter at least 4 weeks before the scholar's scheduled arrival, so that the scholar has sufficient time to subsequently apply for his or her visa at a Chinese consulate or embassy in his or her home country or another designated country.

- Visa Z: International scholars employed by Tsinghua should follow the procedures to obtain a Notification Letter of Foreigner's Work Permit from the Beijing Administration of Foreign Expert Affairs. It would take approximately 6-8 weeks for the host department to apply. After receiving the e-copy of the Notification Letter of Foreigner's Work Permit the International scholar, as well as their accompanying family members, shall apply for a Visa Z (for scholars) and a Visa S1 (for family members) at Chinese consulates or embassies in their home country or another country where they have resided for more than 3 months.



•Visa R:For visa and residence Permit affairs at Tsinghua please contact the Division of Global Scholars ( 引智办公室 ).

Contact details:62783574,  
gsd@tsinghua.edu.cn

To apply for the **Notification Letter of Foreigner's Work Permit**, the scholar must provide:

- |   |   |
|---|---|
| (1)Passport (as well as those of accompanying family members, photocopy and electronic version in color)  | statement letter with their signatures to instead *)  |
| (2)Medical examination certification (as well as those of accompanying family members, photocopy and electronic version in color *)   | (5)Certificates of non-criminal record are issued by a police office, security department, court or notary official in the scholar's home country or resident country, and need to be authenticated by the Chinese embassy. Post-doctors under 40 years old, associate professors and professors employed by Tsinghua can provide a statement letter with their signature instead * |
| (3)Degree certificate and the authentication issued by the Chinese embassy abroad or the Chinese Education Ministry (post-doctors under 40 years old, associate professors and professors employed by Tsinghua can provide a statement letter with their signature instead *)   | (6)Certificate of relationship with accompanying family members and the authentication issued by the Chinese embassy abroad (such as Marriage Certificate for spouse, Birth Certificate for children)   |
| (4)Certificate of working experience for at least 2 years (such as recommendation letter from the last employer, with the signature and contact information of the concerned people from the last employer. Post-doctors under 40 years old employed by Tsinghua do not need to provide this document. Professors and associate professors employed by Tsinghua can provide a | (7)2-inch portrait photo (front-facing, no hat, white background and electronic version in color)   |

## Medical Authentication

Foreigners and their accompanying family members over 18 years old are required to undergo the medical authentication process following their arrival in Beijing (dependents under 18 years of age are not required to provide this).

Where: **Beijing International Travel Healthcare Center**

No.10, De Zheng Road, Haidian District.

Tel: 82403675, 82403683

When: 8:30am-10:00am and 14:00-15:00, Monday to Friday.

Fee: Approximately 60 RMB

Required materials: Passport, three 2-inch portrait photos with white background and the medical examination form (provided upon arrival)



# Work Permit

Full time international scholars working in China with Z Visa or R Visa must apply for a Work Permit through the Office of International Affairs at the **Beijing Administration of Foreign Experts Affairs** after their arrival. The following documents are required:

- (1)Passport (ORIGINAL , photocopy and scanned electronic version in colour)

(2)Z Visa or R Visa (for scholars) and S1 Visa (for accompanying family members), and the passport page with the entry stamp of China Customs (photocopy and electronic version in color)

(3)2-inch portrait photos (front-facing, no hat, white background; an electronic version). 2 hard copies for scholars, 1 hard copy for each accompanying family member

(4)**Accommodation Registration Form** issued by the police station (ORIGINAL, photocopy and an electronic version in color)

(5)Medical Authentication (ORIGINAL, photocopy and colored scanned e-copy)

(6)Scholars who haven't provided the ORIGINAL copy of the degree certificate (as well as the authentication), the certificate of working experience, or the non-criminal certificate (as well as the authentication) when applying for the Notification Letter of Foreigner's Work Permit, must provide said original documents at this time. (Post-doctors under 40 years old, associate professors and professors employed by Tsinghua are not required to provide these documents)
- Processing time: 7 to 15 working days

# Residence Permit

An international scholar holding a Z Visa or R Visa and his or her accompanying family members holding S1 Visas must apply for a Residence Permit from the Division of Entry-Exit Administration, **Beijing Municipal Public Security Bureau** within 30 days after arrival. This MUST be done by international scholars and their accompanying family members themselves. The following documents are required:

- (1)Medical Authentication issued by **Haidian Entry-Exit Inspection and Quarantine Bureau.**

(2)Visa and Residence Permit Application Form.

(3)A Work Permit issued by the **Beijing Administration of Foreign Experts Affairs.**

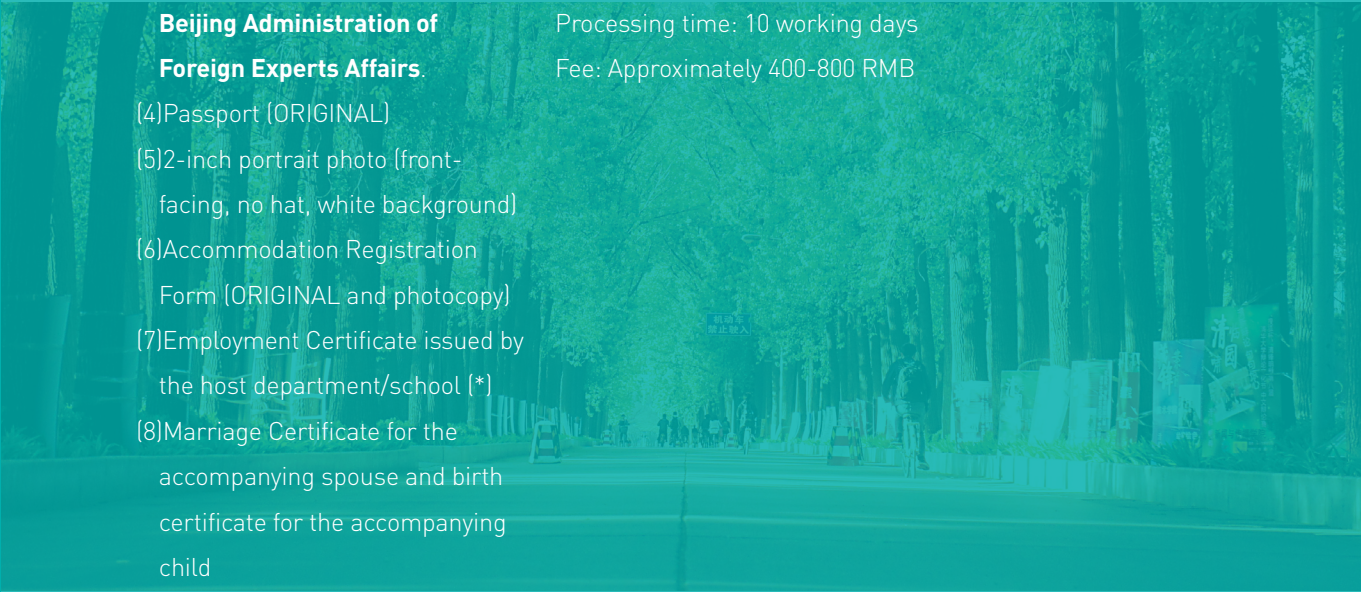
(4)Passport (ORIGINAL)

(5)2-inch portrait photo (front-facing, no hat, white background)

(6)Accommodation Registration Form (ORIGINAL and photocopy)

(7)Employment Certificate issued by the host department/school (\*)

(8)Marriage Certificate for the accompanying spouse and birth certificate for the accompanying child
- Address of Division of Entry-Exit Administration, **Beijing Municipal Public Security Bureau:**  
No.2, An Ding Men Dong Da Jie, Dong Cheng District. ( 东城区安定门东大街 2 号 )  
Processing time: 10 working days  
Fee: Approximately 400-800 RMB





# Extension of Work Permit

The Work Permit is generally valid for the same time period as the employment contract, but no later than the passport expiry date. International Scholars who continue working in Tsinghua after their first employment term and sign a new contract are required to apply for an extension **50-90** days in advance of the Work Permit's expiry date. The following documents are required:

- (1)Tsinghua application form (in Chinese) with the signatures of the relevant departmental representatives
- (2)New contract of employment (ORIGINAL, photocopy and an electronic version in color)
- (3)Passport (ORIGINAL, photocopy and colored scanned e-copy)
- (4)Residence Permit (ORIGINAL, photocopy and colored scanned e-copy)
- (5)Accommodation Registration Form (ORIGINAL copy photocopy and an electronic version in color)
- (6)Work Permit (ORIGINAL, photocopy and an electronic version in color)
- (7)2-inch portrait photos (front-facing, no hat, white background; an electronic version in color. 2 hard copies for scholars, 1 hard copy for each accompanying family member)

## Procedure:

- (1)Send all required electronic files to [gsdl@tsinghua.edu.cn](mailto:gsdl@tsinghua.edu.cn);
- (2)Wait for a confirmation form via email (1-2 weeks later). Please print out the confirmation form and sign it;
- (3)Deliver the confirmation form, as well as the hard copies of the other documents above to Division of Global Scholars;
- (4)Wait for approximately 1-2 weeks to receive the new Work Permit.

# Extension of Residence Permit

The expiry date for the Residence Permit is always same as that for the Work Permit. Scholars who want to extend the Residence Permit should first renew their Work Permit. The Residence Permit extension application may be done by the applicants themselves or by someone on their behalf at the Division of Entry-Exit Administration, **Beijing Municipal Public Security Bureau**. The following documents are required:

- |  |   |
|--|---|
| (1)The Visa and Residence Permit Application Form obtained from Division of Global Scholars. | (7)Marriage certificate for the accompanying spouse and birth certificate for the accompanying child  |
| (2)Work Permit (ORIGINAL copy and photocopy)   | (8)Scholars who do not do the application by themselves shall provide an Authorization Letter to the people who go to apply on their behalf (*).                          |
| (3)Passport (ORIGINAL copy and photocopy)  |   |
| (4)2-inch portrait photo (front-facing, no hat, white background)                            |   |
| (5)Accommodation Registration Form (ORIGINAL copy and photocopy)                             | Address of Division of Entry-Exit Administration, <b>Beijing Public Municipal Security Bureau</b> : No.2, An Ding Men Dong Da Jie, Dong Cheng District. ( 东城区安定门东大街 2 号 ) |
| (6)Employment Certificate issued by the host department/school (*)                           | Processing time: 10 working days<br>Fee: Approximately400-800 RMB   |

# Extension of Residence Registration

After extending their Residence Permit, International Scholars, as well as their family members, are required to extend their Residence Registration.

## Updating Personal Information

- (1)Change of address: If a foreigner's address changes, they shall renew their Residence Registration Form within 10 days at the police station.
- (2)Changing passport: If a foreigner's passport is renewed, he or she is required to renew their Residence Registration Form and apply for a new Residence Permit/Visa within **10 days** after obtaining the new passport. Failure to update the two documents mentioned within **10 days** will result in a fine of 500 RMB per day (up to a maximum of 5000 RMB) levied by the Division of Entry & Exit Administration of Beijing Municipal Public Security Bureau.

Please provide the documents listed below:

- (1)Both the new and the old passport (ORIGINAL and photocopy)
- (2)Current Residence Permit (photocopy)
- (3)Work Permit (ORIGINAL and photocopy)
- (4)Accommodation Registration Form (ORIGINAL and photocopy, shall be updated with the new passport number)
- (6)Verification of the date the new passport is obtained: if the new passport is picked up from the

embassy of the scholar's home country in Beijing, please provide an official letter or envelope issued by the embassy with the date they obtain the passport; if the new passport is posted to the scholar, please provide the postmarked envelope to prove the date of receipt; if the new passport is obtained abroad, please provide the copy of the passport page with the entry stamp into China to prove this entry date.

If there are any changes to personal information such as change to their work position, the scholar is required to update the information on their Work Permit before applying for an extension.

## Social Insurance

Foreigners working in China with Work Permits need to participate Chinese social insurance, and benefit in accordance with the law. The insurance includes basic retirement insurance benefits, basic medical insurance, work injury insurance, unemployment insurance and maternity insurance. In Tsinghua, the social insurance is processed by the Human Resource Office. Foreigners covered in the social insurance system shall be entitled to social benefits in accordance with the law once the qualifying conditions are met



Leaving China:

- 1) Foreigners who leave China before reaching the statutory pension age and plans to return at some stage in the future, their social insurance individual account can be kept, and reactivated once returning to China, upon written application to close the social insurance account from the person in question, the proceeds in the individual account can be paid lump-sum to the said person.
- 2) Foreigners who leave China and do not intend to return should contact the Human Resources Office to request for their previously extracted portions of their salary, such as retirement or housing insurance can be transferred to them before departure.



# Leaving the University

## Terminating the contract

A scholar who terminates his or her contract with Tsinghua University is required to cancel the Work Permit and the Residence Permit within 10 days of leaving the Tsinghua position, and (if necessary) to apply to transfer his or her visas to a Stay Permit (always valid for a maximum of 30 days). Before leaving the university, all scholars are reminded to make sure that they have returned all books borrowed from the library, cancelled their University ID card, settled any accounts concerning accommodation, and completed any other procedures required by University regulations.

[\* Template document can be downloaded from the website of the Office of International Affairs, Tsinghua University [http://gjcbg.cic.tsinghua.edu.cn/gjc/board\\_hwzj.jsp](http://gjcbg.cic.tsinghua.edu.cn/gjc/board_hwzj.jsp)  
\*\* The policy may change if necessary. If there are any differences between the information here and on our website, please take the website version as the most current.]

Related policies in this chapter are subject to change. If there are any difference between the information provided here and on our website, please refer to the website version.

## Appendix: Bilingual Table of Official Documents and Administrative Offices in Chinese and English

English	Chinese	Chinese Phonetic Alphabet
Accommodation Registration Form	住宿登记表	Zhù Sù Dēng Jì Biǎo
Beijing Administration of Foreign Experts Affairs	北京市外国专家局	Běi Jīng Shì Wài Guó Zhuān Jiā Jú
Beijing International Travel Health Care Center	北京国际旅行卫生保健中心	Běi Jīng Guó Jì Lǚ Xíng Wèi Shēng Bǎo Jiàn Zhōng Xīn
Birth Certificate	出生证	Chū Shēng Zhèng
Certificate of Non-criminal Record	无犯罪记录证明	Wú Fàn Zuì Jì LùZhèng Míng
Division of Entry-Exit Administration	出入境管理总队	Chū Rù Jìng Guǎn Lǐ Zǒng Duì
F Visa	访问签证	Fǎng Wèn Qiān Zhèng
Invitation Letter of Duly Authorized Unit	被授权单位邀请函	Beì Shòu Quán Dǎn Wèi Yāo Qǐng Hán
Marriage Certificate	结婚证	Jíe Hūn Zhèng
Medical Examination Certification	体检证明	Tǐ Jiǎn Zhèng Míng
Medical Authentication	体检认证	Tǐ Jiǎn Rèn Zhèng
Notification Letter of Foreigner's Work Permit	外国人工作许可通知	Wài Guó Rén Gōng Zuò Xǔ Kě Tōng Zhī
Residence Permit	居留许可	Jū Liú Xǔ Kě
Stay Permit	停留许可	Tíng Liú Xǔ Kě
Social Insurance	社会保险	Shè Huì Bǎo Xiǎn
Work Permit	工作许可证	Gōng ZuòXǔ Kě Zhèng
Z Visa	职业签证	Zhí Yè Qiān Zhèng

# Life at Tsinghua

## Transportation from Beijing International Airports to Tsinghua

### Beijing Capital Airport

The Beijing Capital International Airport is about 35 kilometers away from the Tsinghua campus.

### Shuttle Bus

There are several shuttle bus routes going from the airport into downtown. The nearest one to Tsinghua is Route 5 to Zhongguancun. The ticket costs ¥30 RMB. You can take Route 5 to the terminal Tsinghua University Science Park (TusPark) station, nearby the east gate of Tsinghua University. This is more economical than taking a taxi directly from the airport; however, it is a little complicated for a first-time visitor to Beijing and is not recommended if you have a substantial amount of luggage. For detailed information about the airport shuttle, please refer to:

<http://en.bcia.com.cn/traffic/airbus/index.shtml>

### Beijing Daxing International Airport

The Beijing Daxing International Airport is about 65 kilometers away from the Tsinghua campus. The airport was opened in 2019. A taxi from the airport to Tsinghua will cost around 230 RMB. The shuttle bus stop is quite far from Tsinghua University. Subway and rail express transportation is also available. For specific information, please refer to the official website of Daxing International Airport <https://www.bdia.com.cn/>.

### Taxi

Official taxi stations are just outside the ground-floor gate at each terminal. The total fee from the airport to Tsinghua is approximately ¥120 RMB (depending on traffic). This includes a highway toll fee ( ¥10 RMB), which is not displayed on the price meter. If you would like a taxi receipt, please ask for a 'Fa Piao' ( 发票 ). You are advised to only take a registered taxi cab instead of unlicensed, private vehicles that may offer you a ride. For detailed information, please refer to: <http://en.bcia.com.cn/traffic/taxi/index.shtml>

### Airport express

There is a light rail airport express running between the airport and downtown. You can take the train from the airport to Sanyuanqiao subway station, where you can take line 10 to Xizhimen, and then change to line 13 and get off at Wudaokou station. This station is about 2 kilometers southeast of the East Gate of Tsinghua University. for more detailed information, please refer to: <http://en.bcia.com.cn/traffic/express/index.shtml>

# Accommodation and Housing

The University provides on-campus apartments for international scholars. These include one-bedroom, two-bedroom, and three-bedroom apartments. For those coming to Beijing for the first time, living on campus is highly advisable. It is quite difficult to find a suitable apartment once you arrive, and you may need to furnish it and also undertake registration procedures yourself off campus, such as obtaining an Accommodation Registration Form from the local police station.

Because the availability of apartments in Tsinghua is limited, you should ask your host department at Tsinghua to apply for one on your behalf as soon as possible.

If you find an appropriate apartment off-campus to rent, you are free to move there.

The most important thing for foreigners both living on- and off-campus is to always be registered at your local police station through the obtaining of an Accommodation Registration Form (住宿登记表).

Please refer to the detailed information about Accommodation Registration in the previous section.

## Tips for Living on Campus

Water, gas and electricity bills: If you live on campus you are responsible for paying for your own water, gas and electricity usage.

Tap water is not drinkable in Beijing and should first be boiled before consumed. If spending more than a few months in Beijing it is recommended that you either purchase bottled water or a water tank during your time in Beijing. For information on local water suppliers on campus please contact service staff at the ISSC.

# Campus ID Card

After completing the employment registration at the Personnel Administration and Service Center, Human Resources Office at Zhao Lan Yuan, then the Campus ID card can be issued.

You need to bring your passport. A photo will be taken. Please wear a dark colored top with collar.

The working hours: 08:00 - 12:00, 13:00 - 17:00, Monday to Friday

The campus ID card is a multi-purpose card essential for daily life on campus. It is your canteen card (usable in designated teacher canteens), and can also be used in the campus supermarkets. Also, most libraries and some

departments will require you to show or swipe you campus card in order to enter. You can also get a teacher's price when you buy a ticket for the swimming pool, and buy tickets for performances at the New Auditorium and Music Hall.

If you lose your campus ID card, you will need to call 62782323 to report the loss, so the money in the card can be locked. You can then go to the Human Resources Office at Zhao Lan Yuan (人事处办事大厅, 照澜院)

If you campus ID card is expired and you need to renew it, please make sure first that your contract with Tsinghua has been renewed and then you can go to Human Resources Office at Zhao Lan Yuan (照澜院人事处 办事大厅) to obtain a new card.

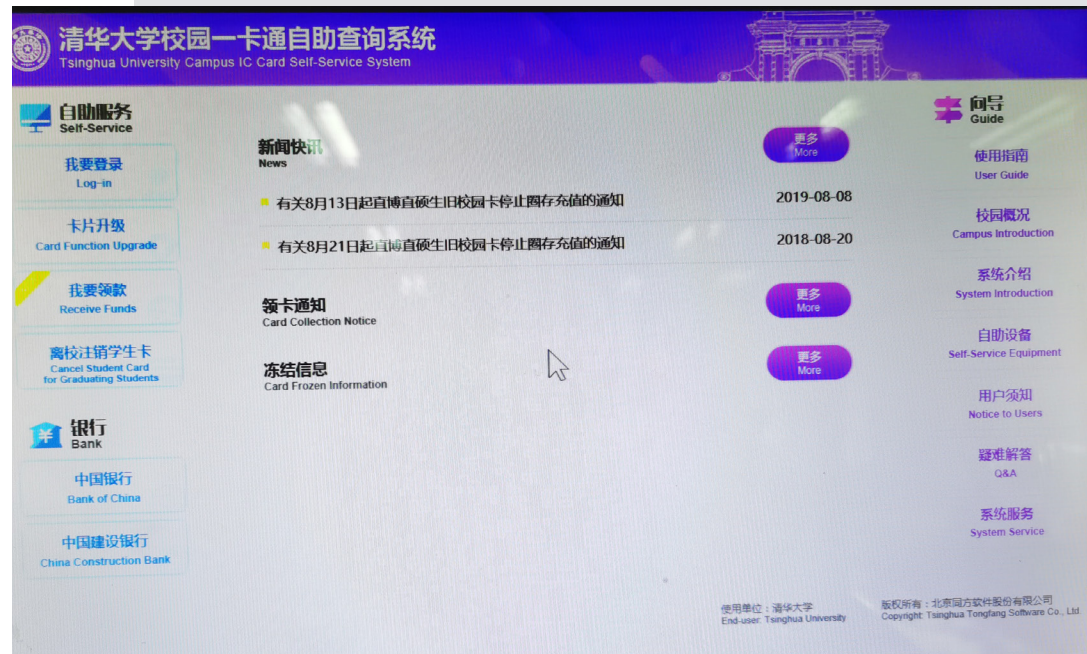
## How to recharge your campus ID card

You first need to connect your bank account with your university ID card number. To do that, you need to apply at the bank with an official letter issued by your department. After this you can recharge your ID card through your bank account.

To do this, you need to find one of the following two kinds of machines on campus. The smaller machines built into the wall are found at the entrances of most canteens such as He Yuan (荷园), Lan Yuan (澜园) and Guan Chou Yuan (观畴园). The bigger machine placed on the floor is on the first floor of the Financial Office (opposite to the Ting Tao Yuan 听涛园 canteen).



This is how you transfer money from your bank card to your university ID card:



## How to Apply for A Certificate of Employment and Salary Online

### Note:

1. Currently the whole application process needs to be completed in Chinese
2. The certificate will only be given in Chinese

### Step 1:

Log onto the Chinese interface of Info "清华大学信息门户" using the following address:

<http://info.tsinghua.edu.cn>

log in to Info with your campus ID number (用户名) and you password (密码).



### Step 2:

Click on the online services button (在线服务系统)



### Step 3:

For the purposes of applying for a loan, acquiring foreign exchange, or declaration of supporting spouse/children to go abroad, please click on the circled option 1 below.

For the purpose of applying for a visa for foreign countries for personal affairs (such as tourism, visiting relatives/friends), please click on the circled option 2 below.

**Note:** If you need an employment certificate to apply for a visa for a business trip, you will need to undertake the “going abroad for business trip” procedure via another system. Please consult the staff in charge of foreign affairs in your department for details, or visit the website of Division of Visiting Programs Abroad, International Office: <http://gjcbg.cic.tsinghua.edu.cn/gjc/cgcj.jsp>



### Step 4:

Fill in the required information online (in Chinese). Click “提交” to submit.



### Note:

if you are going overseas for a business trips, please visit the website of the Division of Visiting Programs Abroad, International Office for an employment certificate: <http://gjcbg.cic.tsinghua.edu.cn/gjc/cgcj.jsp>

聘任职务与薪酬信息			
来校日期		在校时长	
合同截止日期			
查询起始年月	请选择 年 月	查询截止年月	请选择 年 月
应发金额合计 (元)		补发金额合计 (元)	
应缴税金合计 (元)			

click here to submit

申请 暂存 清除暂存 返回

出具有在职教职工因私出境人事证明及准假信申请

注意事项

- 假期因私出国开具在证证明 (含薪酬)。
- 仅限旅游/探亲/访友三类事由, 因公出国事由请持批件到国际处开具在证证明, 和护照类型无关。
- 联系方式: 教师办 82240, 博管办 85765, 职工办 94507。

click here (confirm)

我已阅读并确认

申请人姓名 王珍时 工作证号 2017620669

性别 女 出生日期 1983年07月19日

所在单位		联系电话	
身份证号/护照号			
出国目的地	请选择	事由	请选择
出国日期		回国日期	
来校日期		在校时长	
合同截止日期		年收入	

click here to submit

申请 暂存 清除暂存 返回

### Step 5:

The certificate usually takes about 1-2 working days to process. It may take longer during the winter and summer holidays. You can check the process online. If your application shows “审批通过” (approved), please go to pick up the hard copy of your certificate of employment and salary:

1. For faculty members: Room 109, HR Office at Gong Zi Ting (工字厅)
  2. For staff members: HR Office at Zhao Lan Yuan (照澜院人事处办事大厅)
  3. For post-docs: Room 106, HR Office at Gong Zi Ting (工字厅)
- Do not forget to bring your campus ID card with you



## "Tsinghua Zijing" Mini-program User Guide (Student and Faculty) Access Your "Zijing Code" for Campus Mobility During Covid-19



### Adding and certifying the "Tsinghua Zijing" WeChat Mini-program

#### Step 1: Scan QR code

Open WeChat and scan the "Tsinghua Zijing" QR code, or search Tsinghua Zijing (清华紫荆) in Wechat.

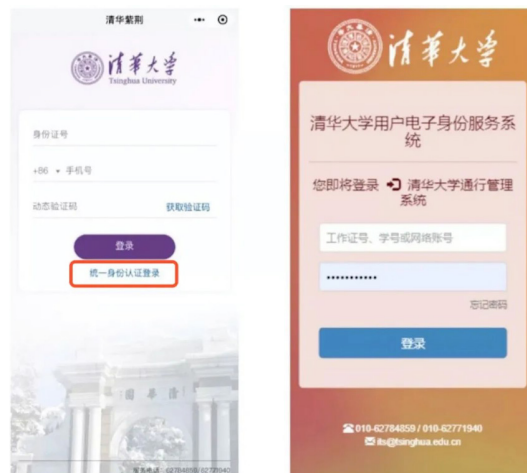
#### Step 2: Authentication

Authentication only needs to be completed the first time using the mini-program

**Automatic authorization:** those who have already linked their student/faculty ID on the 清华信息服务 Wechat account before scanning the QR code will not need to go through authorization on the Tsinghua Zijing mini-program.

**Manual authorization:** those who have not already linked their student/faculty ID on the 清华信息服务 WeChat account will need to log-in and go through verification in order to enter the mini-program.

Students and faculty on campus with 'unified electronic identity', can click "Uniform Identity Authentication Login" (清华大学用户电子身份服务系统) on the authentication page to enter the "Tsinghua University User Electronic Identity Service System" login page. Then, they can enter their student/faculty ID number and password (the password is the same as the login password in the Info portal), and click "Login".



### How to use the "Tsinghua Zijing" Mini Program

After opening the "Tsinghua Zijing" mini-program, the first page you will see contains four sections: personal information section, Zijing code section, function section and directory section.

#### The different sections include the following information:

**Personal information section:** information such as name, ID number and name of the secondary management department in the school.

#### Zijing code section:

The QR code in the middle of the homepage is called the "Zijing Code" (紫荆码) which has different colors that have different meanings depending on your unique situation. When entering buildings, this code needs to be shown to the staff for inquiry or for scanning.



#### Meanings of the different QR Zijing Code

colours:

**Green Zijing code:** verified ID status and normal body temperature

**Orange Zijing code:** temperature report not completed on time

**Red Zijing code:** abnormal body temperature

**Black Zijing code:** Not yet approved to return to the university/not yet activated due to having not yet returned to the university/Zijing code has expired



**Functions section:** Students and faculty have two functions to use: "Scan Location Code" and "Report temperature".

**The Scan Location Code** is mainly used for the entry and exit into buildings. Door codes are posted on the entrance and exit doors of each building.



When entering a building, click the "Scan Location Code" (地点扫码) button. After scanning the door code, you will receive one of these three responses:

Green - access permitted (平安通行), red - access denied (禁止通行), or yellow - body temperature test required (请测体温).

**Directory section:** consists of four buttons: services (服务), notifications (通知), locations (场所), records (记录).

- "Services" displays the first landing page containing the "Zijing code".

- "Notifications" contains various notifications sent by the university

- "Locations" contains information on the opening hours and operations of various places by clicking from the options on the top tab of: school gates, canteens, supermarkets, sports venues, and libraries.

- "Records" displays your own temperature measurement records and QR code scanning history.



## Internet Access

### Activate a new account

Once you have obtained your campus ID card, you can go to the Network Center to establish and top up your internet account, and activate it prior to first use.

Location: Room A128, Lee Shau Kee Science and Technology Building (李兆基科技大楼)  
Internet office working hours: 08:00-12:00, 13:00-17:00 on workdays.

Contact information: for any issue regarding the school network, you can contact the Network Center at 62784859, or email them at [support@tsinghua.edu.cn](mailto:support@tsinghua.edu.cn).

### Accessing the Internet

Once your account is activated, internet service is easily accessible in your apartment and around campus via LAN ports and wireless network (network name is Tsinghua).

- To login, launch your web browser and type in <http://net.tsinghua.edu.cn>, key in your ID and password.

### What does the university internet service provide?

- 1) A dynamic IPv4 address
- 2) 1 user account
- 3) Up to 3 connections using the same user account
- 4) A [mail.tsinghua.edu.cn](mailto:mail.tsinghua.edu.cn) mailbox
- 5) 12 Yuan for 50GB of data per month (additional download data may be purchased at the rate of 1 Yuan/GB)

- To manage your account (such as to disconnect a particular connection or to check your current balance), please sign in via <http://usereg.tsinghua.edu.cn>

- To help users manage their data usage, the school has also come up with a software, TUNET, which caters for both computers and mobile devices, can be download via <http://its.tsinghua.edu.cn>.

For further network related information, please refer to: <http://its.tsinghua.edu.cn/column/jgfwzn> (currently only in Chinese)



### Some useful websites:

- 1) Official announcements and information: <http://info.tsinghua.edu.cn>
- 2) Tsinghua Library (English version): <http://eng.lib.tsinghua.edu.cn>
- 3) Free computer software: <http://its.tsinghua.edu.cn/>



## Money and Finances

In China today, the vast majority of payments are made via two mobile payment providers:

WeChat Pay and Alipay. Paying with cash and card, especially in big cities, is not a common occurrence anymore. While WeChat Pay and Alipay both offer the same basic functions, such as instant payment, receiving of money, and ordering and paying for taxis, it is recommended to have both Alipay and WeChat pay, as in some instances one payment method will be preferred over the other by a vendor or online service.



### WeChat ( 微信 )

WeChat is similar to Line or WhatsApp, and is the main form of daily online communication in China. Once you have set up your WeChat account, you can set up your 'WeChat wallet' to use WeChat Pay. Only Chinese bank cards can be linked. When linking your Chinese bank card, make sure that the name you input in WeChat Wallet is exactly the same as that on your Chinese bank card, otherwise it will not link properly.



### Alipay ( 支付宝 )

The same as for WeChat pay, you need to link up your bank card. You can even top up your Campus ID card via Alipay. Alipay is also used for making payments on Taobao, China's 'ebay'. It also has an English version.

### Financial scams

Because in China payment is generally made through these mobile payment apps, being aware of one's own personal phone security is paramount. This is especially the case for WeChat, where you will have many friend contacts. As a general rule, do not add strangers on WeChat and do not respond to suspicious messages or open links, as this could leave you vulnerable to your details being used by others. When purchasing items you will either be required to scan the vendor's QR code or show your QR code to the vendor. When displaying your QR code or inputting your payment password, be mindful of anyone near you who could see and use your information.

## Mobile Phone Services

In China, there are three main telecommunication carriers: China Mobile, China Unicom and China Telecom. All three carriers have branches on campus:

	<b>Bank of China</b> 1 First floor, Zijing Student Service Center (Building C, in the northeast part of campus) 2 Room 108, Building A, Chuang Xin Plaza ( 创新大厦 , nearby the University's East Gate) Tel: 95566 URL: <a href="http://www.boc.cn/en/index.html">http://www.boc.cn/en/index.html</a>
	<b>Industrial and Commercial Bank of China</b> Location: Zhaolanyuan, Tsinghua University Tel: 62793036, 95588 URL: <a href="http://www.icbc.com.cn/ICBC/EN/default.htm">http://www.icbc.com.cn/ICBC/EN/default.htm</a>
	<b>The Bank of Beijing</b> Location: Zhaolanyuan Tsinghua University Tel: 62780101, 95526 URL: <a href="http://www.bankofbeijing.com.cn/en2011/index.html">http://www.bankofbeijing.com.cn/en2011/index.html</a>
	<b>China Construction Bank</b> Location: Zhaolanyuan, Tsinghua University Tel: 62796694, 95533 URL: <a href="http://en.ccb.com/en/home/indexv3.html">http://en.ccb.com/en/home/indexv3.html</a>

	Location: Building C & Zhaolanyuan Tel: 10086 URL: <a href="http://www.10086.cn/">http://www.10086.cn/</a>
	Location: Near the Teaching Building 5 Tel: 10010 URL: <a href="http://www.chinaunicom.com.cn/">http://www.chinaunicom.com.cn/</a>
	Location: Zhaolanyuan Tel: 10000 URL: <a href="http://www.189.cn/">http://www.189.cn/</a> (Chinese Only)

The post office at the Student Services Center located in the west of the Zijing dormitory and at Zhaolanyuan ( 照澜院 ) opens from 8:30 to 17:30 every day, and the Zhaolanyuan office is the main post office in Tsinghua, providing services for mailing, sending and receiving parcels, Post code of Tsinghua: 100084

	<b>Post Office</b> Location: Zhaolanyuan, Tsinghua University Tel: 62780422 URL: <a href="http://english.chinapost.com.cn/">http://english.chinapost.com.cn/</a>
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## About Tax

### 1. Tax clearance certificate

Please visit the NO.3 Tax Office, Haidian District, with your passport.

Address:

北京市海淀区皂君庙路辅路 海淀区政务服务中心联想桥办公区

Lianxiang Bridge Section

Haidian District Government Service Center

No. 5 Auxiliary Road of Zaojunmiao Road,  
Haidian District, Beijing



### 2. Personal income tax & Tax declaration

You will need a registration code to use the official tax APP for the first time. <https://etax.chinatax.gov.cn>

Please go to the tax office with your passport to obtain the code.





Campus Dining

Canteens and Restaurants on Campus

As for food options available on campus, Tsinghua has a large number of canteens, supermarkets and cafes that offer many different food and beverages. Furthermore, at an average price per meal of around 10 RMB, food at the canteen is a very affordable option for eating in Beijing.

There are 8 canteens available for staff on campus. The campus canteens have very regulated opening hours. Most canteens for example are open for dinner strictly between 5pm and 7pm, so please be aware of this when planning your canteen trips. Generally, a canteen card/Tsinghua ID card is required to

pay at a canteen, as only a few cafeterias accept cash. The meal serving times are as below.

The way to get food in the canteens is very straightforward. Each canteen will have many different food booths lined alongside each other. You choose the food booth that you like and then point to the service attendant which dishes you want. Then the service attendant will program in the price onto the machine and you swipe your Staff ID card on top to make the payment.

Dining Halls and Canteens

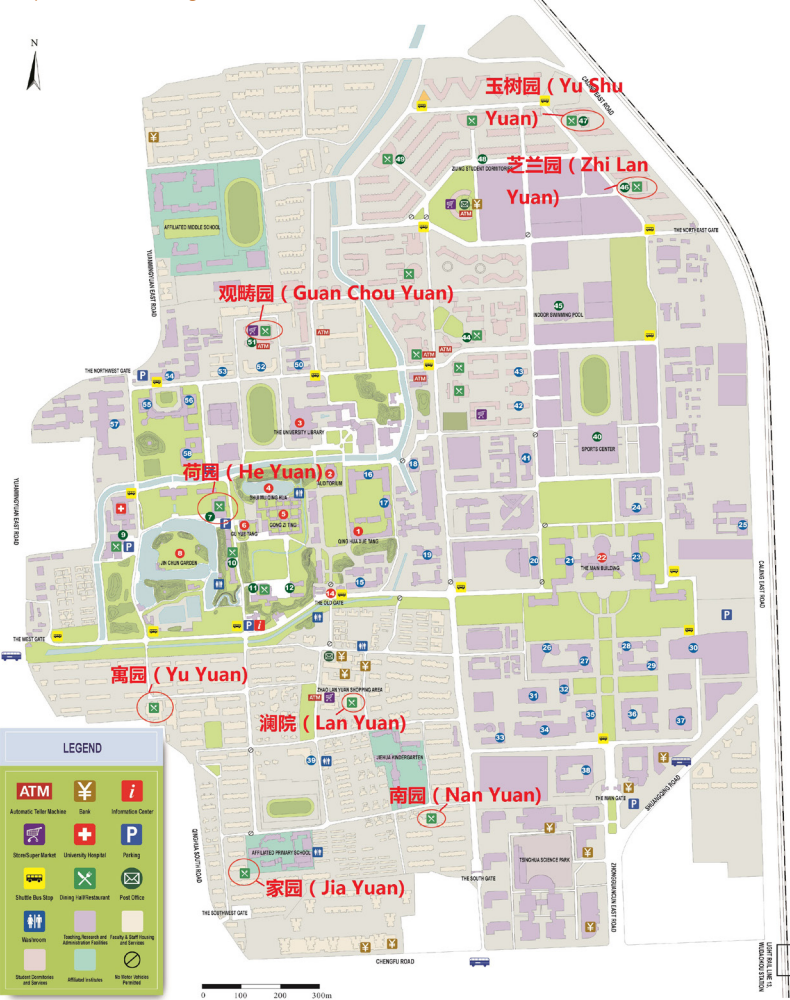
Canteens	Breakfast	Lunch	Dinner
He Yuan 荷园	6:30--8:30	11:00--13:30	17:00--19:00
Lan Yuan 澜园			
Nan Yuan 南园			
Jia Yuan 家园			
Yu Yuan 寓园			
Guan Chou Yuan 观畴园			
Yu Shu Yuan 玉树园	No Breakfast		
Zhi Lan Yuan 芝兰园			



He Yuan 荷园

\* Actual opening hours may vary.

Map of staff dining halls and canteens



Other Cafeterias and Restaurants

Canteens	Opening Times
Muslim Canteen 清真餐厅	6:30--9:00 11:00--13:30 17:00--19:00
Qing Qing Yonghe 青青永和 (North of Guan Chou Yuan)	6:30--14:00 16:30--21:00
Ting Tao Fast Food 听涛快餐厅 (At F2 of Ting Tao Yuan)	10:30--22:30
Qing Qing Fast Food 青青快餐 ( At B1 of Qing Fen Yuan)	10:30--22:30
Qing Qing Pizza 青青比萨 (At B1 of Zijing Yuan)	10:30--22:30
Qing Qing Xiu Xian Canteen 青青休闲餐厅 (At B1 of Tao Li Yuan)	10:30--22:30

\* Opening hours may vary.

序号 No.	咖啡厅 Café	地址 Location
1	安家小厨 An Kitchen	人文社科图书馆地面层 Ground Floor of Humanities and Social Sciences Library
2	1911 咖啡 1911 Café	艺术博物馆地面层 Ground Floor of Tsinghua Art Museum
3	拾年咖啡 Ten Years After Café	清华路与学堂路交叉口西南角 Southwest corner of the crossing of Qinghua Road and Xuetang Road
4	出壳咖啡 Chuke Coffee	近春园 (岛上) Jin Chun Yuan Island
5	青青休闲咖啡 Qing Qing Café	桃李园地下 1 层 B1 Floor, Tao Li Yuan Canteen
6	紫荆书咖 Zijing Book Café	观畴园地下 1 层 B1 Floor, Guan Chou Yuan Canteen
7	科创 Bingo Café	李兆基科技大楼地面层 Ground Floor of Lee Shau-kee Science and Technology Building
8	新林院 8 号 8 Xin Lin Yuan	新林院 8 号 8# Xin Lin Yuan (Near Zhao Lan Yuan)
9	庭云西餐 The Smokeyard Restaurant	顺德楼地面层 Ground Floor of Shun De Building
10	仰望咖啡 Yangwang Café	图书馆北馆地面层 Ground Floor of the North Building of Library

### Other Options on-Campus

The on-campus supermarkets located in B1 of the Student Service Center, B1 of Guan Chou Yuan canteen and Zhaolanyuan provide bread, cakes, hamburgers, instant noodles and other prepared food and drinks. The supermarkets are a good option if you arrive back on campus later after the canteens have closed for the day. All supermarkets on campus are listed below:

Supermarket	Operating Hours
Zijing supermarket in the basement of Building C	8:30 - 23:00
Basement 1 of Guan Chou Yuan	9:00 - 21:00
Zhaolanyuan ( 照澜院 ) supermarket	9:00 - 20:30
Qing Feng ( 清风 ) supermarket near Teaching Building 6	8:30 - 22:00

Map showing cafes on campus





# Other On-Campus Service Shops

## Pharmacy/drugstore

Tong Ren Tang pharmacy is located opposite to the Zhaolanyuan Market. The pharmacy supplies both Chinese and Western medicine.

## Photography studio

There are several photo studios located on campus. One is located in C Building, one in the Zhaolanyuan area, and another is in the shop area to the east of Guanchou Yuan canteen. They provide photo printing and other photography related services.

## Optical services

There are optometrists located on the 1st floor of C Building, at Zhaolanyuan, and also in the shop area to the east of Guanchou Yuan canteen.

## Electronic repairs shop

In the basement of C Building there is an electronics repair and servicing shop.

## Watch repairs shop

A watch servicing and battery changing shop is located beside the Zhaolanyuan Market.

## Stationery shops

There are many stationery shops on campus, which provide almost all of one's stationery needs. One is located in Tmall campus store in the basement of C Building; another is at the shop area to the east of Guanchou Yuan canteen. Here, they also sell electronics and exercise gear.

## Printing shops

Printing on campus is very convenient. Libraries have printing machines, and some teaching buildings and departments also offer printing services, along with more than ten separate printing shops on campus.

Other printing shops on campus are located at the shopping area to the east of Guanchou Yuan canteen, C Building, south section of Building 7, south section of Building 25 and Zijing Buildings 1, 4, 6, 8, 10 and 12.

## Wenyuhao Qinglan Yuan Printing Express Center

Opening hours: Monday to Sunday, 8:00am – 12:00am  
Located at Zhaolanyuan, area one, next to the Kodak photo studio  
Zijing Buildings 1, 4, 6, 8, 10 and 12.

Nearby campus there are three large supermarkets:

Supermarket Name	Opening Hours
Lotus Supermarket ( 易初蓮花 ) Located in the Wudaokou area	Monday to Sunday: 9:00am – 9:00pm
BHG Supermarket ( 华联 ) Located in the Wudaokou area	Monday to Sunday: 9:00am – 9:00pm
Carrefour ( 家乐福 ) Located in the Zhongguancun area	Monday to Sunday: 8:30am – 10:00pm





### On Campus

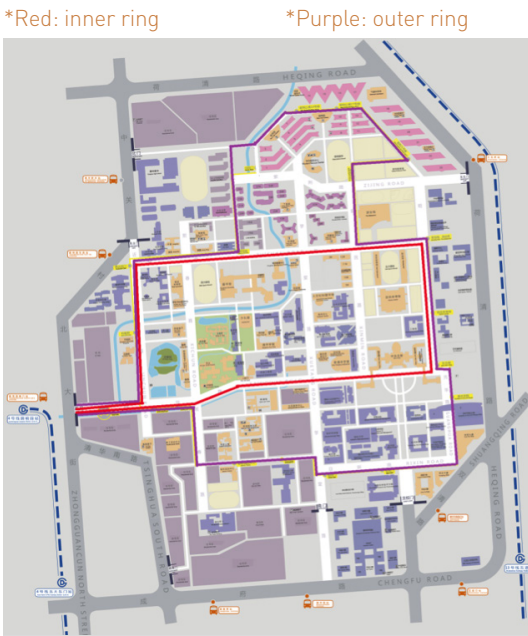
Within Tsinghua campus, riding bicycles and walking are the most common modes of transportation. If you often travel around the campus, or go shopping or dining nearby, it is generally recommended that you purchase or rent a bicycle. A bicycle license is not required. Please note that riding a motorcycle with a gas engine is not permitted on campus.

There is also the Campus Shuttle Bus available. The easily spotable purple colored mini bus has 2 routes around the campus. The operating times are 7:20~18:00 on weekdays, and 8:30~17:30 on weekends. You can board the bus anywhere along the route simply by hailing the driver from a safe distance. Bus fare: free for Tsinghua staff with ID card ( ¥ 2 -3 RMB without campus ID card).

### Shuttle Bus Route

- **Inner Ring:** starting at the West Gate  
Clockwise: The West Gate - Swimming Pool - University Hospital - Science Building - Library - Tingtao Canteen - Chen Ming Natatorium - The Main Building - New Tsinghua Auditorium - The Old Gate - Information Center - Swimming Pool - The West Gate

Departure time: every 30 minutes, in both directions.



- **Outer Ring:** The West Gate - Swimming Pool - Information Center - Seniors Activity Center - Kindergarten - Lee Shau Kee Science and Technology Building - The Main Gate - Academy of Arts & Design - Comprehensive Gymnasium - Chen Ming Natatorium - Zijing Playground - Zijing Building 17# - The North Gate - Library - The Northwest Gate - University Hospital - Swimming Pool - The West Gate

Departure time: every 20 minutes, in both directions.



Tsinghua Campus Bus App QR Code



Tsinghua Campus Bus Applet QR Code

Download the “Tsinghua Campus Bus” (清华校园巴士) mobile APP by scanning the below QR code or scan the “Tsinghua Campus Bus” (清华校园巴士) applet code below to check the departure status of each shuttle route.

### Bike Sharing

Share bikes are a very popular and affordable mode of transport in Beijing, and can also be found on campus. To start using a share bike, download the company’s mobile app by scanning the QR code on the bike using a phone. After registering on the share bike company’s app and paying a deposit, the bikes can be unlocked and used. When non-Chinese citizens register, they will need to provide their passport information.



## How to Buy Train/Plane Tickets In China

### Train tickets

China railway tickets can be bought 30 days before departure using the official website, and 28 days in advance at railway stations and ticket outlets. Below are several options for how to book:

#### At the train station or at a ticket outlet:

Tickets can be bought directly from train stations, however, you generally need to brave long queues. If possible, it is recommended to purchase train tickets in advance from the numerous ticket outlets located throughout Beijing. Generally, each local neighborhood will have a small train ticket purchasing office nearby. There is currently a ticket outlet located in Tsinghua in the Zhaolanyuan area of campus. There, you can book directly without queues. Please note that if you choose to get your ticket printed at the outlet, a 5RMB fee will be incurred; however this is recommended because currently foreigners cannot use the automated ticket printing machines at train stations and therefore need to wait in the long general inquiry queues at the station to get their ticket. Remember to bring your original passport when booking. Tickets can be bought on behalf of others by bringing their original passport.



#### Via official website (12306):

Railway Customer Service Center Of China (12306.cn) is the key platform for buying train tickets in China. Currently there is no English website or app, so a good grasp of Chinese is required. You also need to register with a Chinese phone number and pay with Chinese bank card, Alipay or Wechat. Be aware that your name on the booking system must match exactly the one on your ID. Spaces and symbols (hyphens) from foreign languages are not allowed.

**Note:** Foreigners have to go to any railway station to complete identity verification after five purchases online.



### Train and plane tickets



#### Via Trip.com:

Trip.com Group Limited is a provider of travel services including accommodation reservation, transportation ticketing, packaged tours and corporate travel management. It is the English version of 携程旅行网, a major online reservation company of China. For those who cannot understand Chinese, or wish to pay with an international credit card (Visa, Mastercard, JCB, American Express), Trip.Com is a good option. Train tickets once purchased can be picked up at the station or delivered to your chosen address. All that is required to purchase train tickets is your valid ID and your ID number.



#### Via Alipay:

Another convenient option for purchasing train and plane tickets (including international plane tickets) is through the Alipay app. Once you have a Chinese bank card and linked it to the Alipay app, you can purchase tickets through the app, via fliggy.com (飞猪). But note that the system is all in Chinese.





Off Campus

Beijing City Transportation Smart Card  
(北京市政交通一卡通)

The Beijing City Transportation Smart Card (北京市政交通一卡通) can be used to take the subway, airport express train, buses and taxis in Beijing. Each card requires a CNY20 refundable deposit. After that you can top up the card freely. The card does not require any ID or registration to purchase, so if misplaced, you will not be able to get the money on the card refunded. Buses are the cheapest form of transport - paying with the Smart Card on buses is about 50 percent cheaper than paying with cash.



Subway

The nearest subway stations to Tsinghua University are Wudaokou Station near East Gate on Subway Line 13, Qing Hua Dong Lu Xi Kou near the East Gate on Line 15, Yuan Ming Yuan near the West Gate and the Bei Da Dong Men Station near the South West Gate on Subway Line 4. To reach most places in the municipal Beijing area, the fastest solution is typically to

Where to buy & top up

- 1. General Ticketing and Enquiries offices at all subway stations
- 2. Ticket windows of the Airport Express Train
- 3. Transportation Smart Card Service Center:
  - Xidan branch: east of Cultural Palace of Nationalities, No. 45-21, Fuxingmen Inner Street, Xicheng District; 08:30 – 19:00
  - Dongzhimen branch: west of Dongzhimen Transportation Hub, Dongcheng District; 08:30 – 19:00
  - South Railway Station branch: city bus exchange hall, B1 Floor, South Railway Station; 08:30 – 19:30

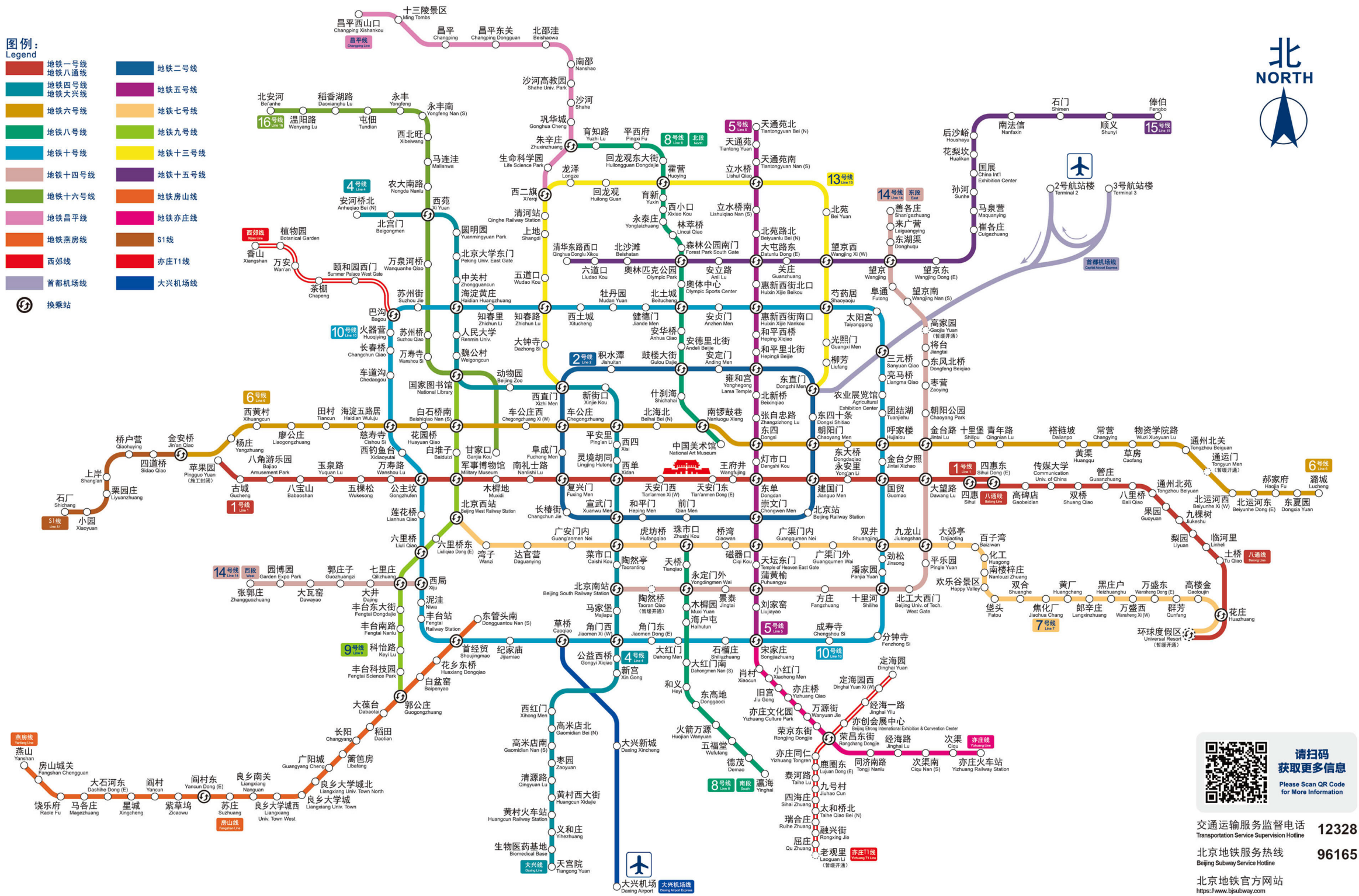
first get to the subway station nearest to you and then take a bus, share bike, taxi or walk to your destination. The subway fare costs around ¥3-7 RMB for a single ticket depending on the distance travelled.



Most frequent users of the Beijing subway now use the Easy Pass (Yitongxing 易通行) app, the official online Beijing Subway payment platform. Via the app, users can simply provide a QR code to enter/exit the subway and the trip cost is deducted directly from their Alipay or WeChat upon completion of the trip, meaning that there is no need to ever top up or add money. Note that this app can only be used for the subway, not the bus network.



Beijing subway route map:





## Medical Services

### Bus

The bus network in Beijing is the most widely used and affordable means of public transportation. However, it can be quite crowded and may experience traffic congestion. Regular bus routes, such as those going downtown, start running between 05:00 – 05:30 and stop between 22:00 – 23:00. Some suburban lines may stop operation between 18:00 and 19:00. Beijing night buses (numbers 1 to 38) operate between 23:00 and 05:00 the next day. The bus stops are marked with route details in Chinese showing the route number, name of the stop you are at, all stops on the route, operating hours and the direction of the bus.

Buses will stop at each designated bus stop regardless if a passenger is disembarking or not, and the name of the upcoming stop is announced in both Chinese and English.

When using the Smart Card to take buses, you should both swipe on when entering and off when exiting the bus. The bus stops around Tsinghua are Wudaokou (五道口) near the East Gate, Qinghuayuan (清华园) near the South Gate, Lanqiying (蓝旗营) near the Southwest Gate, Qing Hua Da Xue Xi Men (清华大学西门) near the West Gate, Yuan Ming Yuan Dong Lu near the Northwest Gate, Qing Hua Fu Zhong (清华附中) near the North Gate, and Dashiqiao (大石桥) near the Northeast Gate (Zijing Gate).

Detailed information about buses passes and route maps can be found here: <http://www.bjbus.com/home/index.php> (Chinese only)

<https://www.travelchinaguide.com/package/beijing.htm>

### Taxis

In China, if you find that you are seeing many empty taxis but no one is stopping for you, this is because these days most people will first pre-reserve a taxi on online platforms. By doing this, the destination address is already input into the system and you will be put in a virtual line, with wait times usually quite short. This is an easy, efficient and safe way of travelling via taxi.

To pre-reserve taxis, the most commonly used taxi hailing app is DiDi (滴滴出行). An English version of the app is also available: <https://www.didiglobal.com>. Another option is to use the DiDi interface via WeChat or Alipay.



There is a University Hospital on campus located to the north of Jin Chun Garden. It provides basic medical care to students and staff. The operating hours for consultation are: Monday - Friday, 8:00 to 12:00, 13:30 to 17:00; Saturday, 8:00 to 12:00. Emergency consultation is available 24 hours a day, 7 days a week. Emergency treatment telephone numbers: 62799120, 62782185.

If you need to seek specialized treatment, you can go to larger hospitals off-campus. The nearest one is Peking University Third Hospital. In addition, the China-Japan Friendship Hospital, and Beijing United Family Hospital and Clinics are often chosen by many international scholars and students.

#### China-Japan Friendship Hospital

##### 中日友好医院

Address: 2 Yinghua Dongjie, Hepingli Beijing 100029, China  
北京市朝阳区和平里樱花东路 2 号

To make an appointment, call 64282297 or 84205122  
For more information about services, please call the hospital reception at 64222952 or 84205121, available 24 hours a day.

Email: [inquiry.cjfh@gmail.com](mailto:inquiry.cjfh@gmail.com)  
<http://english.zryhy.com.cn/index.html>

Tel: 82266699

<http://www.puh3.net.cn>

#### Beijing United Family Hospital and Clinics (BJU) 和睦家医院

Address: 1st Floor, Building D, Tsinghua Tongfang Hi-Tech Plaza, 1 Wangzhuang Lu, Haidian District, Beijing, China 100083

北京市海淀区王庄路 1 号清华同方科技广场 D 座 1 层  
邮编: 100083

Tel: (010) 8236 6918  
Fax: (010) 8236 6919

24hr Service Center: 4008-919191

24hr Emergency Hotline:  
(010) 5927 7120

<http://beijing.ufh.com.cn/>

#### Peking University Third Hospital

##### 北京大学第三医院

Address: Haidian District, No. 49, Hua Yuan Bei Road  
北京海淀区花园北路 49 号



## Daycare and Schooling for Children

Tsinghua has an affiliated kindergarten, primary school and high school. They are located on or adjacent to the campus. Tsinghua professors and postdocs' children may apply to attend, but the schools cannot guarantee enrollment because of limited space. Please consult the enrollment affairs office or find detailed information on the web pages below:

Kindergarten: <http://www.qhfy.edu.cn/>  
(Chinese only)

Primary School: <http://www.qhfx.edu.cn/>  
(Chinese only)

High School: <http://www.qhfz.edu.cn/> (Chinese only)



## Libraries

The Tsinghua University library system is composed of the University Library and additional subject-oriented libraries, including those for humanities, economics and management, law, architecture, and art. The library system covers 70,000 square meters of floor space with over 4,200 seats. With a rich collection of 4,912,000 books and documents covering a vast array of subject areas, it is a comprehensive library system that also includes various online services. Among its collection of treasures are ancient Chinese and foreign books, oracles, bronze wares, calligraphy, and drawings by famous artists, indicative of the University's rich historical and humanities legacy. Over the past several decades the Tsinghua University library has been increasingly upgrading its electronic facilities.

The library has advanced information infrastructure and employs extensive electronic academic information resources, including secondary documents such as abstracts and indexes inclusive of all the current subjects on offer at the University. It also has nearly 70,000

full-text electronic academic journals, and over 6TB of resource data installed on the local server.

Through a newly adopted service function the library is bringing teachers and students closer to their targeted service and has a service-oriented information.

International scholars staying at Tsinghua for less than 3 months may apply for a short-term temporary Library Card with an official letter issued by their host department. Long-term employed international scholars working at Tsinghua for one semester or more can use their Tsinghua ID card to access the University Library and Humanities and Social Sciences Library directly, however departmental libraries have different policies, please check the library website for detailed information.

For further information, please visit:  
<http://eng.lib.tsinghua.edu.cn/E-Resource/Document/56/56.html>

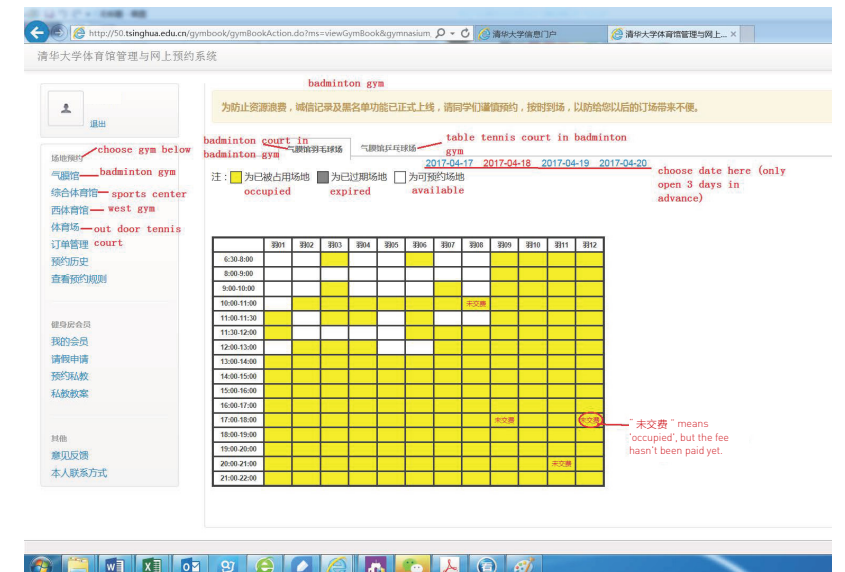
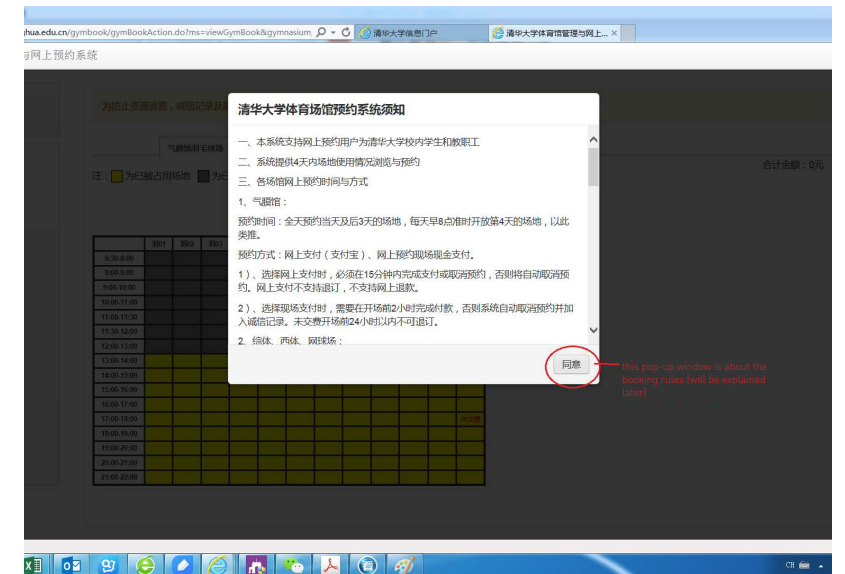
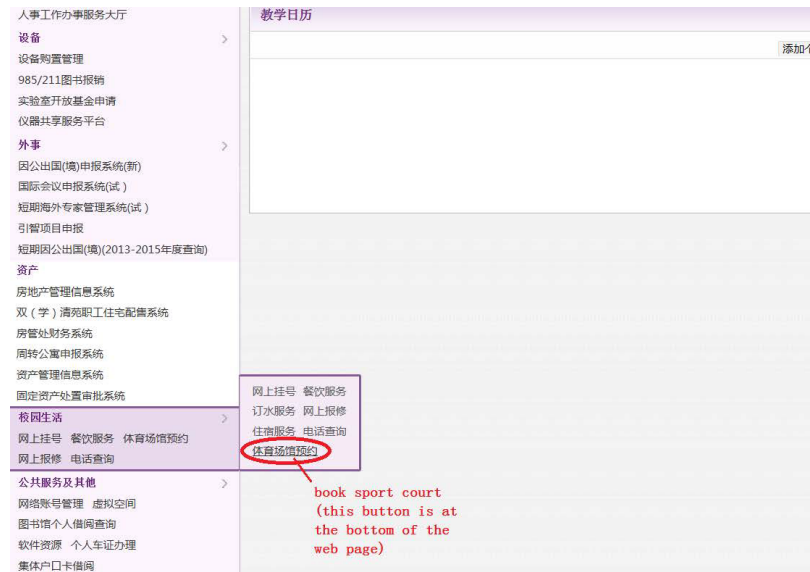
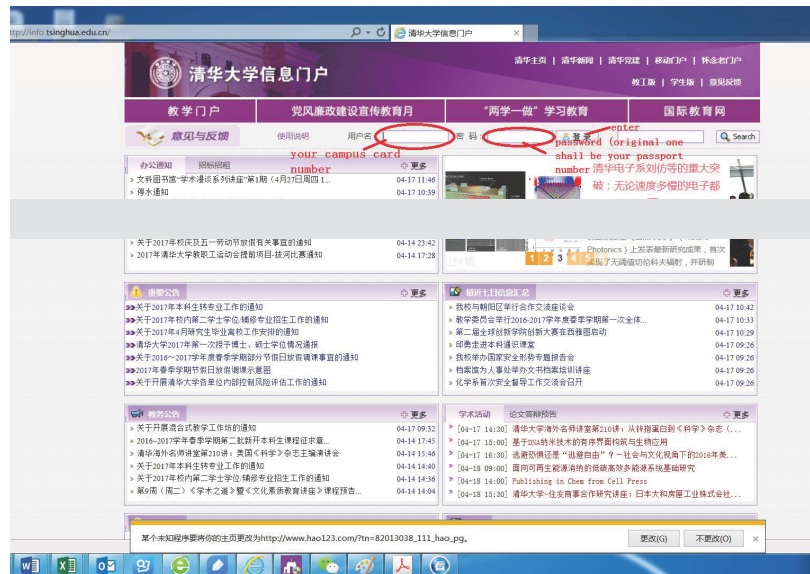
### Digital Library

Tsinghua University's virtual library is a network of information databases of internet sources related to the University, including e-books, periodicals and newspapers, conference proceedings, encyclopedias, and multimedia databases.

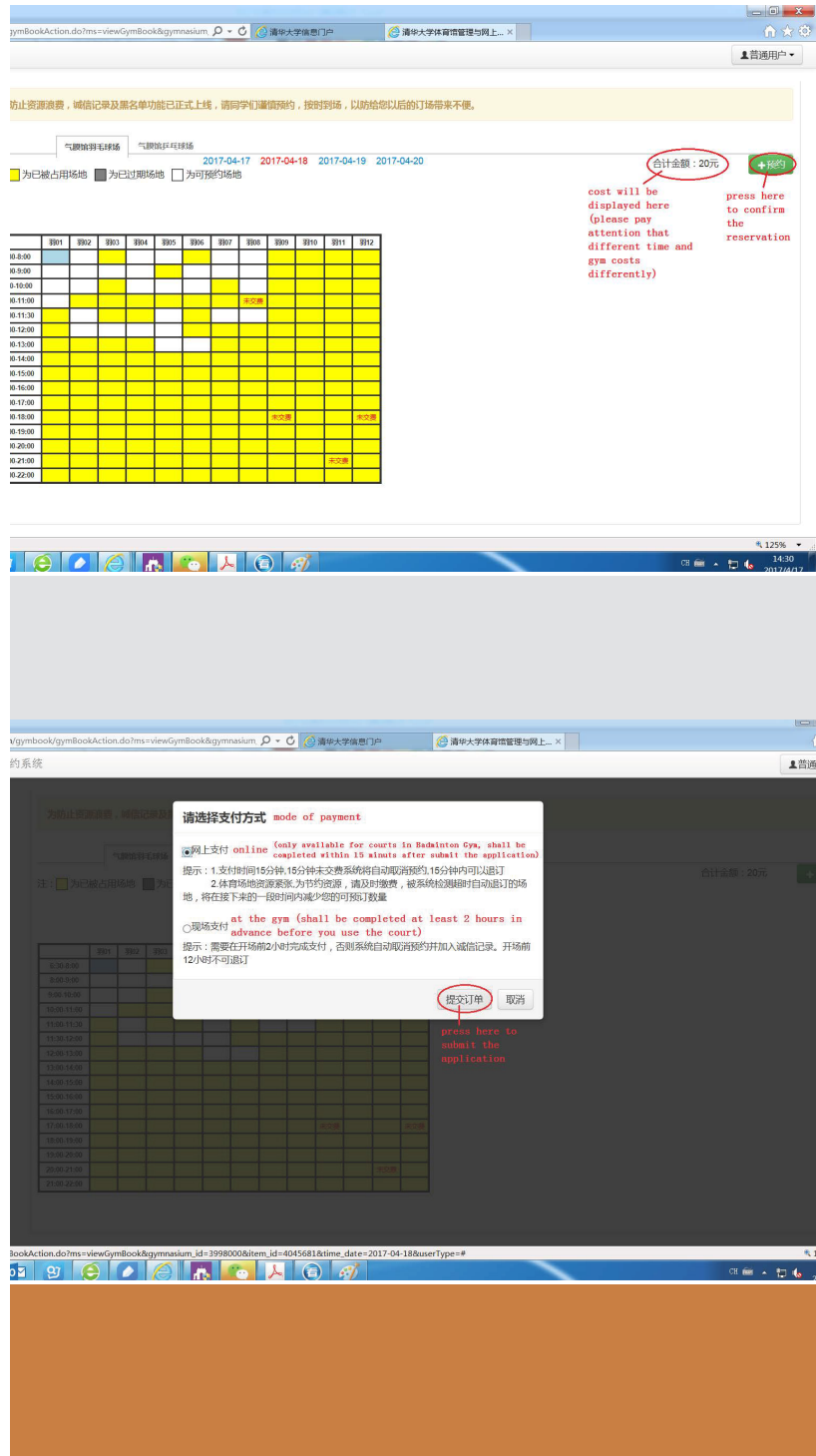
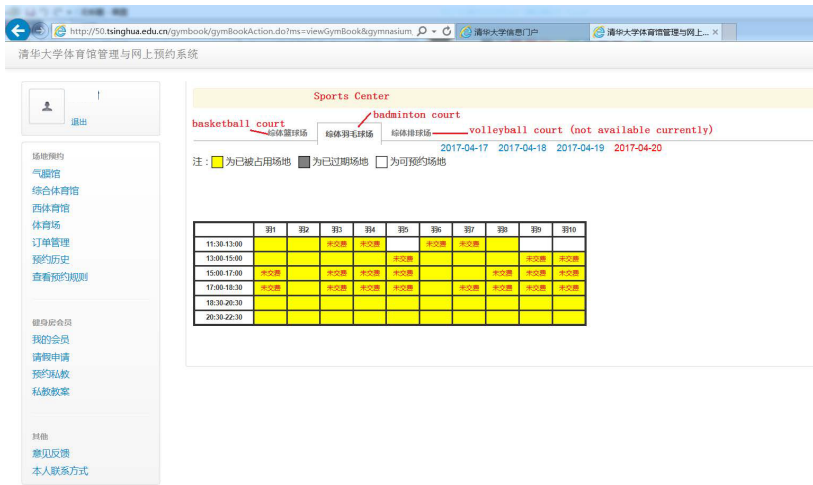


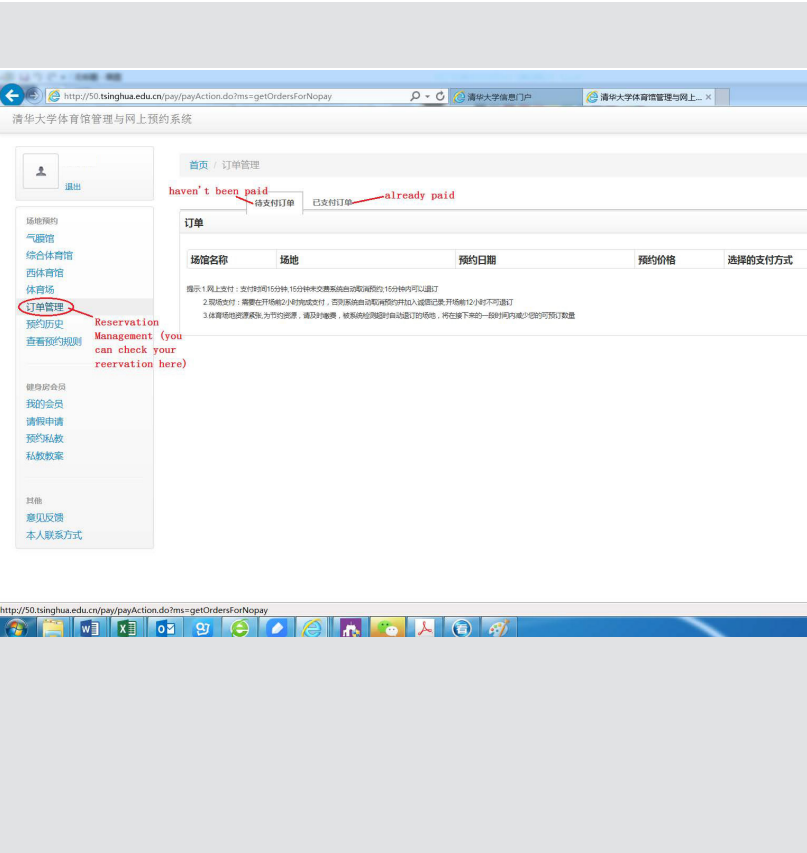
There are several gyms, sports fields and swimming pools in Tsinghua. Some of them need to be booked online:

<http://info.tsinghua.edu.cn>









**Tips:**

1. All courts can be booked at the reception of sports gyms. But generally speaking, it is best to book online as it is faster and more convenient, thus giving you a greater chance of booking an available court space.

2. The online system is able to be accessed between 8:00 am and 22:00 pm every day.

3. The courts can only be booked 3 days in advance. Sometimes you may find as soon as the system opens, many of courts have already been occupied. That is because some of them are used for

classes or university team training, and are not available to be booked.

4. The courts in the Badminton Gym can be paid both online (should be paid within 15 minutes after you submit the application online) or at the gym. Other courts can only be paid for at their gyms. All courts should be paid at least 2 hours in advance before use. If you fail to pay in time, the booking reservation will be canceled.

5. If you want to cancel your reservation, you need to go to the reception of sports gyms at least 24 hours in advance to do so.

Opening Hours	
Working day	Weekend
12:00~13:00	12:00~13:30
17:30~18:30	14:00~15:30
20:00~21:00	17:00~18:30
21:30~22:30	20:00~21:00
	21:30~22:30

Fee: about ¥ 12 RMB/session.  
For details, please contact Tel: 62792475

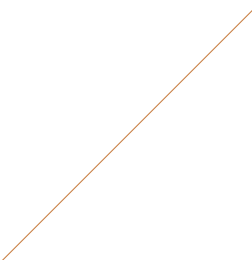
\* The Natatorium (indoor swimming pool) may close during the winter break.



Comprehensive Gymnasium  
For fees & membership info, please contact Tel: 62794435

Sport	Opening Hours
Badminton 10 courts (can be booked online)	08:00~22:00 Mon. to Sun. One period for 2 hours
Basketball 2 half courts (can be booked online)	12:00~22:00 Mon. to Sun. One period for 2 hours
Fitness Room	1. Aerobics Area, Weight Training Equipment Area, Shower Room (09:00-22:00 Mon. to Sun.) 2. The fee is about ¥ 300 RMB/month, discount is available if applying for longer membership





West Gymnasium ( 西体育馆 )

Sport	Opening Hours
Badminton 8 courts (can be booked online)	18:30~22:00 Mon. to Sun. One period for 2 hours

For fees & membership info., please contact Tel: 62782489

Badminton Gymnasium ( 气膜馆 )

Sport	Opening Hours
Badminton 12 courts (can be booked online)	06:30~22:00 Mon. to Sun. First period is from 06:30-08:00, afterwards each section lasts 1 hour.
Table Tennis 9 courts (can be booked online)	

For fee & membership info., please contact Tel: 62798605

Outdoor Facilities

Sport	Location	Opening Hours
West Lake Swimming Pool	At the crossroads of Tsinghua Road and Jin Chun Road	15:30~17:00, 18:00~19:30
Basketball grounds	Zijing Sports Ground; West of the West Sports Ground	Always open
Volleyball grounds	West of the East Sports Ground	
Tennis courts	Zijing Sports Ground	8:00~18:00; 17:00~21:00
Handball playground	West of the West Sports Ground	Always open
Rock Climbing	North Wall of the East Sports Ground	
Baseball and Softball	Northeast of the Natatorium	
Outdoor Roller Skating Rink	East side of Chen Ming Natatorium	

Arts and Entertainment

On-campus Movies and Performances

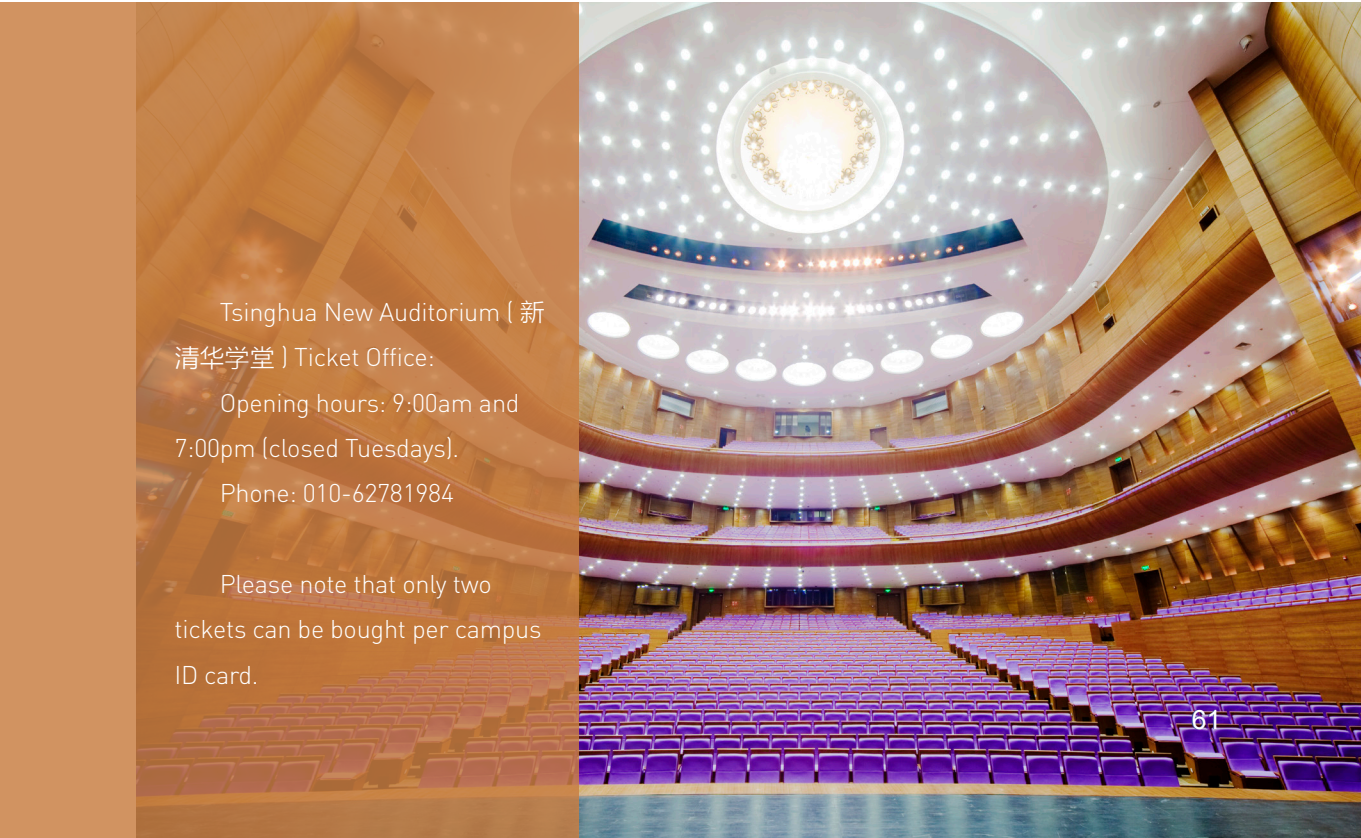
Tsinghua has a wealth of arts and entertainment facilities and institutions, where you can watch movies, attend concerts and performances and appreciate art and historical artifacts.

Most of the movies and performances held at Tsinghua are offered at great discount prices for Tsinghua students. This means that tickets often sell out fast, so it is recommended that you get your tickets as early as possible. To find out about upcoming movies and performances, you can check their

website: <http://www.hall.tsinghua.edu.cn/>

Or follow the Tsinghua New Auditorium's official Wechat account: xinqinghuaxuetang

Movies are mainly shown in the Old Auditorium, whilst performances and concerts are shown in the New Tsinghua Auditorium. Yet tickets for both venues are purchased from the same place, at the Tsinghua New Auditorium ticket office (see below).



Tsinghua New Auditorium ( 新清华学堂 ) Ticket Office:  
Opening hours: 9:00am and 7:00pm (closed Tuesdays).  
Phone: 010-62781984

Please note that only two tickets can be bought per campus ID card.





## Tsinghua News and Information

Tsinghua has a comprehensive website dedicated to disseminating news about the University.

Check it out here:

<http://news.tsinghua.edu.cn/publish/thunewsen/index.html>

To find out all that's happening at Tsinghua and interesting events to participate in, you can follow these Wechat accounts:

Account type	WeChat ID	Extra info
	Xiaoyan	
Campus life and info	TsinghuaUni	Official account of Tsinghua University, operated by the Global Communication Office. Recent Tsinghua news and events, important updates.
	issc2016	Official account of the International Students and Scholars Center. Provides news and updates on the university calendar, regulations and international student and scholar related events.
	thuxiaoyanonline	Tsinghua's online student hub for academic and campus events.
Academic/lectures	SchwarzPostTHU	The official account of the Schwarzman College, providing the latest news on events held at the school (English events)
Entertainment	xinqinghuaxuetang	For checking what performances and movies are on show at the old and new Tsinghua auditoriums

### Tsinghua University Art Museum

The Tsinghua University Art Museum is a great place to go to appreciate Chinese culture and art in general. It was officially opened in September, 2016. It has more than 13,000 items in its collection covering six main categories: painting and calligraphy, embroidery, porcelain, furniture, bronze ware and general artwork. Most of the works come from the collection of the Academic of Arts and Design post-1956 and also from donations by Tsinghua alumni and prominent social figures.

<http://www.artmuseum.tsinghua.edu.cn/en/>  
<http://www.artmuseum.tsinghua.edu.cn/>



## Campus Safety

The level of safety and security on the Tsinghua University campus is generally very good. Traffic is perhaps the most significant hazard to be aware of, especially electric scooters, which make little noise but go quite fast. Due in part to its large size, walking around on campus late at night should also be done with care. The alarm phone number in Tsinghua: 62782001. Please also keep in mind the telephone numbers of your Tsinghua colleagues, as well as the important telephone assistance numbers for use in case of emergency, which can be found at the end of this booklet.

### Protecting oneself against common safety issues

- Ensure the safety of personal belongings. Do not carry around large amounts of money. Take appropriate care of important items such as passports, phones, laptops and wallets.
- Be aware of telecommunications fraud. Do not give information to unknown people by phone, text, WeChat or online. Do not transfer money or write checks to unknown accounts or individuals.
- Pay attention to information safety. Do not carelessly disclose one's personal information. If necessary, the police can be contacted via phone by calling 110.

### Staying safe while shopping online

- When choosing a specific online shopping website, first compare information such as volume of trade and customer reviews.

Businesses that have an offline-store or a seven-day returns policy can better guarantee customer rights and are more reliable.

- Use third-party payment platforms to minimize the risk of transaction issues. Keep hold of proof of transactions, such as records of communication, delivery numbers and evidence of payments.
- After receiving the purchased item, open and inspect the package immediately. If the product is not the same as was advertised or there is a problem with its quality, the recipient has the right to reject the delivery. If there is the option, do not click "confirm delivery" ( 确认收货 ) if the item has not yet arrived or is unsatisfactory.

## Religious Affairs

The People's Republic of China respects the freedom of religious belief of foreigners within the territory of China and protects and administers the religious activities of foreigners in the territory according to Chinese law.

Foreigners in China may participate in religious activities in legally registered temples, mosques and churches. Preaching or holding religious gatherings in any place other than a legally registered place of religious activity within China is not allowed.

## Around Campus - Wudaokou Area

The busy intersection of Chengfu Lu and Zhongguancun Lu is one of Beijing's most cosmopolitan districts and is earning a name as a cultural hotspot.

**Eating:** Along with Chinese food, you can find all sorts of flavors in Wudaokou. There are plenty of other international options here when you are craving different cuisines, such as Korean, Indian and North-American. There is also an international supermarket called D-Mart, and two bigger supermarkets: BHG, and Lotus that house many well-known international foodstuffs.

**Night Life:** For bar-hoppers or people who love to try Chinese Karaoke (KTV), Wudaokou offers a wide range of establishments that are open well into the early hours of the morning.

**Shopping:** Department stores with Chinese and international store favorites, as well as markets, are all available in the Wudaokou area.

## Beijing Life Web Resources

Below are a few commonly used English language websites that may help foreigners greater adapt to life in Beijing.

- The Beijinger. This community website created by foreign expatriates provides information about life in Beijing. The website features a blog and community forum to help foreigners settle into Beijing life.

Website: [www.thebeijinger.com](http://www.thebeijinger.com)

## Driving License Guide

If you would like to apply for a driving license in Beijing, you may contact Beijing Traffic Management Bureau for details. They are responsible for the following services:

- First-time application
- Application procedure for those who hold a foreign driving license
- Adding another vehicle type to an existing license

- Exchange license
- Replace lost or stolen license
- Inspection
- Cancellation

Contact information:

The Foreign Affairs Department of Beijing Motor Vehicle Administration

Address: No. 18 Southeast 4th ring, Chaoyang District, Beijing(Southeast corner of Shi Ba Li Dian Nan Qiao, South 4th ring road)

Tel: 86-10-87625150

Traffic Administration website: [www.bjjtgl.gov.cn](http://www.bjjtgl.gov.cn) (in Chinese)

Office hours: 8:30-17:00, Monday to Friday

- Timeout Beijing. This website focuses on providing lifestyle information to those that live in Beijing. Its content covers popular products, fine dining, art and culture and many other aspects of Beijing city life.

Website: [www.timeoutbeijing.com](http://www.timeoutbeijing.com)

# Appendix

## University Map

[https://www.tsinghua.edu.cn/en/Campus/Campus\\_View/Campus\\_Map.htm](https://www.tsinghua.edu.cn/en/Campus/Campus_View/Campus_Map.htm)

### Useful Links

Tsinghua University <http://www.tsinghua.edu.cn>  
Beijing Municipal Government (for general info, visa, travel info)  
<http://www.ebeijing.gov.cn>

The State Council of the People's Republic of China: (for news and policies and well as a information for foreigners working and living in China)

<http://english.www.gov.cn>

The Beijinger: (for English language listings and entertainment website covering Beijing news)  
<https://www.thebeijinger.com>

### Learning Chinese On-Campus

There are options available to take Chinese language and culture courses. For more information, refer to the website of the Tsinghua University Language Center for details on class availability and selection.

Website: <http://www.lc.tsinghua.edu.cn/>

### Emergency Contact Numbers

Emergency (Police): 110  
Local police station at Tsinghua:  
62782001; 62783779  
Emergency (Fire): 119  
Ambulance (First-aid): 120/999

### Useful Tsinghua Telephone Numbers

Directory assistance  
(in Tsinghua): 62793001  
Tsinghua accommodation  
repairs: 62783414  
Internet repairs: 62784859

### Important National Holidays

- New Year's Day (January 1st)
- Spring Festival (the first day of the first month of the Chinese lunar calendar) (extended holiday period)
- Tomb-Sweeping Festival (around April 5th)
- Labor Day (May 1st)
- Youth Day (May 4th)
- Dragon Boat Festival (the fifth day of the fifth month of the Chinese lunar calendar)
- Armed Forces Day (August 1st)
- Mid-Autumn Festival (the fifteenth day of the eighth month of the Chinese lunar calendar)
- National day of the People's Republic of China (holiday from 1st-7th)


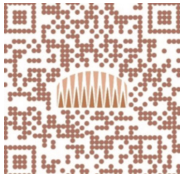


#### Important Tsinghua University holidays and events:

- Tsinghua University Anniversary Celebration (the last Sunday in April)
- Student Associations Fair (every March and October)
- Campus Marathon (every April)
- Campus Singing Competitions (every April and December)
- International Culture Festival (every Spring semester)
- Entrepreneurship Competition (every December)
- International Students & Scholars' Gala Night (every December)



# Tsinghua Official Wechat Accounts

Account Type	Account Name and QR Code	Introduction to Account
Campus Life	 TsinghuaUni	Official English language account of Tsinghua University, operated by the Global Communication Office. Provides recent Tsinghua news and events and important updates.
	 xiaowuyeyuanthu	"Tsinghua Xiaowu Yeyuan" is a student platform supervised by the Student Activities Office to share information of interest to students.
	 thuxiaoyanonline	Organized by the Graduate Students Union. Xiaoyan Online provides a vast array of information relating to campus life.
	 issc2016	Official account of the International Students & Scholars Center. Provides important information on campus life and study, including visas, accommodation, insurance and careers and employment. It also is a window into the rich and colorful campus life of international students, and provides news and information on activities, lectures and student interviews.
	 Renwen_Tsinghua	Official account for the Humanities at Tsinghua series. Provides information on upcoming lectures. Humanities at Tsinghua lectures are large-scale public lectures that invite renowned scholars and public figures in the humanities to give talks on classic theories, unique thoughts and new findings.

Account Type	Account Name and QR Code	Introduction to Account
Campus Life	 SchwarzmanScholars	The official account of Schwarzman College. Provides information on the latest events held at the college.
Entertainment	 Xinqinghuaxuetang	Official account of the New Tsinghua Xuetang. Publishes information on upcoming performances and movies held at Tsinghua.
Tsinghua's Internationalization	 Gh_c9d071d35f01	"Tsinghua Guoji" is produced by Tsinghua University's International Affairs, and is a window for Chinese readers in China and abroad to learn of Tsinghua's cooperation internationally and also with Hong Kong, Macao and Taiwan.
	 Qhdxgjy	Official WeChat account for the Office of International Education at Tsinghua University, which was founded in July 2015 to further enhance the cultivation of students using an international approach, so as to enhance students' global competence and heighten the influence of Tsinghua worldwide.

Location of ISSC







**International Students & Scholars Center**

Location: Zijing Apartment Building No. 22, (close to the Northeast Gate of Tsinghua campus)

Tel: 62797498, 62780032

Email: [issc@tsinghua.edu.cn](mailto:issc@tsinghua.edu.cn)

The working hours: 08:00 - 12:00, 13:00 - 17:00, Monday to Friday