



International Student's Handbook

来华留学生手册

Shanghai Theatre Academy

上海戏剧学院

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Part 1 Registration & Campus Card

注册和校园卡

1. Registration 注册

All new students should register at the Foreign Student's Office within the given time specified in the admission letter, and then sign up for the courses. For those who miss the registration for personal reasons, a written application should be sent to the Foreign Student's Office before the registration date. The maximum extension is 14 days. Otherwise the student will be considered a drop-out.

所有新生须根据录取通知书的要求在规定时间内到校报到、注册。因个人原因无法准时报到、注册的,须提前以书面形式向留学生办公室提交延期注册的申请,延期最长 14 天。未提前申请的一律以放弃入学处理。

2. Campus Card 学生校园卡

Campus Card will be issued on registration day of the new semester. Students need to provide a digital photo (full face, no hat, white background, in JPG file smaller than 100K) when they apply.

校园卡一般于开学报到时发放。学生须事先提供电子版的照片(正面免冠报名照, 白色背景, 文件以 JPG 格式, 不超过 100K)。

Reminder:

The photo for documents, visas and any other purposes may be done in Shanghai Subway almost on every station. There is a small cabin you may quickly make a photo that will be printed immediately and sent to your email. If you have Wechat pay or Alipay accounts the process is even easier.

(by 罗曼 (Roman K.), foreign masters student of 2017. Russia.)

The campus card can be used for campus/dorm admission, library and canteen services. Students need to charge the campus card in the Card Center or through STA Official Account of Wechat before they buy meals in the canteen for the first time. Service time of Card Centre: Mon-Fri 10AM-12:30PM & 1-5PM.

校园卡亦可以用于各校区及寝室的门禁、学校图书馆和食堂。学生需先持卡前往卡务中心或通过上戏微信公众号进行充值后方能在学校食堂使用。卡务中心
工作时间：周一到周五上午 10-12:30;下午 1:30-5:00。

Card Center Huashan Campus 华山路校区卡务中心



Service window of Card Centre 服务窗口



STA Official Account of Wechat 上戏微信公众号



Bind your campus card to STA Official Account of Wechat.

将你的校园卡绑定公众号

User's name: Your student number

Password: last 6 number your passport

用户名: 学号

密码: 护照后 6 位数

How to Charge Your Campus Card through STA Official Account of Wechat 如何通过上戏微信公众号充值校园卡

Step 1



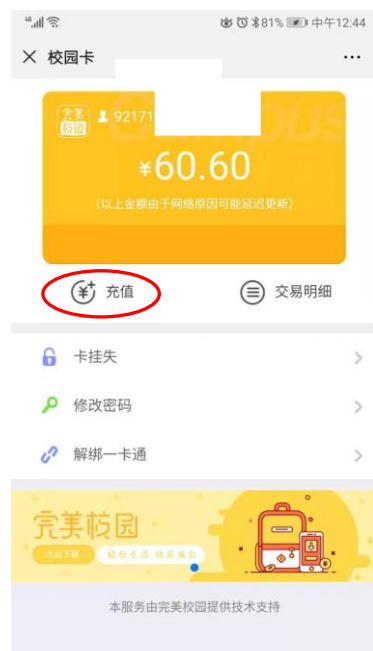
Step 2



Step 3



Step 4



Step 5



Part 2 Visa & Residence Permit

签证和居留许可

1. Entry Visa 入境签证

An X1 or X2 visa could be applied for in the Chinese embassy/consulate with STA admission letter and JW202 form.

The digital version of JW202 form and admission letter will be sent to your email box directly. Please download and print by yourself. If the local Chinese embassy/consulate has special requirements, please contact STA Foreign Student's Office.

学生携带上戏的入学通知书和 JW202 表向当地中国使馆申请 X1 签证进入中国。

电子版的 JW202 表和录取通知书将会直接发送到你邮箱。请自行下载和打印 JW202 表和录取通知书。如果当地中国使领馆有其它特殊要求，请联系上戏留学生办公室。

If you cannot receive JW202 form through email, you can access the website and download the JW202 by yourself. Below is the link.

如果你的邮箱无法接收 JW202 表，可以自己去官网下载并打印。下面是官网链接。

English 英文

<https://www.studyinchina.edu.cn/lxzgywz/525644/525640/index.html>



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Confirmation Form for Study in China Download

* Passport Name:

* Passport Number:

* Email:

* Verification Code: 

* Random Code: [Get random code](#)

The random code will be sent to the mailbox you filled in by email.

[Inquire](#)

[Reset](#)

Notice:

1. Here you can only query and download the electronic certificate of the JW201/JW202/DQ form.
2. The enquiry of the electronic certificate of JW201/JW202/DQ form requires the consent of the owner.
3. The electronic certificate of JW201/JW202/DQ form shall not be used against the will of the owner.
4. For holders of JW202/DQ form, passport name, passport number, email address and other information shall be consistent with the information filled in the application material you submitted to the university applied.
5. For holders of JW201 form, passport name, passport number, email address and other information shall be consistent with the application submitted in the "Chinese Government Scholarship Information System".

Chinese 中文

<https://www.studyinchina.edu.cn/cscse2020/525626/cs61/index.html>



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外国留学人员来华确认表下载

* 护照姓名:

* 护照号码:

* 电子邮箱:

* 验证码: 

* 随机码: [获取随机码](#)

随机码将发送至电子邮箱，请登录邮箱查询。

[查询](#)

[重置](#)

注意:

1. 此处只能查询下载JW201/JW202/短期来华留学生信息表电子证照。
2. 查询JW201/JW202/短期来华留学生信息表电子证照需经权属人同意。
3. JW201/JW202/短期来华留学生信息表电子证照不得用于违背权属人意愿之用途。
4. JW202/DQ持有者所录入护照姓名、护照号码、电子邮箱等信息须与其提交至学校的申请材料保持一致。
5. JW201持有者所录入护照姓名、护照号码、电子邮箱等信息须与其在“中国政府奖学金来华留学管理信息系统”中提交的申请一致。

2. Residence Permit 居留许可

Student Residence Permit allows unrestricted multiple entries within the period of validity. Those who come to China with X1 visa should apply for residence permit within 30 days since arrival. Also, physical examination records issued by the Shanghai International Travel and Healthcare Center are needed before application.

学生居留许可允许在有效期内多次入境。持 X1 签证入境的学生应在抵达后 30 天内申请居留许可。申请时需提交由上海国际旅行卫生保健中心出具的体检证明。

Make an appointment online for visa affairs 在线预约办理签证事务:

<https://gaj.sh.gov.cn/crj/gryw/wgrwssq/jlyq/enJlyqIndex>

Visa center address 签证中心地址:

Shanghai Exit-Entry Administration Bureau 上海出入境管理局

Address of Head office: 1500 Minsheng Rd

总部地址: 浦东新区民生路 1500 号

Service time: 9:00—17:00 Mon- Sat.

接待时间: 周一至周六 9:00—17:00

Tel 电话: 12367

Transportation: Exit 6, Shanghai Science and Technology Museum Station, subway line #2 **OR** Middle Yanggao Rd, subway line # 9

交通: 地铁 2 号线上海科技馆 6 号出口

Other branches 分局:

<https://gaj.sh.gov.cn/crj/moreAndxx/%E5%8A%9E%E8%AF%81%E6%8C%87%E5%8D%97/xxxx/863B1FB8E7DA48F5BA161B003E354B76>

3. Materials Needed for the First Application of Residence Permit

申请居留许可所需材料:

- (1) Passport (original) 护照原件
- (2) Health Check certificate issued by the Shanghai International Travel and Healthcare Center (original) . If you made it in your own country, it must be done in government related hospital AND legalized in the Shanghai

International Travel and Healthcare Center. 由上海国际旅行卫生保健中心出具的体检证明原件。如已在本国体检必须是在政府指定医院，并在入境后去上海国际旅行卫生保健中心验证。

(3) Admission letter 录取通知书

(4) JW202 form JW202 表格。

(5) Introduction letter for Visa Application (issued by STA Foreign Student's Office). 外国学生申请居留许可的办证申请函（由上戏留学生办公室出具）

(6) Registration form of temporary residence .

来访者临时居住登记表

- If you live on STA Huashan Rd. campus, the form is issued by the janitor of the dormitory.
- 如果你住在学生公寓，临时住宿登记表由宿舍管理员提供。
- If you live on other campuses of STA or off campus, the form can be process by yourself on “SELF-HELP DECLARATION SYSTEM FOR OVERSEAS PERSONNEL'S ACCOMMODATION REGISTRATION “ (See P15-16), or process it in the community police station..
- 如果你住在上海戏剧学院其它校区或校外，你可以在“境外人员住宿登记自助申报系统”（见第 15-16 页）进行在线申报，或者去居住地所属的警局线下办理。

5. Extension of Residence Permit 居住许可的延期

Student can extend the residence permit before it expires. Student can get the extension form from The Foreign Student's Office 2-4 weeks before the expiring date. **STA is not responsible for the visa problems caused by late extension due to the student's personal reasons.**

学生应该在居留许可到期前办理延期。学生可以在居留许可过期前 2-4 周到留学生办公室领取申请延长签证的材料。**如学生因个人原因未能及时办理延期的，**

由本人承担相应的后果。

6. Fees for visa & physical check 签证费用

All the fees for visa application and health check are paid by the applicant.

申请签证费用和体检费用，均需学生本人承担。

Important tips that may keep your time, nerves and money:

- (1) **Check all (!) the documents** if the information is right: your name and surname spelling, date of birth, your passport number, right address, date of arrival to China, date of entry to the dormitory (if you stay there). If some information is incorrect, you need to correct the mistake.
- (2) If you have two passports for travelling, try to issue all your documents to one passport (the list of docs see above). Also if in one passports your name or (and) surname is spelled differently (for the reason of rules change, etc.) you should go to your consulate of your country in Shanghai and ask for a document, confirming that **both of your passports are issued for you**, that you are the same person.
- (3) **Prepare CASH!** Wechat pay and Alipay are allowed. However, it's better to prepare cash to be sure you won't have any trouble. There is also an ATM on the first floor, but you should be ready to pay additional fee for withdrawal operations there.
- (4) Make all the copies **BEFORE** coming to the visa center. You can make the copies on the third floor at the counter around the corner. The counter accepts cash, Wechat pay and Alipay.
- (5) If you want your documents to be delivered, you should buy an envelope at the copy counter around the corner on the third floor, the same place for copying documents.
- (6) **DO NOT** throw away the receipt. If something went wrong, you would need the receipt to confirm your payment. Otherwise you would have to prepare all the docs again (including payment for the physical examination, payment for the residence permission, etc.).
- (7) If your name on your residence permission or any other credentials are spelled with any mistakes, even minor ones, you **MUST** correct them. To correct you should come to the visa center. Otherwise you may have unexpected trouble with the banks, mobile operators and so on.

(by 罗曼 (Roman K.), foreign masters student of 2017. Russia.)

Part 3 Health Check

体检

All foreign freshmen need to take health check before admission. Make an appointment for health check as early as you can. The address of Shanghai Medical Healthcare Centre is 15 Jinbang Rd. Remember to bring your passport, Admission Letter, 4 recent 2-inch photos, RMB 500 (cash) and other required documents with **empty stomach** for the check. The Health report will be sent to you in 7 working days.

所有外国留学生新生入学前必须进行体检。请尽可能早预约体检时间。根据预约时间去上海国际旅行卫生保健中心(金浜路 15 号)进行体检。请携带护照、入学通知、4 张照片、人民币现金 500 元和其它规定的材料。体检当天不可以吃饭。体检中心会在 7 个工作日内寄送体检报告。

Please book the health check as early as you can!

请尽早去预约体检!

Tel 电话: 86-21-62688851; 62686171

Online reservation 在线预约:

Website 网站: <https://online.shhg12360.cn/sithc/sithcen>

Wechat public account 微信小程序: Shanghai International Travel Health

care Center 上海国际旅行卫生保健中心



Part 4 Insurance

保险

In accordance with provisions of the Ministry of Education, “Comprehensive Insurance & Protection Scheme for Foreigners Staying in China” is a **MUST** for international students in China and the charge is 800 RMB a year or 400 RMB half year. The insurance liabilities cover the average outpatient and emergency, the accidental injury medical treatment insurance and hospitalization medical insurance.

根据国家教育部的相关规定，所有来华留学生都需购买“来华留学生综合保障计划”，费用为人民币 800 元一年或者 400 元半年。该保险包括普通门诊费用，交通意外医疗费用和住院医疗费用。

After purchasing “Comprehensive Insurance & Protection Scheme for Foreigners Staying in China of Guoren Property & Casualty Insurance”, insured students shall get treatment at designated hospitals. **One should prepay the treatment fee, and then file a claim with hospitalization certificate and other material needed. Please note that fees paid at non-designated hospitals or international medical services could not be reimbursed.**

购买国任保险公司“来华留学生综合保障计划”的学生必须前往指定医院就诊。医疗费用均需学生自行垫付，并凭就诊证明和其它相关材料事后报销。请注意，非指定医院就诊产生的费用无法报销。

How to buy the insurance? 如何购买保险?

The student needs to confirm the passport number and other required information with the Foreign Student's Office on the registration day. The Office will send the information of all registered foreign students to the insurance company. Then the student can pay for the insurance on PC or mobile phone.

学生在报到注册时与留学生办公室确认本人护照及其它所需信息，由留学生

办公室统一报送给保险公司。信息录入后，学生可以自行在电脑端或手机端支付保险费用。

For the Shanghai Government scholarship students, the Foreign Student's Office will transfer the insurance fee for them. For the self fund students, the fee should be paid by themselves.

获得上海市政府奖学金的学生，学校将支付相关保险费用。自费学生需自己支付保险费用。

Scan the code below to buy the insurance and read the self –service claim guidance.扫下面的二维码支付保险费，并阅读理赔指南。



24 hour bilingual service line

24 小时双语服务热线: 400-810-5119

Link to the Insurance Scheme and Self-service Glaim Guide

保险方案和自助理赔指南链接：

<https://iso.sta.edu.cn/30/list.htm>

Part 5 Living On/Off-Campus

住宿

1. Living On Campus 校内住宿

Students could apply for overseas students' dormitory according to their needs (See introduction on P43-44). **A 300 RMB deposit shall be prepaid when checked in. NO bedding provided.** Size of the bed: Width 90CM; Length 200CM. Price: 50 RMB a day per person for a double room. For those who will leave during vacations but still wish to retain their rooms, the price is 25 RMB a day per person for a double room. **For full scholarship students,** the room fee is spared; if he or she wishes to live outside due to personal reasons, he or she could be subsidized accordingly by International Student's Office.

学生可申请校内住宿（宿舍介绍见第 43-44 页）。**入住时需缴纳人民币 300 元押金。宿舍不提供床品，需学生自行准备。**床的尺寸：宽 90 厘米，长 200 厘米。宿舍价格：双人房 50 元/人/天，四人房 25 元/人/天。放假期间如需保留宿舍的，需支付保留费双人房 25 元/人/天；四人房 10 元/人/天。获 A 类奖学金的学生，其住宿费用包含在奖学金中。如果选择校外住宿，可获得一定的补助。

Accommodation fee should be paid within the first week each term . There are several facilities on 18th floor of the dormitory, electric stove, washing machine, fridges, water heater, zinc, etc. in the kitchen and TV, DVD player, gym equipment, clothes dryer in the VIP room. Only washing machine and clothes dryer charge fees. Besides, cold water and electricity less than 200 kilowatts/month for a single room and 250 kilowatts/month for a double room are free. The extra electricity fee should be borne by the students (0.61RMB/kilowatt). Hot water charges 0.18RMB/minute, which can only be used after the students pay with the campus card.

学生须在每学期开学第一周支付住宿费用。18 楼有如下公共设施可用：厨房有微波炉、电冰箱、洗衣机、热水器等。学生活动室有电视机、DVD 播放器、

一些健身器材和烘干机等。洗衣机何干衣机需支付使用费，其它免费使用。此外留学生宿舍冷水费全免，电费单人间每月 200 千瓦、双人间每月 250 千瓦以下免费，超过部分由学生个人承担，按每度 0.61 元计费。热水费由学生个人承担，按 0.18 元/分钟计费。须用校园卡刷卡付费后才能使用。

The washing machine requires using of a phone application Hai Er Xi Yi (海尔洗衣). You should allow the application to use your location. Then click on the picture of the washing machine, click on the washing option you want to use and choose the washing machine on the 18th floor by the dormitory address (延安西路 355 号 18 楼 OR 上海戏剧学院公寓). Next proceed to payment options. You **NEED** Wechat or Alipay accounts to pay for the laundry. If for some reason the washing didn't start or payment fails, you may ask other students or floor supervisor for help.

(by 罗曼 (Roman K.), foreign masters student of 2017. Russia.)

The dormitory rooms are allocated by school and should not be changed in private. Keep the rooms and public space clean; do not litter; do not keep pets in the apartments. Always keep your voice down. Do not make loud noises or play loud volume music, so that others will not be disturbed. Friends and family members are not allowed to stay in the dormitory.

宿舍由学校统一分配，学生不可私下交换房间。平时请保持房间内部及公共区域的卫生，不乱扔垃圾，不养宠物，不大声喧哗，不发出过于响亮的声音，不播放过于吵闹的音乐，以免打扰他人。请勿留宿亲朋或家人。

There are three fridges in the dormitory (two in the kitchen and one in the VIP room) where you may keep your groceries and other goods. Please, keep them clean and throw away expired food without waiting for it to rot and stink. In case of mysterious loss of your food and other products immediately inform floor supervisor and the office.

Below is the mailing address of the dormitory 上戏学生宿舍快递地址:

收件人姓名、手机 上海市延安西路 355 号 上海戏剧学院 200040 中国	<i>Receiver's name & mobile phone</i> <i>Shanghai Theatre Academy</i> <i>355 West Yan'an Rd.</i> <i>Shanghai, P.R.C 200040</i>
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2. Living Off-Campus 校外住宿

Student living off-campus shall complete the temporary residence registration within 24 hours after arrival and notify The Foreign Student's Office in no time. If student moves to new apartment, he/she shall also update the temporary residence registration within 24 hours. Otherwise, he or she shall be penalized by the Police according to the relevant law.

校外住宿生须在抵达后 24 小时内办理境外人员住宿登记申报, 并第一时间告知留学生办公室。如学生改变住宿地点, 也须及时更新住宿登记申报。未及时进行临时住宿的申报, 可能会被相关部门处罚。

SELF-HELP DECLARATION SYSTEM FOR OVERSEAS PERSONNEL'S
ACCOMMODATION REGISTRATION 境外人员住宿登记自助申报系统

Website 网站: <https://gaj.sh.gov.cn/crj/24hr/>

QR code 二维码



境外人员住宿登记自助申报须知

Notice for Residence Self-Registration of Overseas People (including Hong Kong, Macao & Taiwan residents) [2022版]

根据中国法律有关规定,境外人员抵达住宿地后 24 小时内申报住宿登记是您应遵守的法律义务,也是您将来申请居留证件的重要依据。

为便于您的申报,本市公安出入境管理部门推出网上自助申报。请如实填报相关信息,如作虚假陈述,将承担相应法律后果。

Chinese law requires overseas people to register their residence within 24 hours upon arrival, which makes an important condition for visa or residence permit application in the future.

To facilitate such work, the Shanghai Police Exit-Entry Administration presents the online self-registration. Please make sure the information you provide is complete, accurate and true. Any false statement shall result in legal consequences.

您可以通过以下两种方式进入自助申报系统:

1. 使用手机扫描下方二维码;
2. 在浏览器中输入
<https://gaj.sh.gov.cn/crj/24hr>



You are welcome to use this app by:

1. Scanning the following QR code with your mobile phone,
or
2. Log on <https://gaj.sh.gov.cn/crj/24hr>



如果在自助申报过程中遇到问题,请至属地派出所进行申报。

Should you encounter any problems please go to the local police station.

上海市公安局出入境管理局
Shanghai Public Security Bureau Exit-Entry Administration



Part 6 ICS Curriculum

跨文化交流学课程介绍

1. Courses & Credits 课程和学分

The curriculum requires 36 credits, including 18 from six mandatory courses. Currently they are:

学生须修满 36 个学分，其中 6 门必修课 18 分，目前包括如下课程：

- Intercultural Theatre: From Greece to the Present (3 credits)
跨文化戏剧（3 学分）
- Technology Media Performance (3 credits)
技术媒体表演（3 学分）
- Modern Chinese Arts and Cultures in Global Perspectives (3 credits)
全球视域下的现代中国艺术（3 学分）
- Chinese History and Culture(3 credits)
中国历史与文化（3 学分）
- Films and Contemporary Chinese Society and Politics(3 credits)
透过电影看当代中国社会与政治（3 学分）
- Performance Studies (3 credits)
人类表演学研究（3 学分）
- Engaging Culture: Practice and Research between Field and Performance (3 credits)
在田野与表演之间:文化研究与艺术实践（3 学分）
- Case Studies: Lecture Series (0.1 credit/lecture)
跨文化案例研究：讲座系列（0.1 学分/次）

8 credits are from selective courses, including:

选修课 8 分，包括如下课程：

- 3-6 in Chinese language courses;
中文 3-6 学分

- 4-6 in studio courses (Chinese opera acting, dance, Taiqi, short films, etc.);
实践课 4-6 学分 (中国戏曲表演, 舞蹈, 太极拳, 电影短片拍摄等)
- Independent study & Internship. Independent study refers to the special course between 1 professor and 1 or 2 students. The content and the schedule of the study should be decided by both sides together. Students need to submit application form to Intercultural Communication Studies (ICS) office in advance. Each independent study/internship is 1-2 credits depending on its intensity and span. Students need to hand in paper/report after independent study/internship in order to get credits.

独立学习和实习。独立学习指 1 位教授指导 1-2 位学生的小班课。学习内容及时间安排由师生共同决定。学生须提前填好《独立学习/实习申请表》向跨文化交流学办公室申请备案。每个独立学习/实习是 1-2 个学分, 根据项目内容的强度和时间长度而定。学生须在结束后提交论文或报告等相关资料以获取学分。

The remaining 6 credits for writing the MA thesis under the advisor's supervision. These are the only credits that can be taken after the first year.

撰写硕士学位论文 6 学分。学位论文的撰写需在第一学年结束之后方可开始。

After the first year of studying in the program you would be sent your transcript with all the credits you'd earned. **You should have 30.** If you have less, you need to attend additional Chinese classes, "Winter institute" (annual event in STA at the beginning of the year) or consult with the foreign student office about the lack of credits.

Please, **be advised to check** how many credits you have and how many credits you need for the successful graduation. Otherwise, you would have to postpone your graduation for one more year to gain additional credits.

STA is not responsible for such a misfortune.

(by 罗曼 (Roman K.), foreign masters student of 2017. Russia.)

2. MA Thesis 硕士学位论文

The MA thesis (minimum 8000 words) is the culmination of the student's two years of study. It will start with a thesis proposal developed in Semester I&

II, and will be examined and accepted by a group of three professors at the end of Semester II, usually in June. The student will then spend the next year, or more if needed, to write the thesis, while consulting with the advisor in person or electronically. Once completed, the thesis will be defended before a group of five professors (usually in May). The student will then be granted the MA degree at the next commencement ceremonies.

硕士学位论文(最少 8000 字)是学生两年学习的结束。一般在第一学年结束或第二学年开始的时候, 学生提交开题报告, 并通过由 3 位教授参加的开题答辩(一般在 6 月份)。开题通过之后学生在导师的指导下(面谈或邮件)用一年或更长的时间内撰写论文。在第二学年结束前, 学生须提交完整的学位论文, 并参加由 5 位教授参加的论文答辩(一般在 5 月份)。通过答辩后学生可获得硕士学位证书。

Thesis Proposal and Oral Defense 论文开题和开题答辩

The students are expected to defend their thesis proposals by the end of the first academic year, usually in June. Before that, the ICS Office will schedule a session for the students to discuss their thoughts with professors and get advices. The students make suggestions for their thesis advisors and professors will make the final decisions in consultation with the students.

学生在第一学年结束前, 通常在 6 月份, 提交他们的开题报告。专业会在学生正式提交开题报告前安排学生与教师进行交流, 给予学生意见。学生可以提议论文指导老师的人选, 专业会在与学生与导师双向沟通后决定导师的最终人选。

Procedures of Final Oral Defense 论文答辩程序:

1. Brief introduction of the candidate and his/her thesis by the thesis advisor
论文指导老师介绍学生及论文基本情况
2. Candidate's presentation 答辩人陈述
3. Question & Answer 答辩导师提问、答辩人回答
4. Vote & Announcement 答辩委员会投票, 公布结果

Delay of Final Oral Defense 关于延期答辩:

1. If the student cannot participate in Final Oral Defense in May due to some special reasons, or his/her advisor doesn't agree on his/her participation in Final Oral Defense, the student should submit the application for extension to ICS office before March 30. The application should be signed with the advisor. The form may be taken from the International Student Office.
 2. Before Final Oral Defense, all the MA theses should be pre-evaluated by 2 professors in related areas (vice professors above, at least one professor is from other university). If one of the professors fails the thesis, the Oral Defense Committee should discuss on this matter. If 3 or more professors of the Committee think the thesis is ready for defense, the student can participate in Final Oral Defense as scheduled. Otherwise, he/she has to revise the thesis and delay the defense.
 3. The Oral Defense Committee consists of 5 professors in related areas; at least 2 of them are from other universities. One member of the Committee should be the pre-evaluator. The committee shall vote by secret ballot. The student passes Final Oral Defense only when he/she receives four or more than four consent from the Committee. Otherwise, the student should revise his/her thesis and re-defend again. If the student fails the second defense, he/she will not be able to get the degree.
-
1. 如果学生本人由于特殊原因或者其导师认为论文尚不能参加答辩的，需由学生本人提出、并经由导师同意后向戏文系提出延期答辩申请，延期申请最迟需在 3 月 30 日前提交。
 2. 论文在答辩前需经过两位熟悉本课题的副教授以上（或相当职称）的专家对论文进行评阅，并写出评阅意见。评阅人中至少有一名必须是外单位的专家。如有评阅人不同意答辩的，应将其意见复印后分发给全体答辩委员征求意见，超过半数的答辩委员认为可以组织答辩，则仍应如期答辩；反之，答辩应予以推迟。
 3. 硕士学位论文的答辩委员会一般由五名本学科副教授以上（或相当职称）的专家组成，由其中熟悉本课题的专家担任答辩委员会主席。答辩委员会中外单位的专家不得少于两名。答辩委员会中必须有一名是该论文的评

阅人。答辩委员会应以无记名方式投票表决，三分之二以上（即四名或四名以上委员）同意，答辩才算通过。答辩不合格者（即未获三分之二多数通过），经答辩委员会同意，在对原论文作修改补充后，可申请重新答辩一次，第二次答辩仍未获通过的硕士生按结业处理。

4. Internship 实习

According to the relevant Chinese Laws and regulations, international students with student visas are **not allowed to take any paid jobs** in China during the period. However, students are allowed to take unpaid internship related to his/her academic area. Consult the foreign student's office for residence permit plus intern.

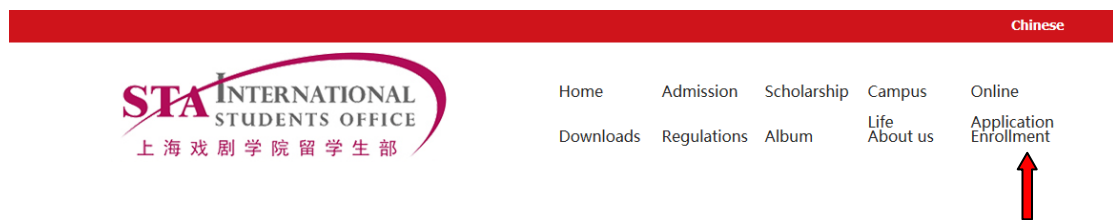
根据中国相关法律，持学生签证的外国留学生不允许从事任何有薪酬的活动。但是学生可以从事与自己的专业和研究项目有关的无薪酬的社会实践活动。学生如需居留许可加注实习，可咨询留学生办公室。

Part 7 STA Enrollment Portal

1. Access STA Enrollment system through the link:

Please use Google, IE8.0+, or Firefox browser.

You can also access our official website <https://www.sta.edu.cn/english/> and click the button Enrollment to enter the system.



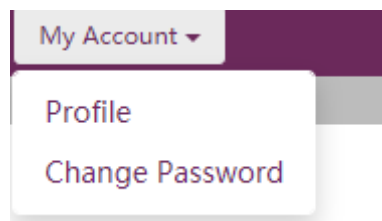
2. Log in the system

User's Name: Your student number

Initial Password: 654321

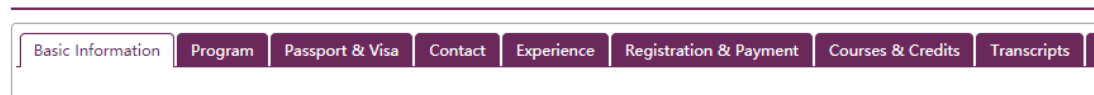
3. Check your personal account's information and change password

If you forget your current password, please contact the administrator to restore the initial password.



4. Update and check the student profile

Edit Student Status Information



1) The students can only edit Passport & Visa, Contact, Experience sections.

Remember to SAVE after any updating.

2) Student can download or upload files in ATTACHMENT section.

3) All other sections can only be edited by the administrator.

上戏境外学生学籍信息备案平台用户指南

一. 登陆系统

上戏官网/留学生部/学籍信息（Enrollment）

<https://isoenrollment.sta.edu.cn>

请使用火狐，谷歌，ie 浏览器的话 8.0 以上版本的浏览器。

用户名：本人学号 初始登陆密码：654321

二. 账号信息和密码修改

在我的账号里，用户可以查看自己的账户信息，并且修改密码。如果忘了登录密码，请联系管理员恢复初始密码。



三. 学籍信息查看和编辑

编辑学籍信息



1. 基本信息和课程信息是从申请系统导入并由管理员更新。学生本人不能修改这两部分的信息。如有错误或变动，须联系管理员在后台改动。
2. 护照签证记录，联系方式，入学前经历这三部分也是从申请系统自动导入，但是学生可以进行修改补充。更新后务必点击保存。
3. 注册缴费记录由管理员录入。学生只可查看。
4. 课程学分和成绩单只针对汉语生、跨文化交流学和某些特殊短期班。由管理员录入，学生可以查看。
5. 附件部分是从申请系统导入的各种申请材料，学生和管理员都可以上传、下载和删除。

Part 8 Other Important Information

其它重要信息

1. The beginning and the ending of the semesters 开学及放假时间:

The Fall semester usually starts in the first week of September and ends in the week before Christmas. The spring semester usually starts by the end of February or the beginning of March and finishes by the end of June. Each semester is 18 week long. Please refer to the Academic Calendar for the exact schedule.

2. Climate 气候:

Shanghai has four distinct seasons. It's hot in Summer and cold in Winter. In July and August, the average temperature is 25-32°C and the highest temperature can reach 40°C. The rainy season is from the end of June to July. People need to prepare umbrellas, sunglasses and sunscreen. Winter is coldest from late January to early February. The average temperature is around 4°C, and sometimes less than 0°C.

3. Campus Wi-Fi 校园无线网:

Free **Wi-Fi** covers the whole Huashan Campus of STA. **Wi-Fi** Account for STA students: STA-Student.

For ICS student or exchange student:

User's name: Your student's Number

Initial password: Last 6 numbers of your passport

For other students, please contact the Foreign Student's Office for the account and password.

4. Chinese Mobile Phone Number 办理中国手机号码:

One can get a Chinese mobile phone number or buy telephone card at any business hall of China Mobile. The closest one to STA is at 236 Yuyuan Road (愚园路 236 号中国移动营业厅) .

Here in Shanghai you may find the offices of China Unicom or China Mobile. Both operators have almost identical options for communication: prepaid internet, limit of minutes per month, etc. However it is **HIGHLY important** to carefully choose operator, otherwise you will waste time changing your number in banks, Alipay (electronic payment system), Wechat (social network), Taobao (online shop) and so on. Here are some tips.

You may register ONLY ONE sim card for your valid passport.

When you come to STA it is better to wait for the beginning of studying in STA. It is approximately 10-14th of September when China Mobile and China Unicom sellers come to the dormitory of STA and sell extremely cheap sim cards.

Note that promo conditions may vary every year.

Closest China Unicom office is on the crossroad of North Wulumuqi road and Huashan Road (乌鲁木齐北路, 华山路) that is very close to the STA.

(by 罗曼 (Roman K.), foreign masters student of 2017. Russia.)

5. Bank Card 银行卡:

For the scholarship student, the stipend will be transferred to the student's bank card. **STA only accepts the bank card issued by China Construction Bank (CCB).** Please bring your passport, admission letter and residence certificate to get the card for free in any division of CCB. English service is available there. If your mid-name is too long, please only use your first name and family name to open the account.

奖学金生的生活补助是发到学生的银行卡里。上戏只接受中国建设银行卡。

学生可携带护照、录取通知书和住宿证明去任意一家建行的支行开户（有英语服务且开户免费）。如果中间名太长，请只用名和姓开户。

To receive scholarship from STA you need to open an account in **China Construction bank** and issue a card. To do it you need to come to any of the CCB subsidiary. It is required now to connect your phone number to your account to receive SMS notifications to any transactions.

Closest CCB address:

(1) Shanghai, Jing An district, Zhenning road, 200.

上海市静安区镇宁路 200 号欣安大厦 1 楼.

(2) F1-5 Bld A, 172 Yuyuan Rd

愚园路 172 号环球世界大厦 A 座 1~5 层

(by 罗曼 (Roman K.), foreign masters student of 2017. Russia.)

Wechat and Alipay

In China the most popular messenger is **Wechat**. Everybody use it to send audio and text messages, electronic payments. Wechat wallet contains many options including ordering taxis, buying flight and train tickets, cinema tickets, etc. It is highly recommended to install it as fast as you can, make your own ID and be careful about your credentials and binding to your Chinese number. Always change personal and access information beforehand.

Alipay is a non-cash method of payment. The application is bound to your bank card. You also may use it in many ways as well as Wechat. Sometimes facilities use only Wechat pay or Alipay, or both.

Download it ASAP when you're in China and already have a bank card, just follow the instructions or ask your friends for help.

Also be advised, starting 2019 Chinese authorities keep a close eye on transactions of foreigners, usage frequency and any money transfers more than 3000 RMB.

(by 罗曼 (Roman K.), foreign masters student of 2017. Russia.)

6. Most Commonly-Used Websites 常用网站:

Shanghai Theatre Academy <http://www.sta.edu.cn>, and this is the portal site of our school, where the most recent news and information could be easily retrieved.

Another is <http://liuxuesheng.sta.edu.cn/>, and this is the portal site of International students Office which may become the most important site during your study. Here, the most recent activities and notices will be found.

7. Academic Resources 学术资源:

CNKI(中国知网) is a professional website providing huge amount of academic resources. You can login the website and download the materials for free ONLY in the building of the library! (automatically login with IP address) You don't need the student card to do it. Here's the English website of CNKI:

<http://oversea.cnki.net/kns55/default.aspx>.

You can also apply for a reading card in Shanghai City Library with your passport. There's a room of foreign language books and journals on the 4th floor. You can read there, but cannot borrow the books out of the library. Here's the address of Shanghai City Library: 1555 Middle Huahai Rd (淮海中路 1555 号).

8. Hospitals 医院:

Huadong Hospital and Huashan Hospital are nearby. Near the gate there is a LEI YUN SHANG Pharmacy.

9. Printing & copying service 打印复印服务:

Only copying service is available on F2 of the library on Huashan Campus. The closest printing/copying shops: No. 1 Lane 75, Zhu'anbing Rd E. 东诸安浜路 75 弄 1 号。Tel: 电话 62402977。

10. Transportation around STA: 华山路校园周边交通

There are 71, 925, 925B, 127 and other buses at the bus station on West Yan'an Road. Most of these buses can take you to the city center.

You can take line 2 and line 7 at the Jing'an Temple subway station, and then change to other lines. Taxi starts at 14 RMB.

11. Diploma & Degree Certification Service: 学历学位认证服务

You can go to **Shanghai Foreign Affairs Service Center** to translate your degree or diploma. Here's the address and phone number:

Add: F2 228 Huashan Rd

Tel: 86-21-22161685/22161619

Website: <http://www.sfasc.com.cn/News/detail.php?id=110508>

上海外事服务中心提供学历学位认证翻译服务

地址：华山路 228 号 2 楼

电话：021-22161685/22161619

12. Schedule of School Coach 校车时间表

Coach #1 1 号车 沪 FD0861 司机手机 15391968378

Time 时间	From 出发	To 到达
6:45	Changlin Campus 昌林校区	Huashan Campus 华山校区
8:10	Huashan Campus 华山校区	Lianhua Campus 莲花校区
9:15	Lianhua Campus 莲花校区	Huashan Campus 华山校区
10:15	Huashan Campus 华山校区	Lianhua Campus 莲花校区
11:40	Lianhua Campus 莲花校区	Huashan Campus 华山校区
12:40	Huashan Campus 华山校区	Changlin Campus 昌林校区
16:40	Changlin Campus 昌林校区	Huashan Campus 华山校区
21:00	Huashan Campus 华山校区	Changlin Campus 昌林校区

Coach #2 2 号车 沪 ES9001 司机手机 18964831748

Time 时间	From 出发	To 到达
6:45	Lianhua Campus 莲花校区	Huashan Campus 华山校区
8:00	Huashan Campus 华山校区	Changlin Campus 昌林校区
12:00	Changlin Campus 昌林校区	Huashan Campus 华山校区
13:30	Huashan Campus 华山校区	Lianhua Campus 莲花校区
16:40	Lianhua Campus 莲花校区	Changlin Campus 华山校区
21:00	Huashan Campus 华山校区	Lianhua Campus 莲花校区



13. Address of STA's 4 Campuses:上戏 4 个分校的地址

- Huashan Campus: 630 Huashan Road, Shanghai
Zip Code: 200040 Tel :0086 -21-62488671
- Lianhua Campus: 211 Lianhua Road, Shanghai
Zip Code: 201102
- Hongqiao Campus: 1674 Hongqiao Road, Shanghai
Zip Code: 200336
- Changlin Campus: 800 Changlin Road, Shanghai
Zip Code: 201112

14. Contacting Person 联系人:

1) Degree Program Administration:学历课程主管

Dr. Shirley ZOU Haoping 邹昊平

Office: Room 208, Zhongyi Building(2) 华山校区仲彝楼(2) 208

Tel: 86-21-62498896

Mobile: 18901721819

Email: sta_international@163.com

2) Visa Affairs& Chinese language programs:签证事务及中文课程

Ms. HE Xiuwen 何秀雯

Office: Room 208, Zhongyi Building(2) 华山校区仲彝楼(2) 208

Tel: 86-21-62485215

Mobile:13816399255

Email: staiso@hotmail.com

3) Information Centre (for campus wifi, campus card, etc) :

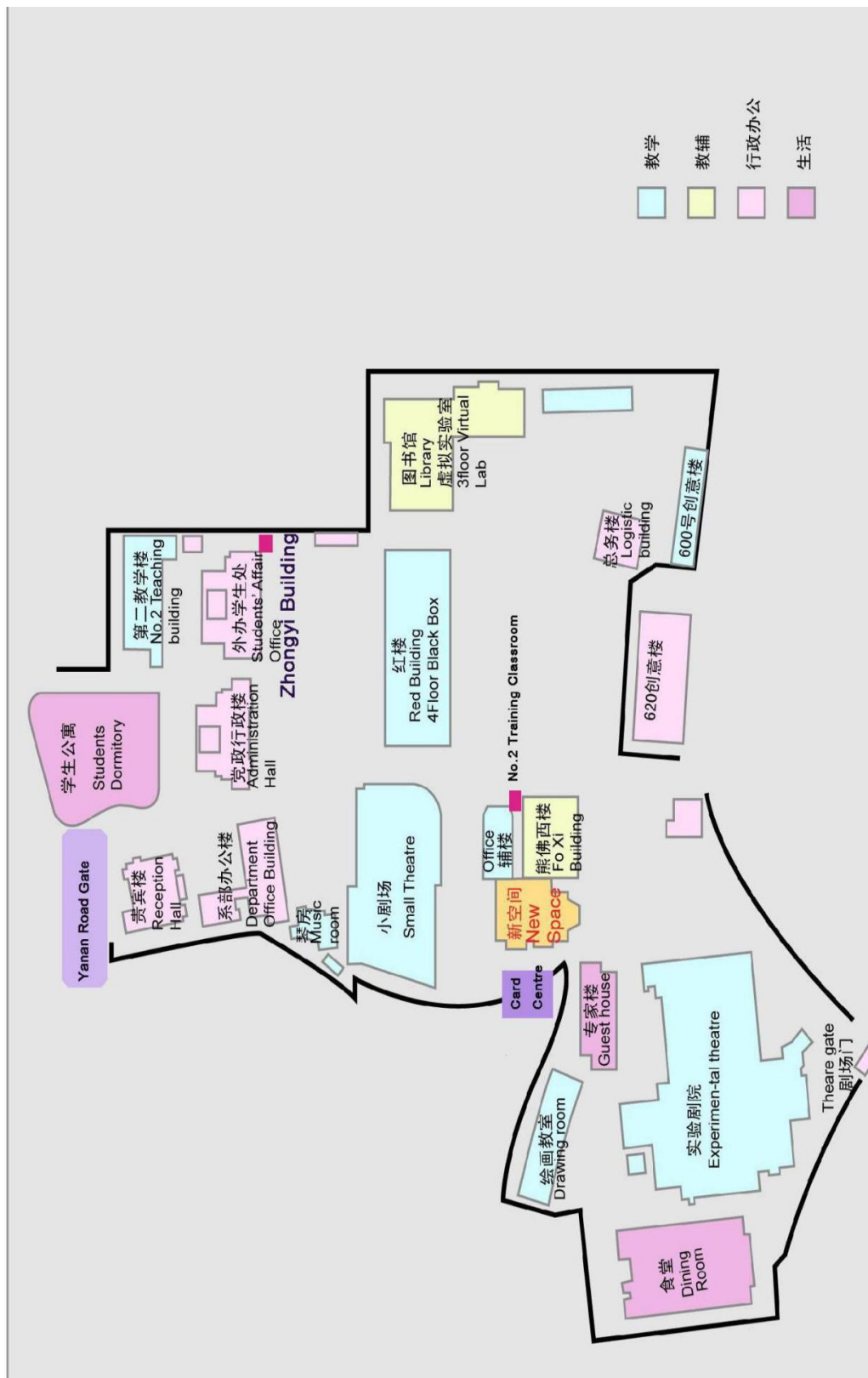
信息中心(校园卡、校园无线网络等事宜)

Tel: 86-21-62488521

Part 9 Attachments

附件

Huanshan Campus Map 校园平面图 (华山路校区)





Lianhua Campus Map 莲花路校区



Hongqiao Campus Map 虹桥路校区



How to arrive at STA Huashan Campus from the airports

机场至上戏华山路校区交通指南

If you arrive at **Shanghai Pudong airport**, there are three ways to go to the Huashan Campus of Shanghai Theatre Academy.

如果你抵达上海浦东机场，有 3 种方式可以到上戏华山路校区。

1. By taxi. You could show the address to the driver, which you would print out in advance. This travel will cost you about 200 RMB.

1. 出租车。将地址交给司机，他/她会送你到目的地。费用大约是人民币 200 元。

2. By airport bus line 2. It is scheduled to depart every 15 minutes (from 06:00 to 21:30) to the Jing'an Temple City Terminal. It takes about 60 minutes and costs 22 RMB. Then, you could take a taxi to the academy, and that costs 14 RMB.

2. 坐机场巴士 2 号线至静安寺。从 06:00 到 21:30 每 15 分钟一班。路程大约需 1 个小时，费用为人民币 22 元。然后你可以坐出租车到华山路校区，费用约为人民币 14 元。

3. By Metro line 2 or 7. It takes 60 minutes by Metro to the Jing'an Temple station and costs 7 RMB. Exit One is preferable if you would like to enjoy a walk to the Academy which takes 15-20 minutes.

3. 坐地铁 2 号线或 7 号线到静安寺站。路程大约需 1 个小时，费用为人民币 7 元。从 1 号出口你可以走到华山路校园，大约需 15-20 分钟。

If you arrive at **Shanghai Hongqiao airport**, there are two ways to go to the Shanghai Theatre Academy.

如果你抵达上海虹桥机场，有 2 种方式可以到上戏华山路校区。

1. By taxi. You could show the address to the driver, which you would print out in advance. This travel will cost you about 60 RMB.

1. 出租车。将地址交给司机，他/她会送你到目的地。费用大约是人民币 60 元。

2. By Metro line 2. It takes 30 minutes by Metro to the Jing'an Temple station and costs 6 RMB. Exit One is preferable if you would like to enjoy a walk to the Academy which takes 15-20 minutes.

2. 坐地铁 2 号线到静安寺站。路程大约需 30 分钟，费用为人民币 6 元。从 1 号出口你可以走到华山路校园，大约需 15-20 分钟。

STA Address Card 上戏华山路校区地址卡

我要到这里，谢谢！

上海戏剧学院 华山路 630 号（南门）

或者 上戏学生公寓 延安西路 355 号（北门）

Please send me to

Shanghai Theatre Academy

630 Huashan Rd.(South Gate)

**Or STA Student's Dormitory
355 Yan'an Rd W. (North Gate)**

How to get into the Huashan Rd. campus

如何进入华山路校园

Please register with the passport at the guard's office when you access the campus for the first time. Then go to F18 of the dormitory Building directly. The Janitor in RM1801 who's on duty for 24 hours will help you check in the room and give you a campus card. You can go into the dormitory building and the campus by scanning the card afterwards.

当学生首次进入校园时，请用护照在门卫处登记。然后直接去学生公寓 18 楼，1801 房间有 24 小时值班的宿管人员，她会帮助学生办理入住手续。学生拿到校园卡后，就可以刷卡进出校园了。

Yan'an Rd. School Gate 延安西路校门



The dormitory Building 学生公寓



Scan the campus card to go through 刷卡通过



The Entrance of the dormitory Bld. Huashan Campus

华山校区的学生公寓入口



上海戏剧学院境外学生住宿管理及申请规定

一. 申请程序

1. 上戏四个校区均有学生公寓，但仅华山路校区有境外学生宿舍，面向外国留学生和港澳台交换生。外国留学生的住宿标准为 2 人间，港澳台交换生的住宿标准为 4 人间。**学校目前不提供单人间住宿。**
2. 所有被正式录取或正常在读的境外学生都可以申请学生宿舍。由于境外学生宿舍数量有限，在优先安排学历生的前提下，按照学生自愿申请、先到先得的原则进行房间的安排。休学、延期的学生不安排校内住宿。
3. 境外学生如需申请学生宿舍，可以将本人签名同意的《境外学生住宿申请表》发送到 sta_international@163.com，并以此邮箱收到申请书的时间为准。

二. 住宿条件、适用对象及收费标准

校区	房间类型	适用对象	收费标准	计费说明
华山路 17 楼(部分) 及 18 楼	2 人间	外国留学生	50 元/人/天	按每学期从入住到离校退房的实际天数计算
	4 人间	港澳台交换生	25 元/人/天	
华山路宿舍其它房间	4 人间	中国学生(含港澳台生)	600 元/学期 1200 元/学年	交换生按学期收取， 学历生按学年收取
昌林路宿舍	4 人间	中国学生(含港澳台生)	600 元/学期 1200 元/学年	交换生按学期收取， 学历生按学年收取
莲花路宿舍				
虹桥路宿舍				

1. 境外学生原则上安排在华山路境外学生宿舍。如果境外学生所在院系/专业大部分课程在昌林、莲花或虹桥路的，学生可以在院系和宿舍管理部门同意且床位有空的前提下申请相应校区的中国学生宿舍。
2. 境外学生如果安排在中国学生宿舍的，按照中国学生的标准收费，同时按照中国学生的住宿规定进行统一管理。
3. 学生在办理入住手续时，需缴纳 300 元押金。退宿时如学生正常归还钥匙和空调遥控器，结清水电费，未损坏房间物品的，押金可凭收据全额退还。
4. 学生在寒暑假期间，如果离校不住宿的时间超过 5 天的，可以向宿管人员登记并暂时退还钥匙，但个人物品仍可以保留在房间内。该段时间内的房费按正常标准的 50%收取。寒暑假的起始日期以学校公布的校历为准。其它节假日按正常标准收费。

三. 缴费及退费

1. 境外学生原则上必须在正式报到后一周内缴清该学期的全部住宿费。如确有特殊情况的，可以向国际交流中心申请延期缴费，但不应超过一个月。
2. 在境外学生宿舍，学生如在正常学期内离沪办理个人事务或实习，如果没有正式办理退房手续，仍按照正常标准收费。如果长时间离沪的，可以直接办理退房手续，已交的住宿费按实际居住时间多退少补。待返校后重新安排其它房间。
3. 退费时须提供缴费时开具的发票，并按财务处的规定扣除手续费。

四. 房间安排和调换

1. 华山路境外学生宿舍由国际交流中心负责管理。所有校区的中国学生宿舍由学校后保处负责管理。
2. 境外学生宿舍房间安排的权力归国际交流中心。中心在尽可能考虑学生个人情况和诉求的情况下安排学生的房间。中心**不承诺**满足学生的所有需求。

3. 学生不可选择房间和室友。如需调换房间，必须经过中心的批准。
4. 2 人间或 4 人间的学生，无权拒绝中心安排其他学生同住。
5. 学生如有**严重疾病、烟瘾、特殊习惯或宗教需求**的，建议选择校外住宿。**学校全部宿舍区域都为禁烟区**。如果入住学生宿舍，则视为接受学校的安排和住宿管理规定。

五. 取消住宿资格

1. 学生违反中国法律法规和公序良俗，严重违反校纪校规并屡教不改；
2. 学生拒绝中心的房间安排或未经同意私自调换房间；
3. 未经许可留宿他人（门禁时间为每天 0:00-6:00）；
4. 私自饲养宠物；
5. 严重影响他人生活和学习，经协调无法解决；
6. 破坏公物且情节严重；
7. 屡次违反宿舍门禁登记制度；

学生若发生上述状况，经批评教育仍不改正的，学校有权取消其校内住宿资格。正式取消住宿资格后，学生须在一周内办理退宿手续，住宿费多退少补。

《境外学生住宿申请书》

我已阅读上列《境外学生住宿管理及申请规定》，知晓所有内容，尤其是第五部分取消住宿资格的规定。我同意遵守该规定，并向学校申请以下房间：

校区	房间（勾选）	拟入住时间	特殊要求说明
华山	2 人间		
	4 人间 （限港澳台交换生）		
	中国学生 4 人间		
昌林	4 人间		
莲花	4 人间		
虹桥	4 人间		

本人签名（手写体）：

日期：

Accommodation Management and Application Regulations for STA Overseas Students

1. Application Procedures

- 1) All four campuses of STA have student apartments, but only Huashan Campus has overseas student's dormitories, which are open for foreign students and exchange students from Hong Kong, Macao and Taiwan. The accommodation standard is double-bed room for foreign students, and is 4-bed room for exchange students from Hong Kong, Macao and Taiwan. NO single room is provided at the moment.
- 2) All the overseas students officially admitted or during the normal study period can apply for dormitories. Due to the limited number of dormitory rooms for overseas students, rooms are arranged according to the principle of voluntary application and first come, first served, on the premise of giving priority for the degree students. Students who suspend or postpone the study will not have on-campus accommodation.
- 3) Overseas students can send the signed Application Form to sta_international@163.com, and the time of receiving the application by this email shall prevail.

2. Accommodation Conditions, Applicable Objects and Fee standards

Campus	Type of Room	Applicable Objects	Fee standards	Instruction
F17 (part) & F18 Huashan Campus	Double beds	Foreign Student	50Yuan/ person /day	According to the actual number of days from check-in to check-out in each semester
	Four beds	Hong Kong, Macao and Taiwan exchange student	25Yuan/ person /day	
Other rooms at Huashan Campus	Four beds	Chinese student (including Hong Kong, Macao and Taiwan degree student)	600 Yuan/semester 1200 Yuan/year	Exchange students are charged by semester; degree students are charged by year
Changlin Campus	Four beds	Chinese student (including Hong Kong, Macao and Taiwan degree student)	600 Yuan/semester 1200 Yuan/year	Exchange students are charged by semester; degree students are charged by year
Lianhua Campus				
Hongqiao Campus				

- 1) In principle, the overseas students will be arranged in the overseas student's dormitory on Huashan Campus. If the student's main courses are in Changlin, Lianhua or Hongqiao campus, they can apply for the Chinese student's dormitory on the corresponding campus with the consent of the department and dormitory administration office on the premise the beds are available.
- 2) If the overseas students are arranged in Chinese student dormitory, they will be charged according to the standard of Chinese students and managed in accordance with the accommodation regulations of Chinese students.
- 3) Students need to pay a deposit of 300 Yuan when checking in. If the students normally return the key and air conditioning remote control, settle the water and electricity charges, and have not damaged any room items, the deposit can be returned in full with the receipt.
- 4) During the winter and summer vacation, if the students in overseas student's dormitory leave the school for more than 5 days, they can register with the dormitory administrator and temporarily return the keys, but their personal belongings can still be kept in the room. The room retention fee during this period is charged by 50% of the normal standard. The starting date of winter and summer vacation is subject to the official school calendar. Other holidays are charged by the normal standard.

3. Payment and Refund

- 1) In principle, overseas students must pay the whole accommodation fee for the semester within one week after their official registration. If there are special circumstances, students can apply to the Foreign Student's Office for an extension of payment, but it should not exceed one month.
- 2) In overseas student's dormitory, Students who leave Shanghai for personal affairs or internship during the semester still need to pay the normal room fee if they have not officially checked out. If students need to stay off-campus for a long period of time, they can apply for checking out, and the accommodation fee will be re-calculated. The office can re-arrange rooms for them when they return.
- 3) The invoice issued at the time of the payment shall be provided when students refund, and the commission fee shall be deducted according to the provisions of the Finance Office.

4. Room Arrangement and Exchange

- 1) The Overseas student's dormitory of Huashan Campus is managed by the International Cooperation Office. Chinese student dormitories on all campuses are managed by the Logistics and Security Department.
- 2) The power of dormitory room arrangement for overseas students belongs to the International Cooperation Office. The office arranges rooms while considering students' personal situations and demands as much as possible. The office does NOT commit to meet all the needs of the students.
- 3) Students should NOT choose rooms and roommates. If students need to change the room, it must be approved by the office.
- 4) Students living in double bed or four bed rooms have no right to refuse to live with other students.
- 5) Students who have serious disease, smoking addiction, special habits or religious needs, are advised to choose off-campus accommodation. All the dormitory areas of the school are non-smoking areas. If living in the students' dormitory, it will be deemed to accept the arrangement and accommodation management regulations of the school.

5. Disqualification of the accommodation

- 1) Violate Chinese laws and regulations, public order and good customs, seriously violate school rules and regulations and fail to change repeatedly;
- 2) Refuse to accept the room arrangement of the office or change the room without consent of the office
- 3) Provide accommodation to the visitors without permission (access control time is 0:00-6:00 each day);
- 4) Keep pets without permission;
- 5) Seriously affects other people's life and study, and cannot be solved through coordination;
- 6) Vandalism causing serious damage
- 7) Repeatedly violate the dormitory access registration rules.

If the student fails to correct the above situation after education, the school has the right to cancel the campus accommodation qualification. After the formal cancellation, students must check out the dormitory within one week, and the accommodation fee will be refunded or compensated.

Dormitory Application Form

I have read the Regulations above, and I understand all the contents, especially the accommodation disqualification in the Part 5. I agree to follow the regulations and apply for the following room:

Campus	Room type (check)	Expected check-in date	Special demands
Huashan	Two-bed		
	Four-bed (Only for H/T/M exchange students)		
	Four-bed with Mainland Chinese students		
Changlin	Four-bed		
Lianhua	Four-bed		
Hongqiao	Four-bed		

Signature:

Date:

Introduction of Overseas Student's Dormitory Huashan Campus 华山路境外学生宿舍介绍

A set of furniture in two-bed room 双人间的一组家具



Washroom inside the apartment 房间内的卫生间

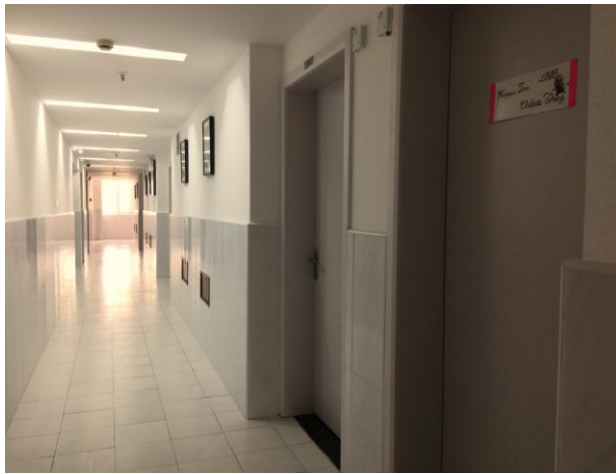


Shower 淋浴



Watermeter+Swipe machine 收费水表

Corridor 走廊



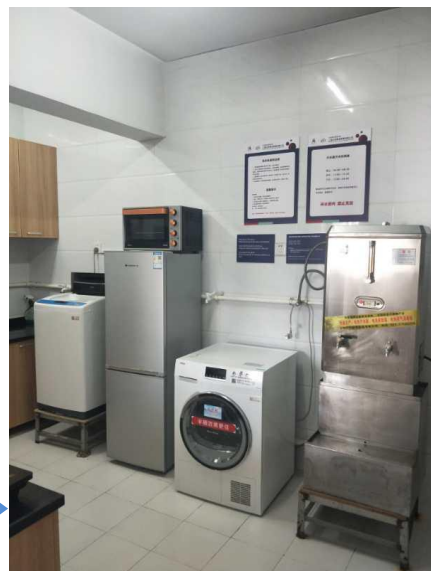
Living room
公共客厅



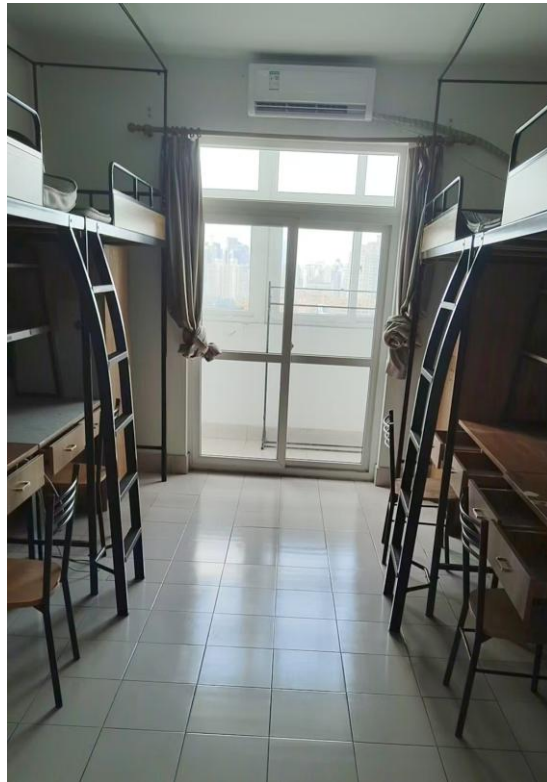
Public Kitchen
公共厨房



Washing machine
洗衣机
Dryer
干衣机



华山路宿舍四人间 A 4-bed room
上床下桌



昌林校区宿舍

四人间
A 4-bed room



洗滌房
Laundry room



公共浴室
Public shower room



How to Legalize the STA Certificates

上戏学历学位证书公证

After the graduation the students of MA program of Intercultural Communication Studies are to be granted: (1) a certificate of graduation, (2) the Master's degree of Arts and (3) a student transcript.

If you plan to use the documents in your country you may need to legalize them. For example, in Russia all documents should be legalized, while in the U.S. it is enough to make a notarized copy.

1. Notary copies.

First, you need to make the notary copies. They may be done in the Oriental Notary public office (上海市东方公证处): Fengyang road, 598 (凤阳路 598 号). There you need to take a ticket, wait until you're invited (usually it takes around 30-40 minutes). In the notary office you need to clearly state what do you want, how many copies of the documents you need. Any action with your documents requires you passport (which was used in STA during the study) AND the originals. If you forgot to make copies, you may do it at the counter. However, be noted, you may have to wait until the next person is finished with his / her request.

Approximate price range for English is 800-900 RMB per document, other languages: 900-1200 RMB per document (adding more copies is cheap).

The notary office will tell you the date when you may collect the documents. So, you pay and then come when the copies are ready. For copies you don't need to take the ticket – just head straight to the counter and collect the documents.

Note: the transcript should have an STA stamp on BOTH sides. If the stamps are only on one side, the notary office will not accept them for the notary copies.

2. Legalizing.

In the notary office you may state you need to legalize some copies. The office will hand you the copies and pack them in a special envelope with the address of the legalizing location. It is in the Shanghai center of international affairs (visas, tickets, legalizing): Huashan road, 228 (华山路 228) near Jing'an (静安) subway station.

The cost depends on the consular office fees. You may pay extra to let the center deal with the consular office itself. Or you may collect the documents and go to the consular. The approximate cost of the legalization ranges from 200 to 600 RMB per document. It takes around a week for the center to recognize and stamp the documents.

(by 罗曼 (Roman K.), foreign masters student of 2017. Russia.)

上海戏剧学院外国留学生休学申请表

Suspension Form for International Students

姓 名 Name		国 籍 Nationality		出生年月 Date of Birth	
学 号 Student No.		性别 Gender		护照号码 Passport No.	
所属院系及专业 School /Dept & Major				邮箱 E-mail	
学生类别 Students Status	<div><input type="checkbox"/> 本科生 Undergraduate Student</div> <div><input type="checkbox"/> 硕士研究生 Graduate Student</div> <div><input type="checkbox"/> 博士研究生 Doctoral Student</div> <div><input type="checkbox"/> 语言生 Language Student</div> <div><input type="checkbox"/> 其它非学历学生 Other non-degree Student</div>				
休学期限 Period of Suspension	从(From) 年/月/日(Y/M/D) 至(to) 年/月/日(Y/M/D)		费用类别 Source of Funding	<div><input type="checkbox"/> 自费 Self Supporting</div> <div><input type="checkbox"/> 奖学金 Scholarship</div>	
休学理由 Reasons for Suspension	<div>本人签名（signature）： 年（Y） 月（M） 日（D）</div>				
院系（导师）意见 School/Dept. （Tutor）	<div>（院系盖章）</div> <div>签名（signature）： 年（Y） 月（M） 日（D）</div>				
教学主管部门意见 本科生归属教务处 研究生归属研究生部 Educational Supervisor Teaching Affair Office or Graduate Student's Office	<div>（主管部门盖章）</div> <div>签名（signature）： 年（Y） 月（M） 日（D）</div>				
留学生办公室意见 International Student's Office	<div>（留办盖章）</div> <div>签名（signature）： 年（Y） 月（M） 日（D）</div>				

注:

1. 请填写好表格，按要求完成所有的签字盖章后，将扫描版发送至 sta_international@163.com，或将纸质版送至留学生办公室。
Please complete the form including all the signatures and stamps and submit the paper form to International students' office or the scanned version to sta_international@163.com.
2. 请在休学申请获得学校批准后的十日内注销居留许可或学生签证。
Please cancel your residence permit or student visa within 10 days if your application is approved.
3. 学生如需复学，请在休学期限结束前 1 个月向院系和教学主管部门提出申请。复学申请表可在留学生部网页下载，申请程序和要求与休学申请相同。
Student can apply to resume the study within 1 month before the suspension ends. Return form can be downloaded at <http://iso.sta.edu.cn/30/list.htm>. Same requirements & procedures with the suspension form.
4. 如果学生在休学期结束 2 周内仍未办理复学手续的将视为自动退学。
If student fails to apply for return within 2 weeks after the suspension ends, It will be regarded as automatic withdrawal.

上海戏剧学院外国留学生退学申请表

Withdrawal Form for International Students

姓 名 Name		国 籍 Nationality		出生年月 Date of Birth	
学 号 Student No.		性 别 Gender		护照号码 Passport No.	
所属院系及专业 School /Dept & Major				邮箱 E-mail	
学生类别 Students Status	<input type="checkbox"/> 本科生 Undergraduate Student <input type="checkbox"/> 硕士研究生 Graduate Student <input type="checkbox"/> 博士研究生 Doctoral Student <input type="checkbox"/> 语言生 Language Student <input type="checkbox"/> 其它非学历学生 Other non-degree Student				
费用类别 Source of Funding	<input type="checkbox"/> 自费 Self Supporting <input type="checkbox"/> 奖学金 Scholarship				
退学理由 Reasons for Withdrawal	<div style="text-align: right;"> 本人签名 (signature) : 年 (Y) 月 (M) 日 (D) </div>				
院系 (导师) 意见 School/Dept. (Tutor)	<div style="text-align: right;"> 签名 (signature) : 年 (Y) 月 (M) 日 (D) </div> <div style="text-align: center;">(院系盖章)</div>				
教学主管部门意见 本科生归属教务处 研究生归属研究生部 Educational Supervisor Teaching Affair Office or Graduate Student's Office	<div style="text-align: right;"> 签名 (signature) : 年 (Y) 月 (M) 日 (D) </div> <div style="text-align: center;">(主管部门盖章)</div>				
留学生办公室意见 International Student's Office	<div style="text-align: right;"> 签名 (signature) : 年 (Y) 月 (M) 日 (D) </div> <div style="text-align: center;">(留办盖章)</div>				

注:

5. 请填写好表格，按要求完成所有的签字盖章后，将扫描版发送至 sta_international@163.com，或将纸质版送至留学生办公室。

Please complete the form including all the signatures and stamps and submit the paper form to International students' office or the scanned version to sta_international@163.com.

6. 请在退学申请获得学校批准后的十日内注销居留许可或学生签证。

Please cancel your residence permit or student visa within 10 days if your application is approved.

上海戏剧学院外国留学生复学申请表

Return Form for International Students

姓 名 Name		国 籍 Nationality		出生年月 Date of Birth	
学 号 Student No.		性 别 Gender		护照号码 Passport No.	
所属院系及专业 School /Dept & Major				邮箱 E-mail	
学生类别 Students Status	<input type="checkbox"/> 本科生 Undergraduate Student <input type="checkbox"/> 硕士研究生 Graduate Student <input type="checkbox"/> 博士研究生 Doctoral Student <input type="checkbox"/> 语言生 Language Student <input type="checkbox"/> 其它非学历学生 Other non-degree Student				
休学期限 Period of Suspension	从(From) 年/月/日(Y/M/D) 至(to) 年/月/日(Y/M/D)		费用类别 Source of Funding	<input type="checkbox"/> 自费 Self Supporting <input type="checkbox"/> 奖学金 Scholarship	
复学理由 Reasons for Return	<div style="text-align: right;"> 本人签名 (signature) : 年 (Y) 月 (M) 日 (D) </div>				
院系 (导师) 意见 School/Dept. (Tutor)	<div style="text-align: right;"> 签名 (signature) : 年 (Y) 月 (M) 日 (D) </div> <div style="text-align: center;">(院系盖章)</div>				
教学主管部门意见 本科生归属教务处 研究生归属研究生部 Educational Supervisor Teaching Affair Office or Graduate Student's Office	<div style="text-align: right;"> 签名 (signature) : 年 (Y) 月 (M) 日 (D) </div> <div style="text-align: center;">(教学主管部门盖章)</div>				
留学生办公室意见 International Student's Office	<div style="text-align: right;"> 签名 (signature) : 年 (Y) 月 (M) 日 (D) </div> <div style="text-align: center;">(留办盖章)</div>				

注:

7. 请在休学期限结束前 1 个月向院系和教学主管部门提出复学申请。复学申请表可在留学生部网页下载。

Student can apply to resume the study within 1 month before the suspension ends. Return form can be downloaded at <http://iso.sta.edu.cn/30/list.htm>.

8. 请填写好表格，按要求完成所有的签字盖章后，将扫描版发送至 sta_international@163.com，或将纸质版送至留学生办公室。

Please complete the form including all the signatures and stamps and submit the paper form to International students' office or the scanned version to sta_international@163.com.

上海戏剧学院外国留学生退费申请表
Refund Application Form

姓名 Name	
学号 S.N.	
院系 School/Dept.	
专业 Major	
退费项目 Refund Items	学费 Tuition: _____ RMB 住宿费 Dormitory Fee: _____ RMB 教材费 Material Fee: _____ RMB 考试费 Application Fee: _____ RMB 其它费用 Others: _____ RMB
申请退费原因 Reasons for Refund	
签证更改承诺 Visa Change Promise	本人承诺将于收到全部退款后的七日内取消目前所持的学习签证/居留许可。 I hereby promise I will cancel my current student visa/residence permit within 7 days after I receive the whole refund from STA. 学生本人签名 Signature: 年月日 Y/M/D:
留学生办公室意见 Approval by International Student's Office	年 (Y) 月 (M) 日 (D)

上海戏剧学院留学生校外住宿登记表
Off Campus Accommodation Form

姓 名	(中文)		性别		出生日期		宗教信仰		宿舍房号	
	(英文)		国籍(地区)		居留证号码及有效期		年 月 日			
学生类别		专业		护照号码及有效期						
校外住址					电话号码		拟住期限			
随同住宿人员情况	姓 名		出生日期	性别	国籍(地区)			与申请人关系		
<p>校外住宿情况(请如实选项打勾)</p> <p style="text-align: center;"> <input type="checkbox"/> 租赁房屋 <input type="checkbox"/> 借住亲属房屋 <input type="checkbox"/> 住宿宾馆 <input type="checkbox"/> 其他 </p> <p>校外住宿理由:</p> <p style="text-align: center;">是上海戏剧学院留学生, 现该生提出校外住宿, 学院已同意该学生的申请。</p> <p>我声明: 我提供的以上情况是真实的, 住宿校外是我本人的志愿。我愿意遵守中国法律和各项规定、遵守社会公德、尊重中国的传统习惯, 并承担相应的法律责任。</p> <p style="text-align: right;">填表人签名: _____ 年 月 日</p>										
备 注	<p>1、请将此表带去居住地派出所(警署)办理有关校外住宿手续。</p> <p>2、携带在派出所(警署)办理的《临时住宿登记表》(红页)及此表返回学校, 由上海戏剧学院留学生办公室开具办理居留证件函信。</p> <p>3、凭上海戏剧学院留学生办公室函信和红页去上海市公安局出入境管理处(民生路 1500 号)办理居留证件手续。</p>				<p>经办人: _____ 年 月 日</p>					
					<p>上海戏剧学院留学生办公室</p> <p>(盖章)</p>					

ICS Graduation Extension Form

跨文化交流学延期毕业申请表

Name		SN	
Major	Intercultural Communication Studies (MA)		
Department	Dramatic Literature		
Expected Graduation Date: Y/M/D		Extension to : Y/M/D	
Reasons for Extension:			
Tutor's Signature			
Department			
Foreign Students Office			
Signature		Date	

ICS Independent Study Form

跨文化交流学独立学习登记表

Name 姓名	
S.N. 学号	
Advisor's Name & Affiliation 指导老师姓名和单位	
Content of the course 主要内容	
Schedule of the course 时间安排	
Assignment 作业	
Score (百分制) 成绩	
Signature of Advisor 指导老师签名	
Signature of student 学生本人签名	
Date(Y/M/D) 日期 (年/月/日)	
Credit 学分	

The final assignment with the advisor's assessment should be submitted to ISO before the credit is given.

学生需提交一份实习/社会实践报告后方可获得学分。

ICS Internship/Social Practice Registration Form

跨文化交流学实习实践登记表

Name 姓名	
S.N. 学号	
Advisor's Name & Affiliation 指导老师姓名和单位	
Co-advisor's Name & Affiliation (<i>Not demanding</i>) 联合指导老师姓名和单位 (非必须)	
Duration of the Practice 实习/社会实践活动时间	
Brief Description Of the Practice 实习/社会实践活动内容	
Signature of Advisor 指导老师签名	
Signature of student 学生本人签名	
Date(Y/M/D) 日期 (年/月/日)	
International Student's Office 留学生办公室意见	
Credit 核定学分	

A final Report should be submitted to ISO before the credit is given.

学生需提交一份实习/社会实践报告后方可获得学分。

境外学生演出/研究项目资助申请表
Research/Performance Fund Application form

项目名称					
申请类别	<input type="checkbox"/> 戏剧戏曲类 <input type="checkbox"/> 影视短片类 <input type="checkbox"/> 美术设计类 <input type="checkbox"/> 工坊论坛类 <input type="checkbox"/> 音乐舞蹈类 <input type="checkbox"/> 校庆主题项目 <input type="checkbox"/> 其他类				
申请人姓名		性 别		学 号	
所在院系		年级专业			
联系电话		学 历	本科 <input type="checkbox"/> 硕士 <input type="checkbox"/> 博士 <input type="checkbox"/>		
电子邮箱		微信号			
项目简介和创新点					

项 目 核 心 成 员				
姓名	性别	所在院系	专业/年级	项目分工
项目经费情况				
科 目（用途）		金 额(元)		预 算 依 据
资金筹集情况 （不含向本计划申请 资助的资金）		出资单位		落实情况
		小 计	小写：	大写：

该项目是否有收入 (如票款、衍生产品、 成果转让等收入)	<input type="checkbox"/> 无	
	<input type="checkbox"/> 有: (填写预计收入)	_____元
申请国际交流中心 资助金额	小写:	大写:
所在院系意见 (盖章)		

注: 戏剧戏曲类、影视短片类申报作品需附上成熟的剧本或剧本大纲; 美术设计类、音乐舞蹈类和工坊论坛类申报作品需附上详尽的、具有充分可行性的实施计划。

项目负责人签字:
申请日期:

Application Form for Rehearsal Room's Usage 排练教室使用登记表

Name of Applicant(s) 使用者姓名	
Department 院系	
Room expected to use 期望使用的场地	
Schedule 使用时间	<p>From 从 to 至</p> <p> <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening 早上 下午 晚上 </p>
Brief Description 活动内容简介	
负责部门意见	