

# Notice for New Students

**Dear Sir/Madam,**

Welcome to join Southeast University (SEU)!

You are required to do as follows before and during registration:

**Step1:** Complete the *New Students Registration Form* (**Option1:** complete your information online by <http://www.sojump.com/jq/8888013.aspx>, and click the blue button at the end of the page to submit it; **Option2:** download from <http://cis.seu.edu.cn/1a/66/c13934a137830/page.htm>, complete the form, attach your ID photo and take it with you for registration, or save the form and your ID photo with your passport no. as the file's name and e-mail to [cisofseu@163.com](mailto:cisofseu@163.com), (passport no. as the e-mail's title) before Aug.15.

**Step 2:** Come to International Students' office (CIS) of SEU for registration

**Registration Address:** Rm.302, College for Int'l Students, Chengyuan Graduates' Dorm of Southeast University, 90 Chengxian Street, Nanjing, China;

**Address in Chinese:** 南京市成贤街 90 号东南大学成园研究生公寓海外教育学院 302 办公室

**Registration hours:** 9:00-11:30am, 2:00-5:30pm, Mon-Fri within the registration period according to the admission notice

**Registration Contact:** Tel:0086-25-83792797; Email: [cis@seu.edu.cn](mailto:cis@seu.edu.cn)

**Reminding:**

1. If you are late for registration, you may miss or meet difficulties in choosing courses/ miss the Chinese language placement test/miss some classes/miss the registration for scholarship.

You may contact such e-mails for the details:

*about scholarships* [cis@seu.edu.cn](mailto:cis@seu.edu.cn); *about courses:* Tel:83792660, [wangli09@seu.edu.cn](mailto:wangli09@seu.edu.cn);

*about Chinese language courses:* Tel:83792701, [cl@pub.seu.edu.cn](mailto:cl@pub.seu.edu.cn)

2. The campus dorm is only for our students, not for the students' family members.
3. For medical students who want to study the major in the first year without Chinese language learning, you must hold the certificate of HSK 5 or above.
4. Transportation

From Nanjing Lukou Airport 南京禄口机场 to CIS

Option 1: Take Metro Line S1, get off at Nanjing South Railway Station 南京火车南站, transfer to Metro Line 3 there, get off at Fuyao Station 浮桥站 and walk north for about 500 meters .

Option2: Take the Airport Shuttle Bus Line 1 at the airport , get off at Long Pan Zhong Lu Station 龙蟠中路站. Then take a taxi to CIS (fare about 11RMB) or transfer to Bus No.47, get off at West Fuyao Station 浮桥西站, then walk north for about 600 meters.

Optiona3: Take a taxi to SEU directly, with fare about 120RMB.

From Nanjing South Railway Station 南京火车南站 to CIS

Option 1: Take Metro Line 3 and get off at Fuqiao Station 浮桥站 then walk north for about 500 meters.

Option 2: Take a taxi to CIS directly, with fare about 45RMB.

From Nanjing Railway Station 南京火车站 to CIS

Option 1: Take Metro Line 3 ,get off at Fuqiao Station 浮桥站 then walk north for about 500 meters.

Option 2: Take a taxi to SEU directly, with fare about 25RMB.

5. SEU doesn't provide transportation service from the airport/train station to the university.
6. If you arrive beyond the registration period or working hours, you are supposed to find the accommodation at your own expense. You may check in at Liuyuan Hotel (东南大学榴园宾馆)in Sipailou Campus, which is five minutes' walk from CIS and costs you about 400RMB/day. (Liuyuan Hotel's address is 38 Jinxianghe 进香河路 38 号; Tel: 0086-25-83680600)

Wish you a happy and safe journey to SEU.

**For other information about registration , please refer to <http://cis.seu.edu.cn/13918/list.htm> or scan the following QR code.**

**College of International Students, SEU  
June 29, 2016**

