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# **Tsinghua Survival Guide Documentation**

***Release 0.0.1***

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**Apr 26, 2018**



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# CHAPTER 1

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## About

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Sometimes Tsinghua's English documentation is hard to find . This site contains some useful stuff I've found (i.e. it's unofficial). While it's helpful if you know Chinese, these articles don't require any prior knowledge of the language and are designed to be used 'as-is'.

If you'd like to request a topic for an article or spot a mistake, email [dusc16@mails.edu.cn](mailto:dusc16@mails.edu.cn).



## 2.1 Access intranet off campus

If you're off campus and need to get to [info.tsinghua](http://info.tsinghua.edu.cn/) (e.g. to view your grades). Enter <http://info.tsinghua.edu.cn/> into your browser's address bar and follow the steps below.

### 2.1.1 1. Click WEB



### 2.1.2 2. Sign in

Enter your Student ID into the top text entry field followed, by your password in the field below it.



欢迎访问  
清华大学 SSL VPN 系统

工作证号/校园卡号/学号

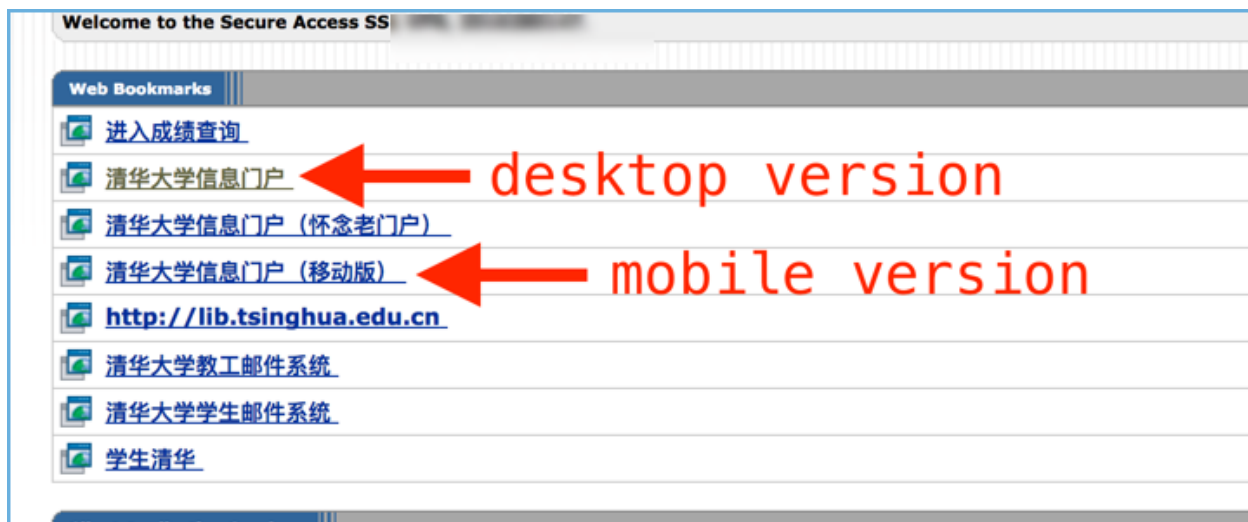
密码 (与信息门户登录密码相同)

登录

服务指南: 1.若仅浏览校内普通网页, 登录成功后可通过“Web书签”方式访问校内如选课、成绩录入等或者需要进行网上支付的用户, 登录成功后请使用“客户端应用”退休教工、在校本科生、研究生和外国进修生开放; 3.Win10(64位)及以上版本需端链接如下: <http://info.tsinghua.edu.cn/out/download/ps-pulse-win-5.1> 版本需要“客户端应用程序会话”方式访问SSLVPN的用户, 客户端链接如下: <http://win-5.1r5.1-b61437-32bitinstaller.zip>; 4.如果不确定密码, 请咨询信息系统于使用过程中的任何疑问或问题, 请致电校园网服务热线62784859和51774859

When you're all set, click the button in the lower left corner.

### 2.1.3 3. Choose your destination



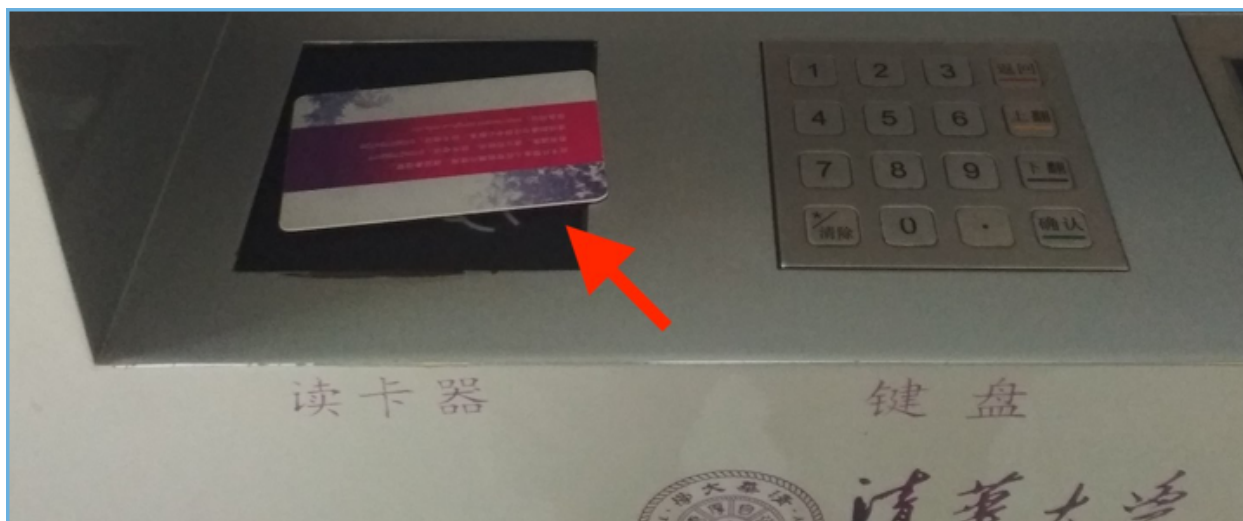
From here, you can choose which version of [info.tsinghua](http://info.tsinghua.edu.cn) (i.e. desktop or mobile) you'd like to go to.



## 2.2 Add money to your Student ID

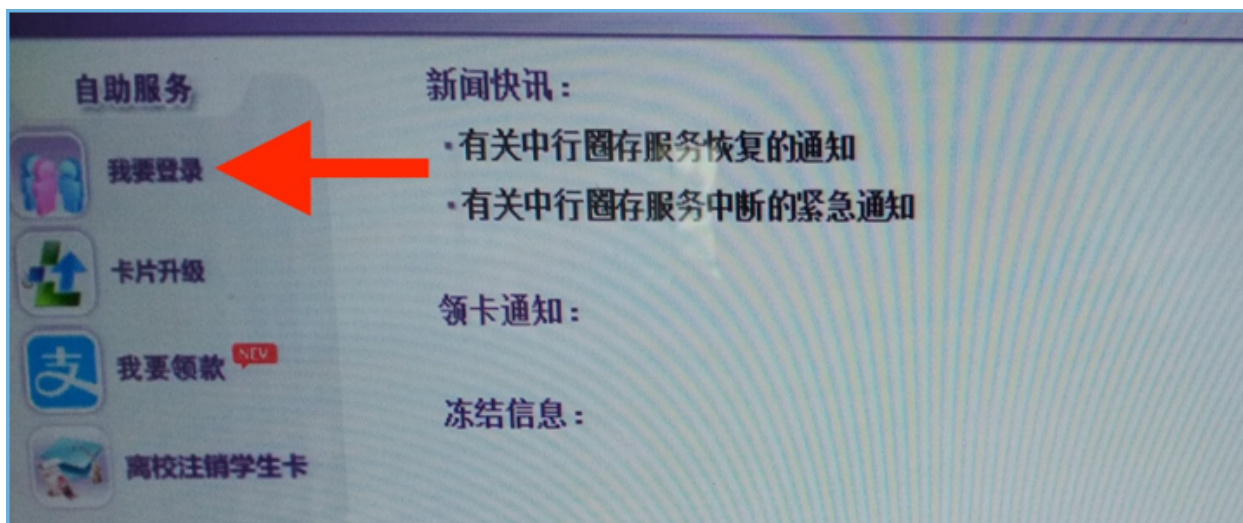
There are terminals located at almost every dining hall on campus as well as at the North end of C. In order to add money to your Student ID, you need to have a Bank of China account connected to your card. The [branch](#) at C can help you set one up (be sure to bring your **Passport** and **Student ID**).

### 2.2.1 1. Place your Student ID on the card reader



### 2.2.2 2. Tap the sign in icon in the upper left corner

The sign in button is located at the top of the sidebar on the left.

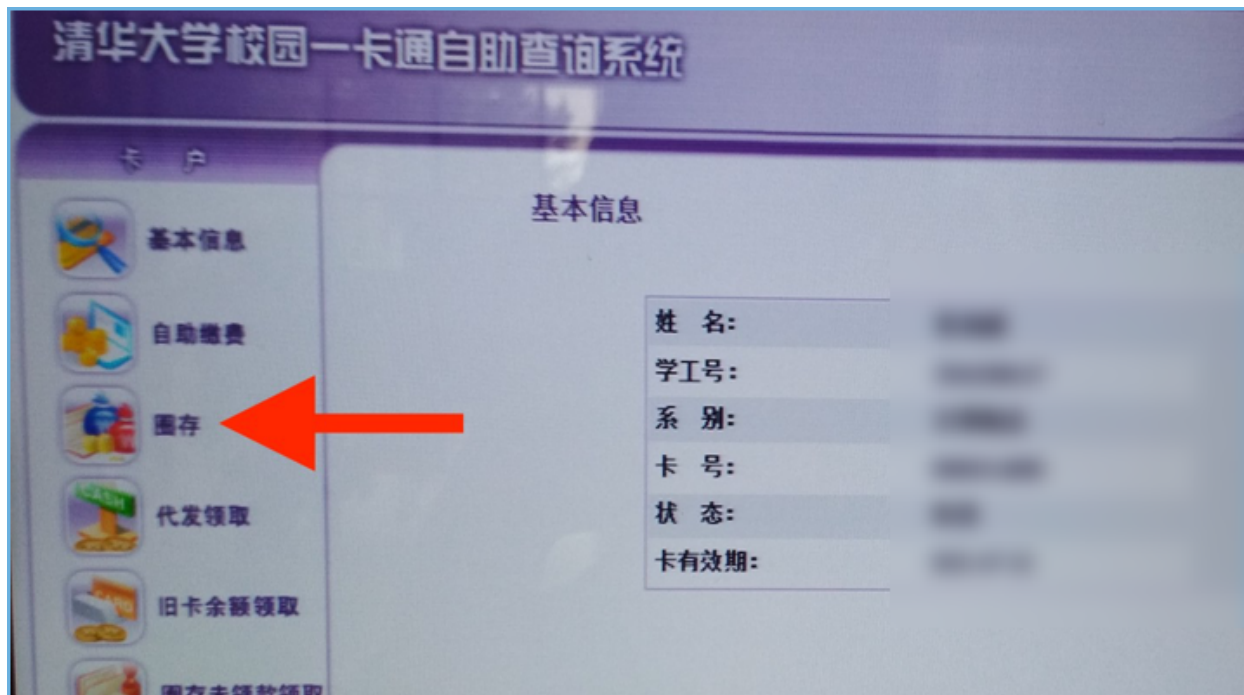


### 2.2.3 3. Enter password

The default password is the last six digits of your passport number.

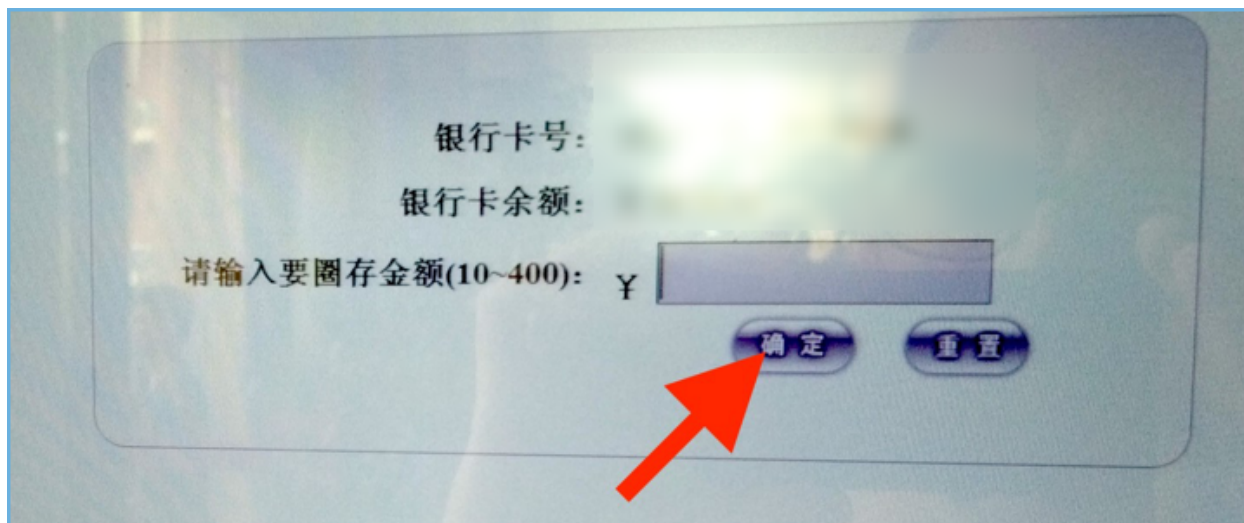
If your passport number is less than six digits, add zeros to the front to pad it to six digits (e.g. “123” becomes “000123”).

#### 2.2.4 4. Tap (third icon from the top on the left menu)

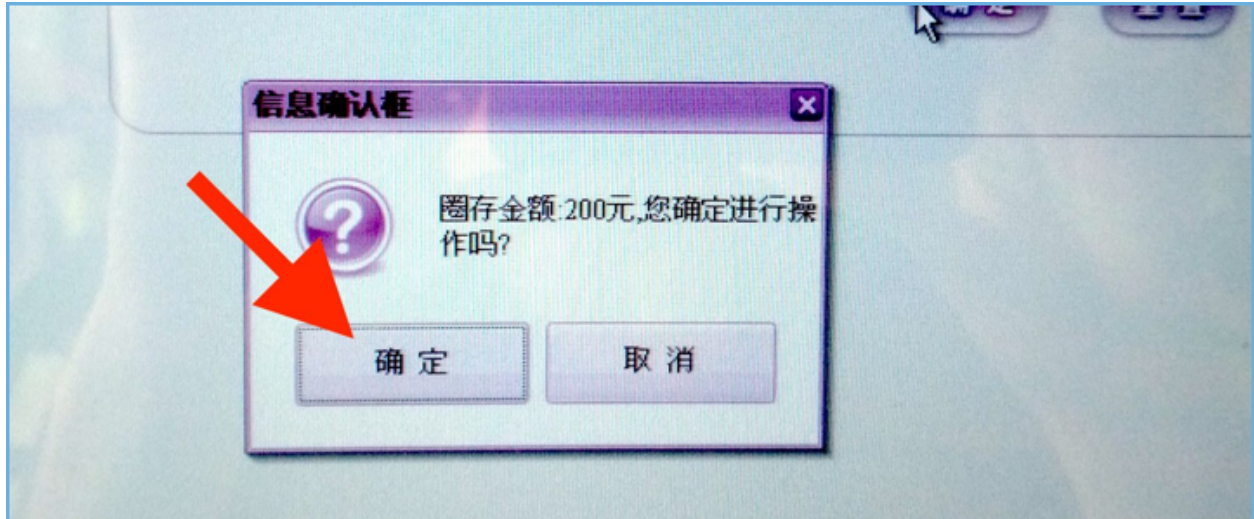


#### 2.2.5 5. Enter amount to transfer to card and tap

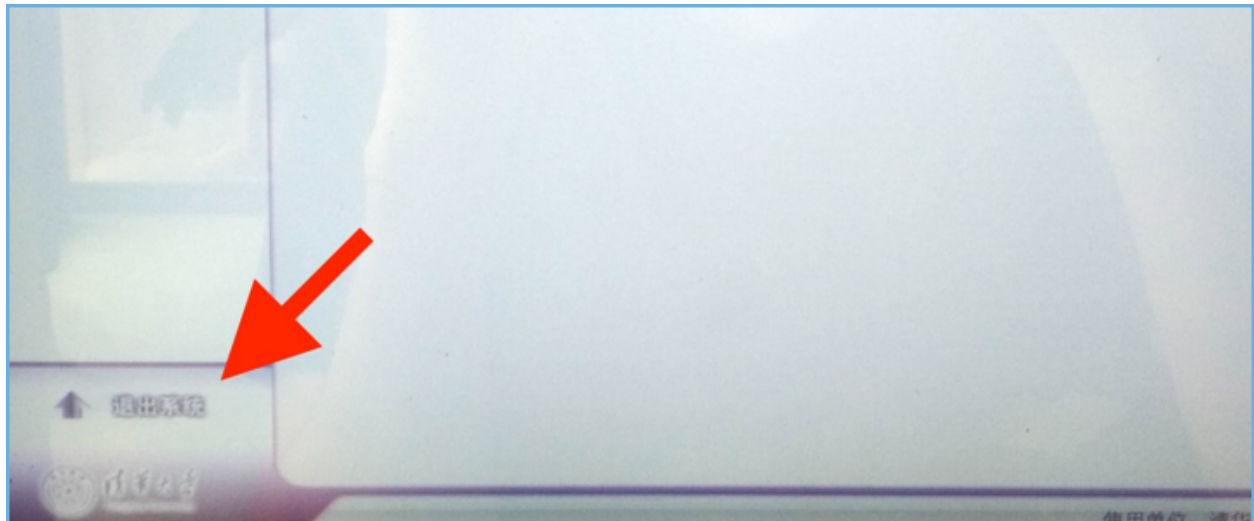
Funds are transferred instantly from your Bank of China account to your Student ID.



### 2.2.6 6. Tap in the popup and then...



### 2.2.7 7. Don't forget to sign out!



## 2.3 Always stay registered

Your status in the Foreigner Registration System should reflect where you're staying in China at any given point in time. A Temporary Residence Registration Form is like a receipt to show that you've registered with the local authorities.



No. **0139016**

**临时住宿登记表**  
REGISTRATION FORM OF TEMPORARY RESIDENCE

表 (三)

英文姓 Surname	英文名 First Name	性 别 Sex
中文姓名 Name in Chinese	国 籍 Nationality	出生日期 Date of Birth
证件类型 Type of Certificate	证件号码 Certificate No.	签证类别 Type of Visa
签证有效期 Valid Visa	抵达时间 Date of Arrival	离开时间 Date of Departure
住房种类 Housing Status	住 址 Address	

派出所联系电话:

driverinbeijing.com

离京时请将此表交回派出所

If you're living on campus, register at the Foreign Student Affairs Office (Zijing Dormitory Building 19, First floor). Living off campus? Register at your local police station. If you're unsure about where your local police station is, ask your landlord. She or he will probably need to accompany you to the police station, as their personal identification information and proof of ownership of the apartment is required.

**Note:** There are zero fees for registration. Just **bring the passport that contains your residence permit**, present it at the counter so they can enter your info into the system, and leave with a Residence Registration Form, **no money involved**.

If you stay at a hotel anywhere in China, the front desk will enter your passport information to update your location status in the system (you don't get receipt for this). Similarly, when you leave the country, customs officers will update your status to show you're currently outside the country.

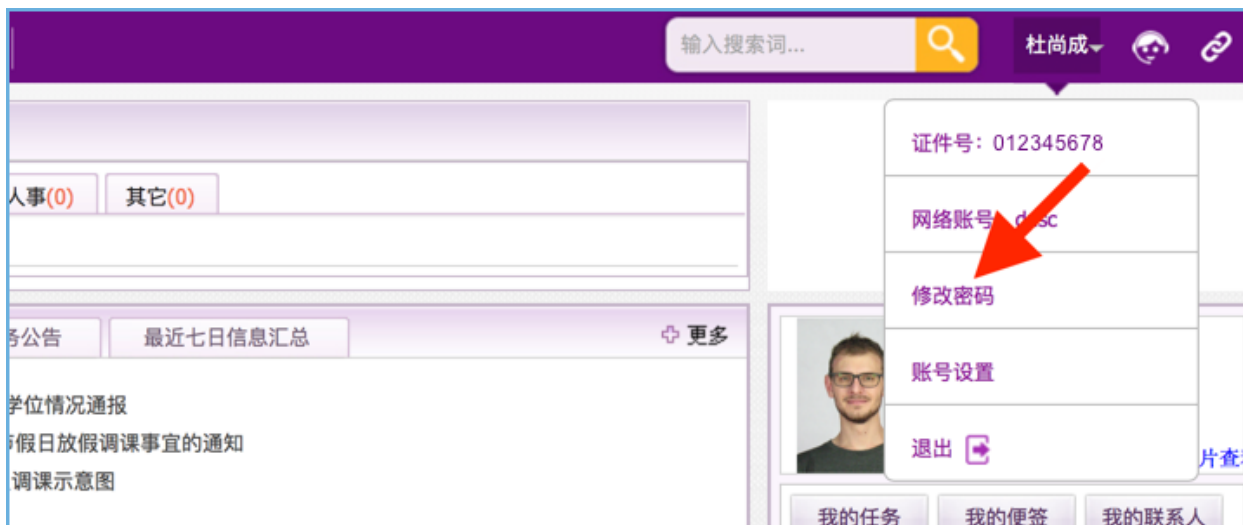
When you return to your dormitory or apartment in Beijing **you have to reregister** at the Foreign Student Affairs Office or at your local police station.

**Note:** Sometimes the police or admin will claim you don't need to reregister after staying at a hotel elsewhere in China or when returning from abroad. However, **your status in the system does in fact change**. This can create problems if you're trying to apply for a Residence Permit or extend your visa. Insist that they double check your status and set it to your current address.

## 2.4 Change your Student ID password

If you want to change the password you use to sign in to [info.tsinghua](http://info.tsinghua) and the campus internet, follow the steps below.

1. Sign in to [info.tsinghua](http://info.tsinghua) and hover over your name in the upper right corner to expose the dropdown menu. Click (the third item from the top in the list).



You should land here...

2. Enter your new password in the field to the right of , then retype it in the field directly below.

**Note:** Your new password must be of (medium) or (strong) difficulty. In other words, make sure your new password contains at least eight characters, both letters and numbers, and at least one symbol.

3. Click the button when you're all set.

## 2.5 Getting an X1 Residence Permit

If you run into issues that aren't covered here, contact the [International Students Office](#) for help.

### 2.5.1 1. Register at the International Students Office

**Bring the three items below** to Tsinghua's International Students Office ([Zijing Dormitory Building 22, First floor, Room 100](#)) to register:

1. Your passport (the one containing your visa)
2. Tsinghua Admission Notice
3. JW202/201 form

### 2.5.2 2. Get a verified physical examination

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**Note:** If you have documentation for a physical examination from your home country, you can try to get it verified by the [Travel Health Care Center](#), Monday to Friday, 8:30a to 11:45a and 1:00p to 4:00p. However, it seems most students end up having to get another full physical exam at the [Travel Health Care Center](#), which costs RMB 400.

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No appointment is necessary, but physical examinations must be done in the morning: Monday to Friday, 8:30a to 11:00a. The center will let you know when your verified results will be available upon completing your physical examination. The pickup window for results is open Monday to Friday, 1:00p to 4:00p.

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**Note:** You can pay an additional fee to have the verified results of the exam delivered to you on campus. Be sure to bring along your mailing address in Chinese as well as your phone number if you want to use this service.

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The [Travel Health Care Center](#) is far away. It takes about an hour to get there from campus using public transit. At the beginning of each school year in the Fall, the International Students Office may organize group trips to the [Travel Health Care Center](#). Contact the [International Students Office](#) for more info about this.

**You must bring these items to the Health Center:**

1. Your passport
2. Two two-inch color photos of you with a white background
3. Tsinghua Admission Notice or student ID
4. RMB 400 in cash to pay for the physical

If you have documentation for a physical examination from your home country, bring it along to see if you can get it verified and avoid shelling out for the physical.

**Warning:** Do not eat breakfast on the morning of your physical examination, as it includes a blood test.

### 2.5.3 3. Apply for a Residence Permit

Bring the items below to the Residence Permit agent at the International Students Office ([Zijing Dormitory Building 22, First floor, Room 100](#)) Monday to Friday, 1:00p to 4:00p.

**You must give these items to the agent:**

1. Your passport (he will provide a receipt)
2. One copy of your Tsinghua Admission Notice
3. JW202/201 form
4. Verified physical examination results
5. One two-inch color photo of you with a white background
6. Temporary Residence Registration Form ([what's this?](#))
7. 500 RMB in cash

The application process usually takes five business days. The agent will provide a pickup date when you submit your materials.

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**Note:** The RMB 500 fee includes a RMB 100 service charge for bringing your passport to and from the [Visa Center](#) off campus. This service allows you to pick up your passport and Residence Permit directly from [Zijing Dormitory Building 22, First floor, Room 100](#) when they're ready.

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You can save RMB 100 by putting in a bit more legwork. If you're interested, just tell the agent you want to do it yourself and he'll print a for you (takes three to four business days). Bring the along with all the documents listed above to the here. If everything goes smoothly, it takes approximately 10 business days to get your passport back along with your residence permit.

## 2.5.4 4. Register with the local authorities

Almost there. Once you get your passport and Residence Permit, **if you live on campus**, head over to the Foreign Student Affairs Office ([Zijing Dormitory Building 19, First floor](#)) **with your passport** and register at the main desk. They'll give you a Residence Registration Form updated with your new Residence Permit info.

If you **live off campus**, go to your local police station that is responsible for managing corresponding residential area **with your passport**. If you're unsure about where your local police station is, ask your landlord. All you need is your passport and your current living address.

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**Note:** This final step of the process is completely free. There are no fees for registering at your local police station or at the Foreign Student Affairs Office. Just bring the passport that contains your residence permit, present it at the counter so they can enter your info into the system, and leave with a Residence Registration Form , **no money involved**.

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## 2.6 Free software

There's a ton of free software downloads (Word, Excel, Powerpoint, Windows 10 activation keys, and more) buried in the nested menus on [info.tsinghua](#).

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**Note:** Some of the software (e.g. Visual Studio Pro, Excel, Powerpoint) is in Chinese. Generally, they have the same functionality as the English versions, but may be a bit of a hassle to use for those who don't speak Chinese. I'll update this article if I find a way to swap languages for the MS Office apps.

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1. Sign in to [info.tsinghua](http://info.tsinghua) and then search the landing page (Cmd + F) for .



2. Hover your mouse over the item in the sidebar on the left and click (same name) from the popup menu. You should land here (see below)...



Software available for download is sorted by “type”.

3. Click the orange dropdown arrow to the right of the title in each column to view all the downloads available for that type.

Here’s a quick table that should get you going in the right direction.

English	Chinese	Example
Operating Systems		Windows 10 activation keys
AntiVirus		Kaspersky, NOD32
Office		Word, Excel, Powerpoint
Developer		Visual Studio Pro
Math/Stat		Matlab



## 2.7 Free storage & file sharing

Google Drive or Dropbox aren't always easy to get to. When you're connected to Tsinghua's network you can upload and share files using [info.tsinghua](http://info.tsinghua). If you're off campus, you can access them using the school's SSL VPN (you'll get redirected there automatically if you try to access [info.tsinghua](http://info.tsinghua) while off campus).

### 2.7.1 Set up

1. Sign in to [info.tsinghua](http://info.tsinghua) and search the landing page (Cmd + F) for . Click the highlighted item on the left sidebar.

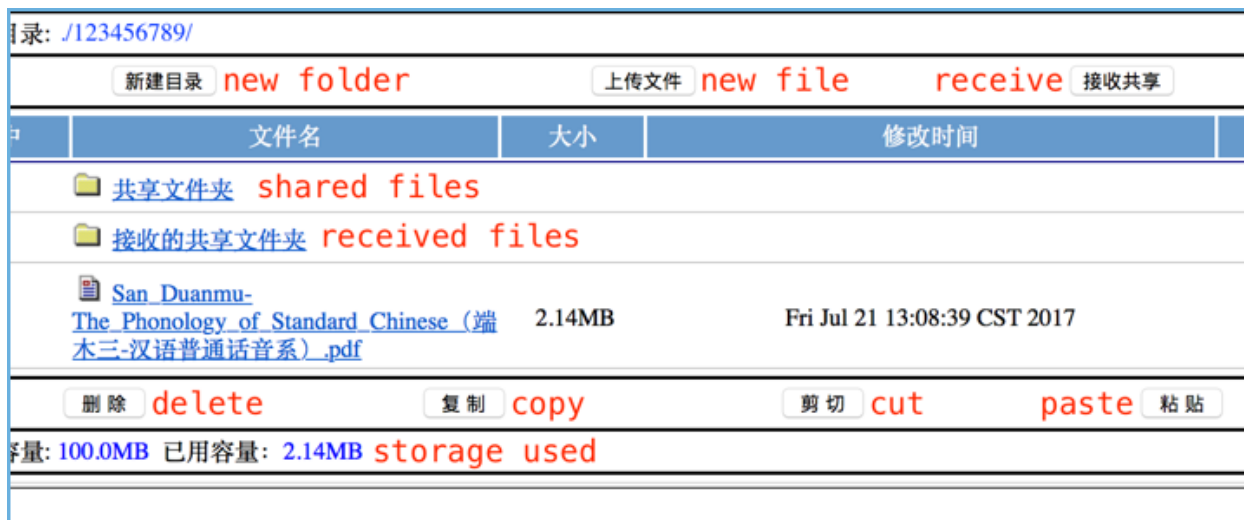


The screenshot shows the 'info.tsinghua' website. On the left sidebar, the item '公共服务及其他' (Public Services and Others) is highlighted with a red arrow. The main content area shows a table titled '校园一卡通查询' (Campus Card Query) with columns for '交易地点' (Transaction Location), '交易类型' (Transaction Type), and '交易时间' (Transaction Time). The table lists several transactions from the '饮食中心' (Dining Center) with a '消费' (Consumption) type, occurring between July 7 and July 14, 2017.

交易地点	交易类型	交易时间
饮食中心	消费	2017-07-14
饮食中心	消费	2017-07-12
饮食中心	消费	2017-07-10
饮食中心	消费	2017-07-10
饮食中心	消费	2017-07-07

2. If you agree to the terms and conditions, click the button on the right.

You should land here (see below)...



The screenshot shows a file sharing interface. At the top, there are buttons for '新建目录 new folder', '上传文件 new file', 'receive', and '接收共享'. Below this is a table with columns for '文件名' (File Name), '大小' (Size), and '修改时间' (Modification Time). The table lists a folder '共享文件夹 shared files' and a file 'San Duanmu- The Phonology of Standard Chinese (端木三-汉语普通话音系).pdf' with a size of 2.14MB and a modification time of Fri Jul 21 13:08:39 CST 2017. At the bottom, there are buttons for '删除 delete', '复制 copy', '剪切 cut', 'paste', and '粘贴'. The status bar at the bottom shows '容量: 100.0MB' and '已用容量: 2.14MB storage used'.

文件名	大小	修改时间
共享文件夹 shared files		
接收的共享文件夹 received files		
San Duanmu- The Phonology of Standard Chinese (端木三-汉语普通话音系).pdf	2.14MB	Fri Jul 21 13:08:39 CST 2017

### 2.7.2 Usage

Upload a file

1. Navigate to the directory you want the file to land in
2. Click the `button` (middle button in the top row)
3. From the popup, click `Choose file` and navigate to your target file
4. Click the `button` on the right

### Share a file

This article is a stub.

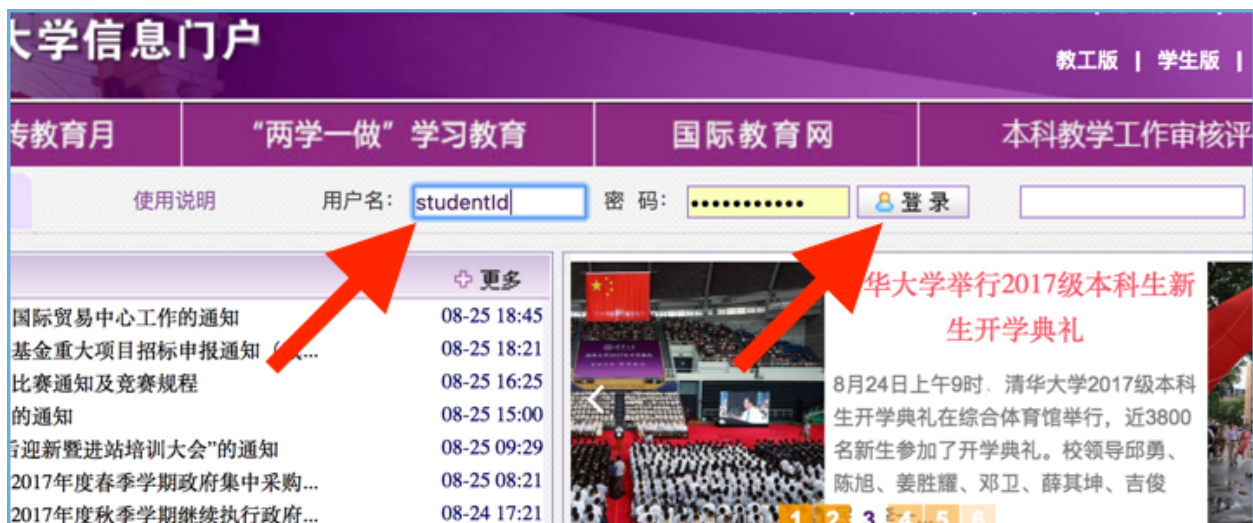
### Receive a file

This article is a stub.

## 2.8 Print your transcript (graduate students)

To print out a notarized version of your transcript, follow the steps below.

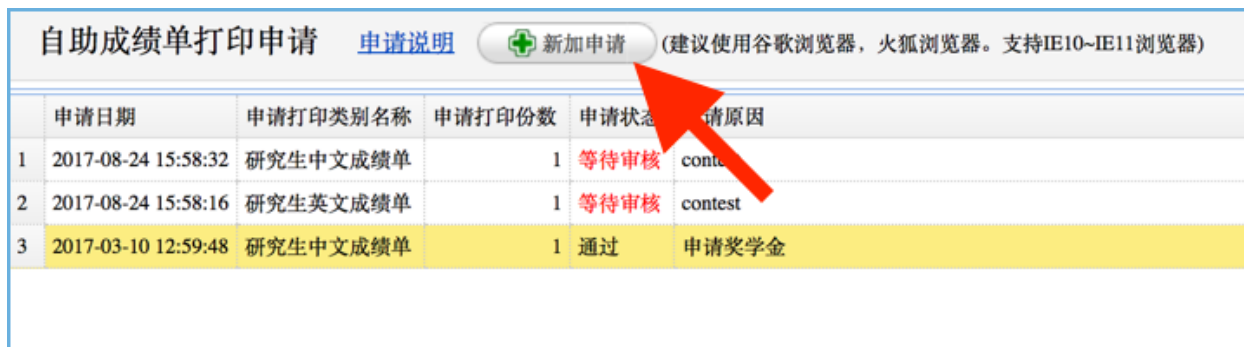
### 2.8.1 1. Sign in to info.tsinghua



## 2.8.2 2. Select from the sidebar menu



## 2.8.3 3. Click the button at the top



## 2.8.4 4. Select number of copies and the target language

Use the text area to explain why you need to print your transcript.

自助成绩单打印申请

申请人:

申请人学号:

打印类别:

研究生英文成绩单

申请打印份数:

1

申请原因:

contest

(上限50个汉字)

提交

重填

2.8.5 5. Click to apply for review

打印类别:

研究生中文成绩单

申请打印份数:

申请原因:

(上限50个汉字)

提交

重填

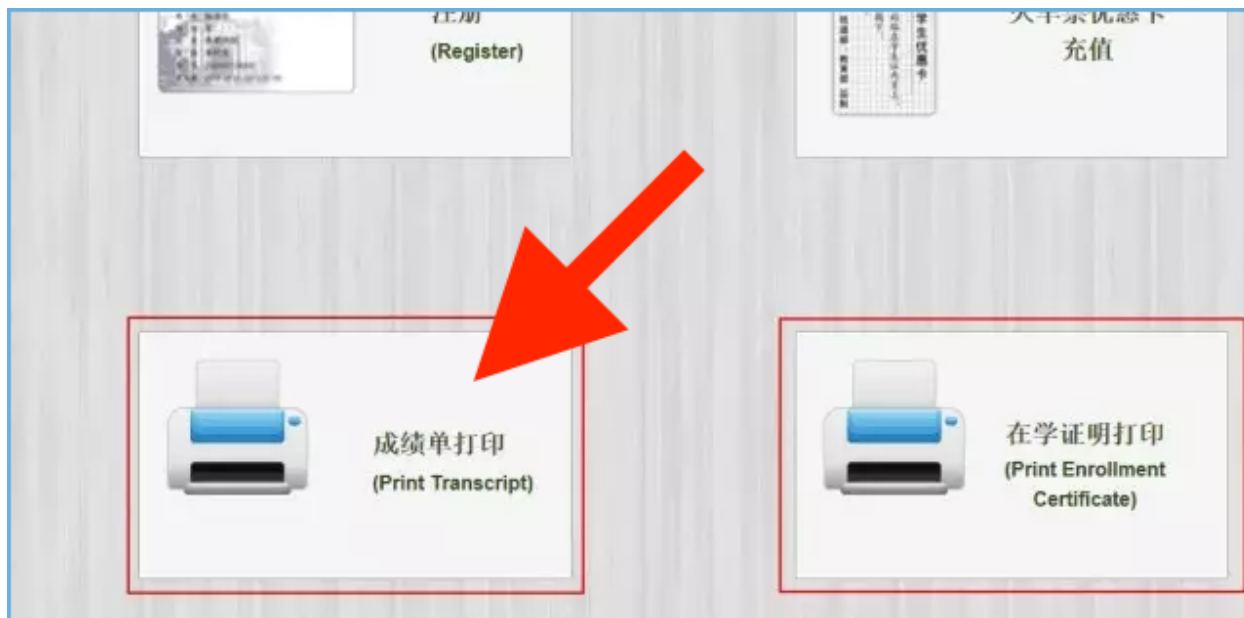
2.8.6 6. Wait for approval (couple of days)

	申请日期	申请打印类别名称	申请打印份数	申请状态	申请原因
1	2017-08-24 15:58:32	研究生中文成绩单	1	等待审核	contest
2	2017-08-24 15:58:16	研究生英文成绩单		等待审核	contest
3	2017-03-10 12:59:48	研究生中文成绩单	1	通过	申请奖学金

Your application to print’s status will be updated to if your application to print has been approved.

## 2.8.7 7. Go to the registrar machines at Teaching Building No.3

Tap (Print Transcript).

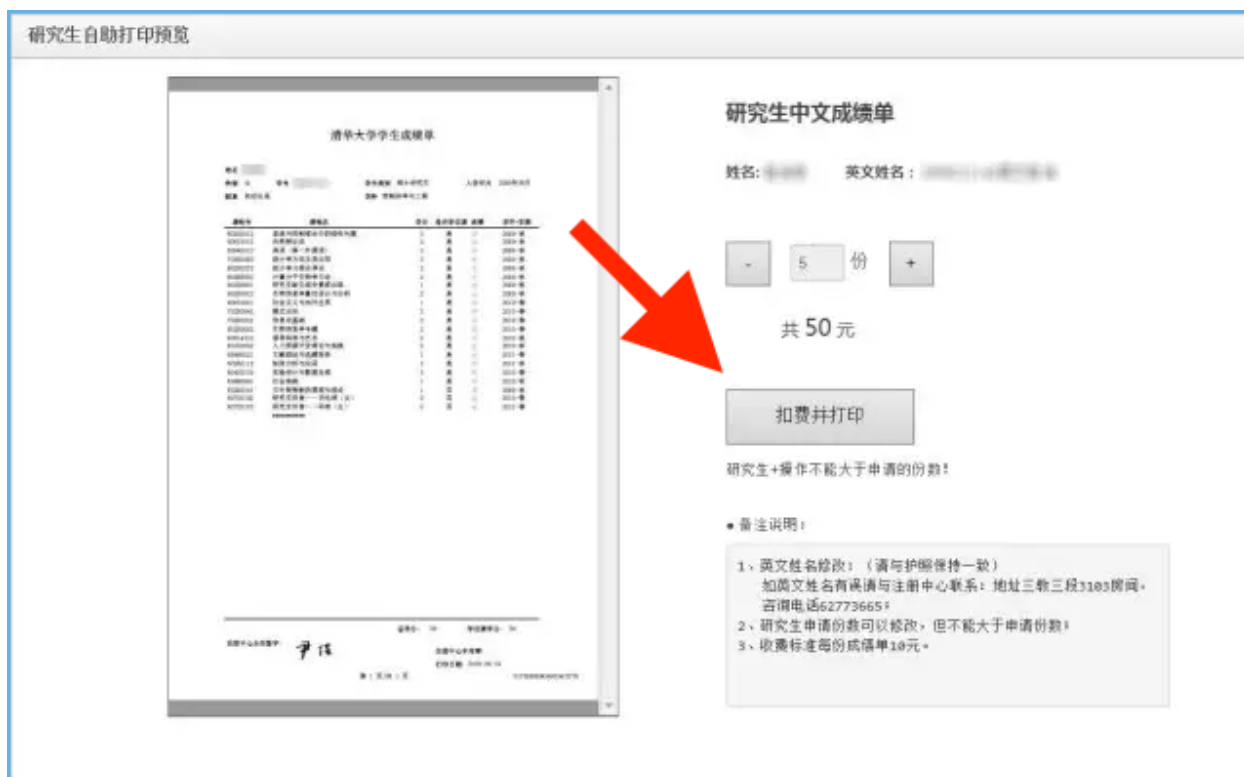


## 2.8.8 8. Tap to print

Transcripts are RMB 10 per copy



## 2.8.9 9. Tap to pay the fee and print your transcript



## 2.9 Finding seats at the library

**Note:** Ren Wen Library is closed for renovations until the beginning of October, 2017.

Trying to find a place to study in the library can be tough around midterms and finals. In order to make sure that all desks are actually being used (i.e. people aren't just parking their stuff there all day), Ren Wen Library uses a check-in system, which, unfortunately, is only in Chinese. Luckily, it's not too hard to use if you know the basic logic.

Two check-in kiosks are around the main desk in the library on level G. There are more kiosks around the staircase on F2, F3, and F4.

**Note:** The kiosks on level G can be used to check in or out of any desk. Machines on the upper levels (F2, F3, and F4) can only be used to check in/out for seats on a given level.

### 2.9.1 Reserving a desk

1. Tap an open desk (they're green).

//TODO add image

2. Touch your Student ID to the yellow outline on the on the kiosk.
3. When you see pop-up below, you've successfully reserved a desk (you can begin using it immediately).

//TODO add image

**Warning:** Unless you tap on a kiosk before leaving, your reservation will be canceled when you swipe your student ID to reenter the library (see the Taking a Break section below for more info).

## 2.9.2 Taking a break

If you want to leave temporarily (i.e. for less than one hour) without giving up your spot. . .

1. Touch your student ID to the yellow outline on a kiosk.
2. Tap the button on the display.

//TODO add image

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**Note:** If you don't return within one hour (i.e. swipe in using your student ID at the library entrance), your desk's status will change back to open and someone else can reserve it.

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## 2.9.3 Important: Checking out

When you're done using the desk be sure to. . .

1. Touch your student ID to the yellow outline on a kiosk.
2. Tap the button on the display.

**Warning:** If you don't checkout upon leaving, you'll receive a warning. If you receive three warnings, your desk reservation privileges will be suspended for xx //TODO get details about penalty hours.

## 2.10 Mail address stuff

The address below will get packages delivered to the package delivery center behind [Zijing Dormitory Building 14](#).

14

100084

{your phone number}

{your name}

## 2.11 Reserve a study room

Need space for a group project? Both [Ren Wen Library](#) and [Bei Guan](#) have study rooms that you can reserve online.

## 2.12 Useful apps in China

If you don't have **WeChat** yet, go ahead and download it now. The list below isn't comprehensive or ranked in any order. Most of these make living in China a lot easier.

English	Chinese	Foreign Equivalent	Description
Gaode		Google Maps	Maps and directions on your mobile
Didi		Uber	Call cabs, black cars, personal drivers, etc.
Taobao		ebay	Buy stuff from small individual vendors
T-Mall		Amazon	Buy stuff from big companies
SwiftKey	SwiftKey	Gboard	Best Android keyboard for both Chinese and English
Pleco		none	Best app for studying Chinese
eleme		Zomato	Food ordering and delivery
Meituan		Zomato	Food ordering and delivery
Alipay		Venmo	Mobile payments
Ofo	ofo	none	Rent the yellow bikes that you see everywhere
Mobike		none	Rent the orange bikes that you see everywhere
Dianping		Yelp	Location-based food reviews