

# Shanghai Jiao Tong University

## Directory of International Students Administration and Services Departments

(November, 2015)

Department	Area of Work	Name	Position	Contact	E-mail	Office Address
<b>International Student Center</b>	Overall planning and coordination of SJTU international students affairs, education plan development for international students, and policy research, etc.	Min XU	Director	54744448	xumin@sjtu.edu.cn	New Administration Building B808
		Lei GAO	Associate Director	34203724	lgao@sjtu.edu.cn	
– Degree Office	Market research for international students, plan formulation, promotion of school enrollment and admission, program development for undergraduate programs; overall planning of international students' admission affairs; liaison with CSC about scholarships and admission affairs, etc.	Hailei CHEN	Head	54743244	haileichen@sjtu.edu.cn	New Administration Building B100A
		Yang ZHANG	International Undergraduate Admission	54743244	zy_alice@sjtu.edu.cn	
– International Mobility Office	Responsible for inbound exchange affairs; Organize and manage CSC Outstanding Undergraduate Programs, Sino-US and Sino-Europe scholarship program; Approve school-level international short-term programs; Review and approve student exchange agreements; Responsible for undergraduate outbound exchange affairs (including semester exchange, short-term and dual degree programs); Organize and select excellent courses taught in English for international students, etc.	Shushu LI	Head	54744086	lss@sjtu.edu.cn	New Administration Building B809
		Yinuo SUI	Outbound Advisor (Undergraduate)	34203803	enid_sui@sjtu.edu.cn	
		Yi GAO	Inbound Advisor	54744225	gaoyi229@sjtu.edu.cn	

Department	Area of Work	Name	Position	Contact	E-mail	Office Address
–General Affairs Office	General affairs; Evaluate and issue the international student scholarship annually; Administrate international degree students; Manage the international students' tuition fees and training expenses; Develop and maintain the information system for international student and Study@SJTU website, etc.	Xin WEI	Head	34203849	xwei@sjtu.edu.cn	New Administration Building B807
		Ruxing XU	Informatization	34203847	rxxu@sjtu.edu.cn	
		Dinghui ZHAO	Scholarship Affairs and Enrollment Changes	34203847	zhaodh@sjtu.edu.cn	
<b>International Communication &amp; Cooperation Office of Graduate School</b>	Market research for international graduate students and plan formulation, promotion and admission of graduate programs, develop new programs for international graduate students; Responsible for graduate outbound exchange affairs, etc.	Jian LIU	Associate Director	34207040	janeliu@sjtu.edu.cn	Chen Ruiqiu Building 331
		Dawei YANG	International Graduate Admission	34207040	dwyang@sjtu.edu.cn	
		Ran YAN	International Graduate Admission	34207040	ran.yan@sjtu.edu.cn	
		Yini YU	Exchange Graduates Affairs	34207040	innesyu@sjtu.edu.cn	
<b>International Student Service Center</b>	International students' housing management; In charge of the international students' events and activities, Asian Youth Center, and international students' insurance; Selection of outstanding international students, etc.	Wei ZHANG	Director	34203848	jojozhangwei@sjtu.edu.cn	New Administration Building B204
		Fangling ZHA	Minhang Affairs	34203955	zhafangling@sjtu.edu.cn	
		Xiaozhen ZHANG	Xuhui Affairs	62933305	zhangxiaozhen1987@sina.com	Taoliyuan (Xuhui Campus) 1007
<b>Service Center for Exit-Entry Administration</b>	Visa-related affairs for International students, etc.	Yi LI	Director	34207847	lily_gse@sjtu.edu.cn	New Administration Building B200
		Yunyun WAN	Visa Services	34206748	yywan@sjtu.edu.cn	