Gentle Reminder:

Welcome to Fudan University! If you want to learn more about university's network and its information resources, please read this handbook carefully. You can also visit the Fudan Information Office website for more details: https://ecampus.fudan.edu.cn

In student dormitories, you can access the campus network via a free wired connection. If you wish to use broadband services, please refer to the "Internet Access in Dormitories" section. You can also connect to the campus and external networks for free from public computer rooms, libraries, and teaching buildings after authentication. For setup instructions, see the sections "Campus wireless Network" and "Internet Access in Public Areas."

Each new student will receive: a Unified Identity System (UIS) account, a free Fudan email address, a campus card (please refer to sections "Unified Identity System (UIS)", "Email", and "eCard")

We aim to provide you with a practical and informative digital campus user manual. As contents may be updated, please refer to the latest online version on the Fudan Information Office website. For more detailed information, scan the QR codes in the handbook. Before reading, we recommend following the WeChat account "复旦信息办"(Fudan Information Office) to receive updates and services.

scan QR code to follow "复旦信息办"(Fudan Information Office)

Table of Content

Smart Campus: eCampus

In today's digital era, information technology plays an essential role in helping us collect, share, and interact with information more efficiently, Fudan University's digital campus development has emerged in response to this growing trend. In August 1995, Fudan set up the Campus Network Management and Service Centre. As technology evolved, Fudan recognized the need to improve how the campus's digital infrastructure was managed. To address issues like scattered resources and an overemphasis on hardware rather than software, Fudan launched a series of reforms. In July 2001, the original network center was reorganized into the Campus IT Leadership Group, Fudan became one of the first universities in China to establish a dedicated Information Office.

Since the start of the new century, Fudan has accelerated the development of its digital campus. Following a "plan as a whole, implement step by step" approach, the university has embraced the technical principles of "hardware clustering, centralized data, and integrated applications." Major progress has been made in areas such as network infrastructure, application development, resource integration, management systems, and IT training.

The original ATM-based campus network was expanded and upgraded, adding core backups, redundant external links, wireless access, network monitoring, and comprehensive security. Key applications such as email services, mail gateways, content filtering, U-IDC services, and multimedia systems were also completed.

Based on existing systems like academic affairs, course registration, graduate services, research, and finance, Fudan has built many integrated platforms: a Unified Identity System (UIS), a shared data platform, an online service hall(eHall), and supporting platforms for human resources, student affairs, teaching, admissions, employment, and more. The university also implemented paperless office systems, an online learning platform (eLearning), a digital library, digital museum, and digital archives.

By combining resources and services, the digital campus has enriched the university's information network, improved efficiency, and supported a shift toward smarter management. Today, Fudan's smart campus features a unified and integrated system—advanced, efficient, stable, and secure—that now serves the entire campus community.

Campus Rules and Regulations

All campus network users must follow national laws and regulations, as well as relevant rules set by the university. No organization or individual is allowed to use the campus network to harm national security, leak state secrets, or infringe on the legal rights and interests of the country, society, groups, or individuals. Engaging in any illegal or criminal activities through the network is strictly forbidden. For detailed regulations and policies, please refer to the university's Information Disclosure website. This site gathers important policies and updates that are relevant to all faculty, students, and the public.

Website: https://xxgk.fudan.edu.cn

Network Security Tips：

1、Install genuine operating systems, applications, and security software. Keep them updated and patched regularly.

2、Always scan USB drives and downloaded files before opening.

3、Do not trust unknown calls, click suspicious links, or open unfamiliar emails and attachments.

4、Confirm the source of emails and notifications. Avoid sharing personal information online.

5、Use strong passwords (at least 8 characters, including at least 3 types of characters), and change them regularly.

6、Avoid using the same password on multiple platforms. Never share SMS verification codes with others.

7、Be cautious when connecting to Wi-Fi. Always choose the official "iFudanNG.1x" network.

8、Avoid connecting to free public Wi-Fi or scanning random QR codes.

9、Back up important data regularly. Do not store critical files in your email inbox.

Excerpts from the Cybersecurity Law of the People's Republic of China：

Article 12： All individuals and organizations using the internet must abide by the Constitution and laws, respect public order and social morals, and must not endanger cybersecurity. It is forbidden to use the internet to: harm national security, honor, or interests, incite the overthrow of the government or socialist system, promote terrorism, extremism or ethnic hatred, spread violence, pornography, or false information that disrupts the economy or society, infringe on others' reputation, privacy, intellectual property, or other legal rights.

Article 44： It is forbidden to steal or obtain personal information illegally, and to sell or provide personal data to others without consent.

Article 46： Users are responsible for their online behavior. It is illegal to set up websites or chat groups to promote fraud, teach criminal methods, or distribute controlled or illegal items. It is also forbidden to share such information online.

Article 48: Electronic messages or apps must not contain malicious software or any content prohibited by laws or regulations.

Internet Access Guide

Internet Access in Dormitories

Student dormitory networks are built and managed by different internet providers. Students can access the campus network resources for free, choose to purchase internet packages, and use the network access services provided by the operators. As service information may change, please scan the QR code (provided in the original document) based on your dormitory area to see the latest account setup and payment instructions.

Scan QR code for details

Campus wireless Network

All teaching, research, and administrative areas on campus have full 5GHz Wi-Fi coverage. Please connect to the stable and high-speed network named **iFudanNG.1x**. Your Wi-Fi username is your student ID number, and the password is the same as your UIS (Unified Identity System) password (see the "United Identity System - UIS " section of this handbook). The first time you connect, you'll need to enter your account credentials. After that, your device will connect automatically. If you change your password, you must delete the saved Wi-Fi profile and reconnect. Visitors from other universities can use **eduroam** to access the internet on campus.

About iFudanNG.1x

iFudanNG.1x works with all types of devices and operating systems. Once configured successfully, it will connect automatically whenever you are within range. This network only supports 5GHz, which reduces outside interference and provides a more stable connection. Please forget or disconnect from other networks when using this one.

How to Set Up Wi-Fi

Android   Apple   Windows 10/11   Linux   **Scan QR code for details**

Configuration Method: To connect to iFudanNG.1x, simply click the network name and enter your username (identity) and password.

As an example, iFudanNG.1x 's configuration steps for various wireless devices are provided. For other operating systems, the general settings are: Set the security type to "802.1x" or "WPA2-Enterprise", and set MSCHAPv2 as the method for phase 2 authentication.

Steps to connect on Android：

1、 Open your WLAN settings and wait for the iFudanNG.1x signal to appear.

2、 Click iFudanNG.1x to configure.

3、 Enter your username (identity) and password in the corresponding fields. No need to change other settings.

4、 Click "Save" or "Connect". The device will automatically start connecting to iFudanNG.1x.

5、 When it shows "Connected", you can start using the wireless network.

取消	输入密码	连接
EAP 方法		PEAP >
阶段 2 身份验证		MSCHAPV2 >
CA 证书		无 >
身份		
匿名身份		
密码		
⊘ 显示密码		

Steps to connect on iOS (iPhone/iPad)：

1、 Open Wi-Fi settings, turn on Wi-Fi, and wait for the iFudanNG.1x signal to appear.

2、 Click "iFudanNG.1x", enter your wireless network username and password, then "Join"

3、The first time you connect, a server certificate verification prompt may appear, click "Trust".

4、Wait for the connection to complete. Once connected, you can start using the wireless network.

Steps to connect on MacOS (Macbook)：

1、Open AirPort (Wi-Fi) and wait for the iFudanNG.1x signal to appear.

2、Click iFudanNG.1x, then enter your wireless network username and password in the pop-up window. For 802.1x, select Automatic, click "Remember this Network", then click "Join" to save the settings and connect automatically.

3、During the connection process, a window may appear asking you to verify the certificate. Choose "Always Trust", then click "Continue".

4、After selecting "Always Trust", your Mac may ask you to enter your system password to confirm and update the settings. Wait for the connection to complete.

Steps to connect on Windows 10：

1、Click the network icon in the bottom-right corner to open the list of available networks. Wait for iFudanNG.1x to appear, select it, and click "Connect". Then enter your wireless network username and password, and click "Confirm".
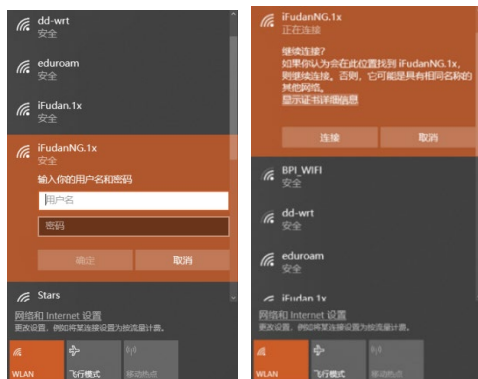
2、If a certificate verification window appears, click "Connect".

3、Wait until it shows "Connected to iFudanNG.1x", and you can use the wireless network.

Steps to connect on Windows 11：

　　1、Click the network icon in the lower-right corner of the screen to open the list of available networks. Wait for iFudanNG.1x to appear, select it, and click "Connect". Enter your wireless network username and password, and click "OK".

2、If a certificate verification window appears, click "Connect" to proceed.

3、Wait until the status shows "Connected to iFudanNG.1x" - you can then start using the wireless network.

Steps to connect on Linux：

1、Turn on the wireless network and wait until the iFudanNG.1x signal appears;

2、Click on iFudanNG.1x., a setup window will pop up. Choose "WPA2 Enterprise" for the security type, select "PEAP" for the authentication method, set the PEAP version to "Automatic," and choose "MSCHAPv2" for the inner second-phase authentication. Enter your wireless network username and password, then click "Connect" to save the settings and connect automatically. After that, return to the device list.
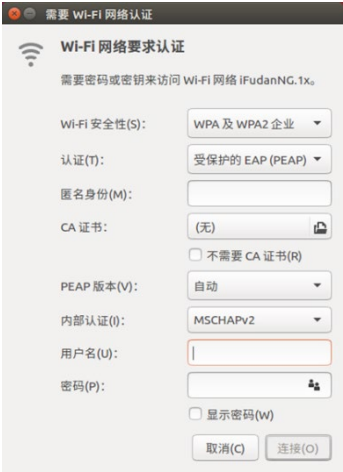
Global Educational Wireless Roaming - eduroam

eduroam, short for "education roaming", is a secure global roaming service widely used by education and research networks in many countries and regions.

As long as you are at a university or research institution that is part of the eduroam alliance, you can use your university account to log in to eduroam and enjoy smooth internet access. The authentication method is the same as for iFudanNG.1x, with automatic seamless authentication.

Scan QR code for details

Visiting faculty and students from eduroam member institutions can also use their original accounts to access our wireless network for free while at our university.

Universities currently in the eduroam alliance include:

International: Harvard University | Yale University | University of Oxford | University of Cambridge | University of Tokyo, etc.

Domestic: University of Hong Kong | University of Macau | National Taiwan University | Peking University | Shanghai Jiao Tong University, etc.

Global eduroam sites: https://www.eduroam.org/

Education network nodes: http://www.eduroam.edu.cn/

Steps to connect on IOS：

1、Select and connect to eduroam.

2、Enter your account information. For our students, the username is your student ID followed by @fudan.edu.cn, and the password is the same as your Unified Identity Authentication (UIS) password.

3、Click "Accept" to trust the security certificate;

4、Once connected successfully, your device will automatically connect to eduroam networks at any member institution in the alliance whenever available.

Steps to connect on Android：

1、Select and connect to eduroam.

2、Enter your student ID followed by @fudan.edu.cn as the username. In the password field, enter your Unified Identity Authentication (UIS) password. You do not need to fill in anything for anonymous identity.

3、Once connected successfully, your device will automatically connect to eduroam networks at any member institution in the alliance whenever available.
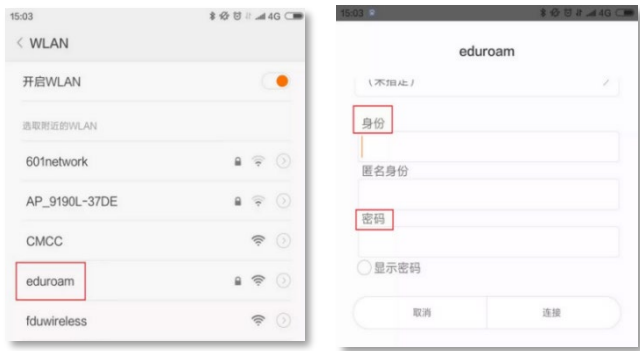
Internet Access in public Areas

Students can mainly access the internet through the following ways: the library, most classrooms, wireless networks in public areas, and student dormitories. We have already provided detailed information about the dormitory and public area networks. This chapter will focus on how to access the internet in the library and some classrooms.

Libraries

To make it easier for readers to access online resources, all reading rooms in the library are equipped with internet ports for personal laptops. For specific instructions on setting up the IP address, you can ask the staff in charge of the reading room.

Wireless internet is available at the Handan Campus Science Library, Liberal Arts Library, Jiangwan Campus Lee Zhao Kee Library, Zhangjiang Campus Library, and Fenglin Medical Library. For detailed usage instructions, please refer to the "Campus Wireless Network" section of this handbook.

Teaching Areas

Currently, in classrooms on campus where internet access is available for students, instructions for setting up the IP address are posted next to each available wired network port (please take care not to damage them). For details on how to use the wireless network, please refer to the "Campus wireless Network" section of this handbook.

Basic Network Configuration

IP Address and DNS Settings

In this section, we will guide you through the steps for setting up a wired network IP address, configuring DNS settings, and some simple methods to troubleshoot basic network issues.

DNS Server Addresses:

Handan, Zhangjiang, and Jiangwan Campuses: 61.129.42.6 / 202.120.224.6 / 202.120.224.26

Fenglin Campus: 202.120.79.34 / 202.120.79.35

Steps to Set IP Address on Windows 10:

1、Open Control Panel → Network and Internet → Network and Sharing Center, then click on your current network connection, as shown in the image below;

2、Click the "Properties" button to open the properties window of the local connection (see image);

查看基本网络信息并设置连接

查看活动网络

fudan.edu.cn
公用网络

访问类型： Internet
连接： WLAN (iFudanNG.1x)

更改网络设置

设置新的连接或网络
设置宽带、拨号或 VPN 连接；或设置路由器或接入点。

问题疑难解答
诊断并修复网络问题，或者获得疑难解答信息。

3、Select Internet Protocol Version 4 (TCP/IPv4), then click the Properties button or double-click Internet Protocol Version 4 (TCP/IPv4) (see image on the right);

4、Fill in the IP address, Subnet mask, Default gateway, and DNS server according to the configuration rules for the building or location you are in.

5、Click the Confirm button. Once the settings are correctly configured, you will be able to access the campus network.
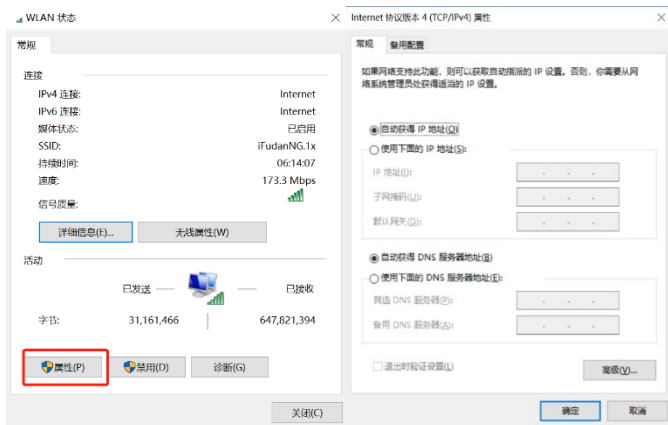
Steps to Set IP Address on MacOS:

1、Click the Apple icon in the top left corner of the screen, then select System Preferences from the drop-down menu (see image on the left);

2、In the System Preferences window that appears, select Network (see image on the right).
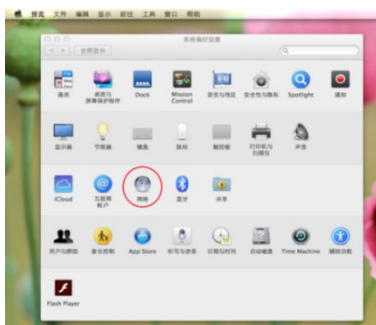
3、In the Network menu, click "Advanced".
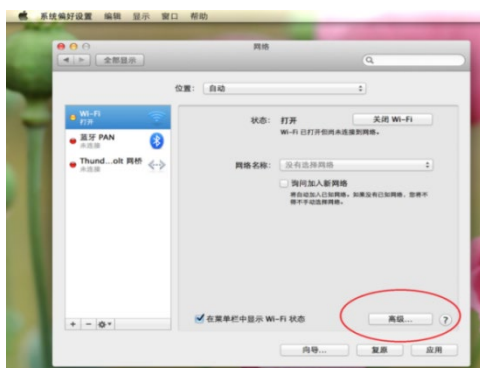
4、In the window that appears, click the TCP/IP tab to set the IP address (see image on the left)

5、Then click the DNS tab to configure the DNS addresses (see image on the right).
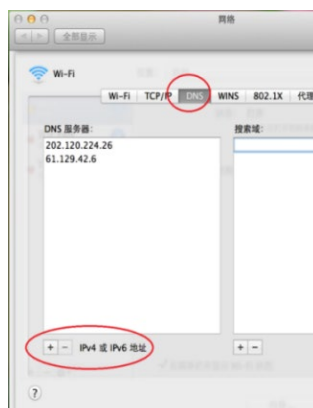
Wired Network User Authentication

After logging in via the Unified Identity System (UIS), students can access both domestic and international internet resources for free through the wired network in public areas on campus.

The steps for network login are as follows:

1、When you try to access an external (off-campus) website, a login window will automatically pop up. Log in using your Unified Identity System (UIS) username and password.

2、For first-time login, you must agree to the Fudan University Network Service Usage Agreement.

3、If there is no activity for 30 minutes, the system will automatically log you out. To log out manually, click "Logout" in the small pop-up window that appears after successful login. If you close this pop-up window, it will also log you out. So please do not close it if you still need to access the internet.

4、If you prefer to use the authentication client, you can download it via the link provided in the pop-up window. Before using the authentication client, please sign the Fudan University Network Service Usage Agreement through web browsers.

VPN Service

To make it easier for students to access campus resources for study and research from outside the university, Fudan provides a Student VPN Service. We welcome all students to use it and share feedback.

If you encounter any issues while using the service, please contact the Information Office for assistance.

Link：https://stuvpn.fudan.edu.cn

IPv6 Overview

As of now, all global IPv4 addresses have been fully allocated, and large-scale deployment of IPv6 is well underway. IPv6 addresses are designed with a 128-bit length, allowing for an almost unlimited number of addresses. In addition, IPv6 enables each network node to communicate using a globally unique address. It also includes features designed to enhance security services and improve connection speed. In 2005, Fudan University became one of the 25 core nodes of CERNET2, China's next-generation education and research network, providing network access services for some universities in Shanghai. Currently, IPv6 has been widely implemented in both teaching and research areas as well as student residential areas across all campuses.

Devices connected to the campus wired or wireless networks can automatically obtain an IPv6 address without manual configuration.
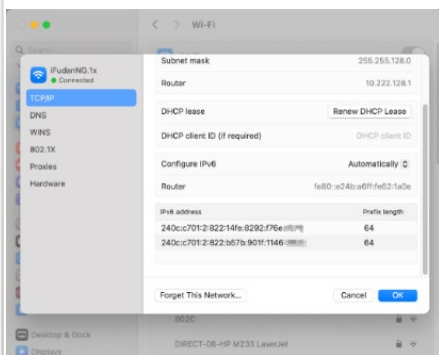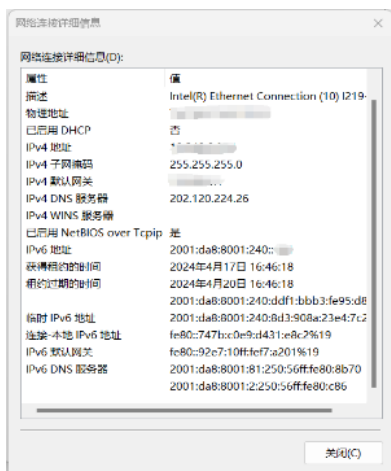
Service Platform

Fudan University Online Service Hall - eHall

With the unified coordination and organization of the university, various administrative departments have streamlined their internal functions. Based on this, the Information Office has worked to standardize and integrate core business processes, promoting full digitalization of application and approval workflows. This effort led to the launch of the Online Service Hall (eHall) in September 2015, offering a one-stop platform for online application, supervision, and evaluation of administrative services for students and faculty.

Scan QR Code to enter the mini program

The eHall platform has become an important part of Fudan's digital services. In September 2019, the university launched the "复旦 eHall" mini program, making it easier for users to submit applications, track progress, and manage tasks from their mobile devices.

In May 2025, eHall was officially upgraded to version 4.0, with updates rolled out simultaneously for both PC and mobile. The new version features an integrated portal, a redesigned unified task center, bilingual (Chinese–English) interface support, and a built-in intelligent search function.

Link：https://ehall.fudan.edu.cn

Gentle reminder: You can log in to eHall and simply enter keywords in the search bar to quickly find the service you need.

Information Office Homepage - eCampus

The Information Office homepage offers a variety of information services, including basic services, faculty services, student services, departmental services, news updates, quick access to application systems, overviews of digital campus development, promotional materials, user manuals, and downloadable resources.

Link：https://ecampus.fudan.edu.cn

United Identity System - UIS

The Unified Identity System (UIS) provides identity authentication and single sign-on (SSO) functionality. Once students log in with their student ID and password, they can access multiple connected campus systems without needing to log din again. Please change your password as soon as possible after your first login.

Scan QR code for details

Usage Notes

A student's UIS username is their student ID number. Please change your password immediately after your first login, and follow these four password safety principles:

1、Use a strong password: At least 10 characters, including three or more types of characters (e.g., uppercase letters, lowercase letters, numbers, special symbols, etc.).

2、Avoid common passwords: Don't use easily guessed passwords such as your name, birthday, or patterns like abc123.

3、Make it memorable for yourself: A good password is one you can remember - consider using poetry lines or acronyms of phrases.

4、Don't use the same key for every lock: Use different passwords for different accounts. For important accounts, use unique passwords.

Email

Once you officially become a Fudan student, the university will provide you with a free email account for use during your studies. This is your Fudan Cloud Mail account. While using the account, you must follow relevant laws, regulations, and university policies. Your email address will be your student ID followed by @m.fudan.edu.cn, the initial password is the same as your UIS password. On your first login, you must access the email system through a web browser and link your WeChat account. Only after this can you log in successfully. It requires secure login via WeChat QR code for all users.

Scan QR Code for FAQ

To protect your account, if you do not change the initial password within one month, the system will lock your email account. If your account is locked, please bring valid identification (ID card and campus card/student ID) to the Information Office helpdesk on campus, or send the required information from another email account to urp@fudan.edu.cn to apply for reactivation.

Link: https://mail.m.fudan.edu.cn

Usage Notes

1、Do not manually exit the "Fudan Cloud Mail" organization. Doing so will automatically cancel your email account, making it unusable and permanently deleting all past emails.

2、The maximum size for a single email (including attachments) is 50MB. For larger files, please use the web version of the email system and send them as large attachments.

Scan QR Code for details

3、If you encounter issues such as failed delivery or unknown errors, please follow the WeChat official account "Tencent Enterprise Mail" to contact customer service. Alternatively, forward the problematic email to urp@fudan.edu.cn with a brief explanation.

4、The email subject and body should not be empty or too short (e.g., only a meaningless character or "hi/hello"). The subject should also not be too long, or it may be mistakenly blocked by the recipient's email system as spam.

5、If sending multiple attachments, it is recommended to compress them into a ZIP file, which improves compatibility.

6、The cloud email is provided for general academic and administrative use during your time at Fudan. It is strictly forbidden to use it for transmitting or handling classified or sensitive information.

7、After graduation or departure from the university, your email account will be retained for 6 months, after which it will be automatically deactivated. Please back up or migrate any important data in time. The user is responsible for any data loss due to delayed backup or migration.

8、Users must follow campus network regulations. Do not use the email system to harass others or send bulk spam emails. The following are considered spam:

1)Commercial or promotional emails (ads, newsletters, product promotions, training offers, etc.) sent without prior consent from the recipient.

2)Emails that cannot be refused by the recipient.

3)Emails that hide the sender's identity, address, or subject.

4)Emails containing false source information, sender details, or routing data.

5)Any other emails that meet common spam characteristics.

9、The system has an anti-spam filter that automatically detects suspicious behavior. If your account is flagged for unusual activity, it will be locked. To unlock it, please contact urp@fudan.edu.cn with a brief

explanation.

10、Mobile/PC Client Setup Instructions

1)Enable client access: Log in to the web version of Fudan Cloud Mail, go to "Settings" > "Mail Settings", and enable the client protocol.

2)Server settings: POP3 server: pop.exmail.qq.com, IMAP server: imap.exmail.qq.com, SMTP server: smtp.exmail.qq.com, encryption is required. Please use the default ports, SMTPs: 465, POP3s: 995, IMAPs: 993.

3)Account and password settings: Enter your full Fudan Cloud Mail address as the account. As secure login is enforced globally, you must use a client-specific password to log in from apps or clients. To get this password, log in to the webmail interface, go to "Settings" > "EmailLink", and generate a client-specific password.

Password Recovery

To recover your password, please use the WeChat account linked to your Fudan Cloud Mail and log in by scanning the QR code. If you are unable to log in, please take a screenshot of the error message on the login page and send it to urp@fudan.edu.cn for assistance.

Alias Email Account

Alias email address is an alias of your student ID email account. It is formed using the pinyin abbreviation of your name and your admission year, and shares the same password as your main student ID email. Due to many students may have the same pinyin spelling, the system appends your year of admission to reduce duplication. Aliases with the same pinyin are also distinguished using different formats: some use full pinyin, others use initials. If your alias contains incorrect pinyin (e.g., due to multiple pronunciations, compound surnames, abbreviated multi-character names, or other errors), you may email urp@fudan.edu.cn using your student ID email to request a correction.Aliases are automatically generated by the system. Users cannot change them manually, and personalized alias changes are not supported.

eCard

The eCard System is an important part of Fudan University's digital infrastructure and serves as a foundation for collecting campus data. Centered on a software architecture and using physical cards and mobile devices as carriers, the system acts as a comprehensive service platform for all faculty and students. It was officially launched in April 2005, and has continually expanded in functionality and application.

In 2011, the system underwent a major upgrade, improving areas such as databases, server architecture, security protocols, new business workflows, and support for multiple types of cards. In 2015,

the system was upgraded to CPU-chip cards, and new features continued to be added. In 2017, the Smart Dining System was introduced to improve campus food service management, collect dining data, and offer feedback mechanisms—making it a key component of the university's logistics digitization.

In 2020, the system was completely upgraded, transforming the traditional campus payment model to an online transaction system. In addition to the physical campus card, the virtual campus card was introduced, enabling features such as: online payments, top-ups, identity verification, online meal ordering, account inquiries, transaction history, spending limits, password changes.

The virtual campus card entered trial operation on December 31, 2020. On April 22, 2021, a new feature was launched: the Fudan–Shanghai Public Transport Co-branded Card (referred to as the Fudan Co-branded Card). On September 28, 2021, a smart self-service food weighing feature went live at Xiyuan Dining Hall in Fenglin Campus. In September 2022, the dormitory access system across all four campuses was fully upgraded to support virtual campus cards. In August 2023, smart self-service food weighing was added to the third floor of Danyuan Dining Hall in Handan Campus. In January 2024, third-generation smart POS terminals were introduced in the second dining hall of Jiangwan Campus. In March 2024, WeChat and Alipay QR code payment for food ordering was enabled. On May 27, 2024, the Fudan University Alumni Card launched its public beta. In September 2024, visitors from outside campus will be able to book campus visits online and enter the campus using valid ID cards or the "随申码 Suishen Code" (a health and ID QR code used in Shanghai).

The Campus Card System is closely tied to the daily work, study, and life of all students and staff, and its functions continue to grow and improve. Each member of the Fudan community can hold: a physical campus card, a virtual campus card, a Fudan co-branded public transport card. These cards can replace all or part of previous credentials such as work IDs, student IDs, library cards, medical cards, and access passes. With these cards, users can be identified across campus systems, access services, stay informed about personal and university-related information, and actively manage their academic, research, and daily life - truly enabling "one card for the whole campus" .

eCard Service Platform

The Campus Card Service Platform uses the Unified Identity System (UIS) for login. After logging in, users can access functions such as checking account information, viewing transaction history, recharging, reporting a lost card, and unfreezing a suspended card. It is recommended to use Google Chrome for the best experience.

Link：https://ecard.fudan.edu.cn

eCard Password

1、The campus card password is a 6-digit number. The default password is the last six digits of your

valid ID (e.g., passport or national ID number). If any of the last six characters include letters or special symbols, they are replaced with zeros (0).

2、After receiving your card, please change the password as soon as possible using the "复旦 eCard" WeChat mini program or at self-service terminals in dining halls across campus to prevent password leakage.

3、To protect your rights, you will be required to enter your campus card password when making purchases that exceed your personal spending limit at campus terminals.

4、If you forget your password, you can reset it via the "复旦 eCard" mini program, or go to the Campus Card Management and Settlement Center with your card.

"复旦 eCard" WeChat Account

You can log in to your virtual campus card by searching for the "复旦 eCard" account in WeChat, or by using WeChat's "Scan" function to scan the QR code on the right. Log in using your Unified Identity System (UIS) username and password. Alternatively, you can also access "复旦 eCard" through the "复旦 eHall" mini program by tapping on "一卡通", or open the "复旦生活码"(Fudan Life Code) directly from the eHall Wechat account.

Scan QR Code to enter the mini program

Fudan Life Code

(1) Payment: Used at all campus facilities that accept campus card payments. Open the "复旦生活码"(Fudan Life Code) and scan it at the payment terminal. Once it shows "Payment successful", the transaction is completed.

Available at: Campus dining halls, campus hospital, cafés, swimming pool, education supermarket, bookstore (Jingshi Bookstore), souvenir shop, and more.

(2) Identity Verification: Used for access and authentication at: Campus gates (all four campuses), dormitory entrances, some public buildings, library turnstiles, campus shuttle buses, upgraded attendance and event sign-in devices. To verify your identity, open the "复旦生活码"(Fudan Life Code), scan it at the device, and wait for a success message.

Scan to Use

Used for certain dormitory water dispensers and private shower units. Press the "Confirm" button on the device to display a QR code. Use the "Scan" function in WeChat to scan the code, then tap "Confirm to start" to begin using water. To stop, press the "Cancel" button on the device. The water fee will be automatically deducted from your campus card balance. It is also used for access control at dormitories and some office areas: Open "Scan", scan the "复旦生活码"(Fudan Life Code) displayed on the device. Wait for the success message to complete verification.

Online Recharge

The Online Recharge feature allows you to top up your campus card via WeChat. You can enter a custom amount or choose quick options (20, 50, 100, 200 yuan). Funds are credited instantly — no need to collect cash in person.

Online Meal Ordering

With the Online Meal Ordering feature, you can select dishes in advance. After placing your order, please go to the corresponding food window, pay with your physical campus card and pick up your meal.

Report or Cancel a Lost Card

If you lose your physical campus card, please use the "Report Loss/Cancel Loss" function to reduce risk. If you find your card before replacing it, you can "Cancel Loss".

Change Password

To keep your account safe, the mini program allows you to change your campus card password online. Please keep your new password in memory.

Spending Limits

The Spending Limit feature allows you to set your own per-transaction and daily spending limits. The default limits are ¥20 per transaction and ¥50 per day. You can customize them within 4-digit values.

View Records

The "Records" section is located at the bottom of the homepage. Click to view your spending history, top-up records, access logs, attendance, and campus entry/exit records.

Set Notifications

You can set reminder for balance reminders, spending reminders, and more. If your balance drops below ¥20, ¥10, or ¥5, a notification will be sent via the "复旦信息办"(Fudan Information Office) WeChat official account. To enable reminders: First follow the "复旦信息办"(Fudan Information Office) WeChat account, then go to "个人中心"(Personal Center) and bind your UIS account.

Shower Code

The "Shower Code" allows for card-free payment at showers and hot water dispensers. For first-time use, tap "Quickly Add Water Control Device" in the app to bind your personal 6-digit Shower Code. Once the code is successfully bound, you can use it at the linked shower or hot water devices by entering your 6-digit Shower Code and your campus card payment password.

Account Inquiry

Tap "我的"(Mine) in the bottom-right corner of the app to view your personal information, including: Photo, name, student ID, department, card status, account balance, card validity period, campus entry access status. You can also change your campus card password on this page.

Fudan - Shanghai Public Transport Co-branded Card

The Fudan University Shanghai Public Transportation Co-Branded Card (hereinafter called the Fudan Co-Branded Card), which works through the phone's NFC function, can be used for payments in campus locations such as dining halls, education supermarkets, library gates, library fines, the campus hospital, campus cafés, Jing Shi Bookstore, and the campus souvenir shop. It also serves as an identity verification tool at the entrances of the four campuses, campus buses, student dormitory access, meeting check-ins, attendance, and other scenarios. When used for on-campus purchases, the Fudan Co-Branded Card deducts payment amounts directly from the campus account balance, just like the "复旦生活码"(Fudan Life Code) in the virtual campus card. Besides supporting Shanghai's public transportation - including metro, buses, and ferries with transfer and cumulative ride discounts - the card can also be used in 336 cities across China, as well as in the Hong Kong and Macau Special Administrative Regions. It covers various public transportation options such as buses, subways, ferries, taxis, and suburban railways, following the national transportation card interoperability standard issued by the Ministry of Transport. You can scan the QR code on the right or use the "复旦 eCard" WeChat Mini Program's "复旦联名卡"(Co-Branded Card Guide) to see detailed information about activating and using the Fudan Co-Branded Card and mobile phone support.

Scan QR Code for details

Self-Service Terminals

The self-service card replacement machines not only allow you to replace your card by yourself but also offer online services such as checking account information, reporting lost cards and canceling the report, changing passwords, and updating card information to meet daily needs.

Reporting Lost and Canceling Lost Status

If your physical campus card is lost, you can report as lost in any of the following ways:

1、Enter your student ID and campus card password at a self-service terminal to apply for a lost report;

2、Use the "复旦 eCard" WeChat mini program to report the loss online;

3、Visit the campus eCard Service Platform to report the loss online.

If you find your lost physical campus card before replacing it, you can cancel the lost status through the following methods:

1、Use the "复旦 eCard" WeChat mini program to cancel the lost status;

2、Use a self-service terminal to cancel the lost status;

3、Bring the card to the eCard Management and Settlement Center for assistance;

4、Visit the campus eCard Service Platform to cancel the lost status online.

Note: Reporting a card lost or canceling the lost status requires the campus card password.

Card Replacement

There are two main ways to replace your campus card:

1、Use the self-service card replacement machines located on the four campus.

2、Go to the eCard Management and Settlement Center on any of the four campuses for in-person replacement.

Note: After card replacement, your original account balance will be transferred automatically in real time—no manual transfer is needed.

Checking Transaction Records

You can check your transaction history in three main ways:

1、In the "Records" section of the "复旦 eCard" WeChat mini program;

2、At the self-service card replacement machines;

3、By logging into the campus eCard Service Platform and checking under "Transaction Records" .

Card Recharge Services

There are five main ways to recharge your campus card:

1、Use the "复旦 eCard" WeChat mini program to recharge via WeChat Pay;

2、Use the "复旦信息办"(Fudan IT Office) WeChat official account, go to "个人中心"(Personal Center) → "一卡通充值"(eCard Recharge) to pay with WeChat;

3、Use the "校园卡充值"(Campus Card Recharge) function on the self-service card replacement machines, which supports WeChat and Alipay QR code payments;

4、Recharge with cash in person at the eCard Management and Settlement Center.

5、Use the Agricultural Bank of China mobile app: go to "Life" → "Campus" → "Fudan University" → "Campus eCard" to recharge your card.

Updating Card Information

You can use the "Update Card Information" function on the self-service terminals to update your card's validity period, card type, and other information by yourself.

Showers and Hot Water Stations

1、Insert your physical campus card to get water from the device. The device shown on the right supports the virtual campus card "Scan" function. First, press the "Confirm" button on the device to display a QR code. Then, open the "复旦 eCard" WeChat account, use the "Scan" function to scan the QR code, and after a successful scan, tap "Confirm" to start water flow.

2、Open the "Shower Code" function in the "复旦 eCard" WeChat account. For first-time use, click "Quick Add Water Control Device" to bind your shower code. Once binding is successful, enter the 6-digit shower code and your One Card payment password on shower or hot water devices within the

bound area to use the service. Please note: After finishing your shower or getting hot water, promptly remove your physical campus card or press the cancel button; otherwise, the system will automatically charge up to a maximum of 5 yuan.

Smart Ordering System

You can check the daily menus and order food online without going to the dining hall in advance. Using the "在线点餐"(Online Ordering) feature in the "复旦 eCard" WeChat account, submit your order online, then swipe your card at the corresponding food window to pay and pick up your meal. Orders placed in advance can be paid instantly on-site.

Service Information

1、Email: ecard@fudan.edu.cn

2、eCard Management and Settlement Centers

Each campus has an eCard Management and Settlement Center responsible for card-related services. For specific contact details, please refer to the latest notices from these centers as they may changes.

1)Handan Campus

Address: Room 120, Comprehensive Building

Phone: 55664868

Office Hours: 8:00 AM - 5:00 PM (Weekdays)

Recharge Location: West side of the first floor, Main Campus Cafeteria

Recharge Hours: 11:00 AM - 12:30 PM (Weekdays)

2)Fenglin Campus

Address: East Building, 2nd Floor, Academy Building

Phone: 54237344

Office Hours: 10:00 AM - 4:00 PM (Weekdays)

3)Zhangjiang Campus

Address: First Floor, Cafeteria

Office Hours: 11:00 AM - 12:30 PM (Monday and Thursday)

4)Jiangwan Campus

Address: First Floor, Cafeteria

Office Hours: 11:00 AM - 12:30 PM (Tuesday and Friday)

FAQ

Q: Can the physical campus card be used as a bank card?

A: No. the physical campus card is not a bank card and can only be used on campus.

Q: Is there a fee for the physical campus card? Does it need to be returned after leaving Fudan?

A: The first physical campus card is free. If lost and replaced, a cost fee applies. After leaving the university, you may keep the card as a souvenir, but its functions will be disabled.

Q: What is the campus card password? What if I forget it?

A: The campus card password is a 6-digit number. The initial password is the last 6 digits of your ID card or passport number. If the last 6 digits contain letters or special characters, use 0 in their place. You can use the self-service terminals to manage your password. After receiving the card, please change your password as soon as possible through the "复旦 eCard" WeChat mini program or self-service terminals to protect your account. If you forget your password, you can reset it through the "复旦 eCard" mini program or visit the eCard Management and Settlement Center.

Q: After online recharge or a refund of consumption, do I need to collect money in person?

A: No. Online recharges and refunds are processed in real time and credited automatically.

Q: After reporting a card lost and replacing it, do I need to wait three days to transfer the balance?

A: No. After replacement, there is no need to transfer the balance; your account balance is available immediately.

Q: Where is the payment deducted from when scanning to pay?

A: The virtual campus card (used for scan-to-pay) and the physical campus card share the same account balance. After scanning to pay, the physical card balance updates in real time.

Q: After changing the eCard password, will the Unified Identity Authentication (UIS) password change?

A: No. Changing the eCard password only affects the eCard itself and does not change the UIS password.

Q: What should I do if I forget my Unified Identity Authentication (UIS) password?

A: If you forget your UIS password, please visit the Fudan University IT Office website (https://ecampus.fudan.edu.cn) and check the UIS password reset process under the "Student Services" section.

Q: How can I check my campus access permission status?

A: Open the "复旦 eCard" WeChat account, tap "我的"(Mine) at the bottom right, and check your

access permission status. You can also log in to the Fudan University online service hall (eHall) and search for "一卡通信息查询"(eCard Information Query) to check.

Q: Where are the self-service card replacement machines located?

A: Self-service card replacement machines are available on all four campuses, located as follows:

1)Handan Campus: First and second floors of Danyuan Cafeteria, first and second floors of North Campus Cafeteria, first floor of South Campus Cafeteria, lobby of Teaching Building 1, and the IT Office on the first floor of East Main Building, Guanghua Building.

2)Fenglin Campus: Basement level (B1) and first floor of the cafeteria, and first floor of the Nursing School cafeteria.

3)Zhangjiang Campus: First floor of the cafeteria.

4)Jiangwan Campus: First floor of the cafeteria, in front of the IT Office on the first floor of Liao Kaiyuan Law Building, and first floor of North Cafeteria.

After replacing the card, your original account balance will be transferred automatically and available immediately.

Q: Can the "Fudan Life Code" be used for door access, attendance, and meeting check-in?

A: Currently, the "Fudan Life Code" supports student dormitory access, some public building door access devices, library gates, and upgraded attendance and meeting check-in equipment.

Q: After activating the virtual campus card, will the physical campus card become invalid? Can both be used at the same time?

A: The virtual campus card and the physical campus card share the same account and can be used simultaneously.

Q: Why might the eCard account be frozen? How to handle it?

A: The card will automatically freeze if the account balance is below zero or insufficient to cover water control charges. After recharging, the card will automatically unfreeze and work normally.

If the balance is sufficient but the card is still frozen, please contact the eCard Management and Settlement Center for assistance.

Q: How to update the eCard after applying for an extension?

A: After your extension application is approved, you need to update your card information at a self-service terminal. If you cannot update it before the card expires, you can use the "复旦 eCard" WeChat

mini program, enter campus with the "复旦生活码"(Fudan Life Code) or Fudan Co-Branded Card, then update your card information at a self-service terminal.

Q: What to do if the new water control device cannot scan the code?

A: If there is a "*" symbol in the upper right corner of the device, it means the device is offline; if there is no "*", it means it is connected. When the device is offline, please call the repair service at 65643207 or 65643247.

Q: How is the eCard balance handled after graduation?

A: After graduation, the eCard balance will be refunded to your Agricultural Bank of China or Bank of China card linked in the university financial system. Please pay attention to related notices about leaving the university.

E-Book Resources

Digital Library

Website: http://www.library.fudan.edu.cn/

Medical Library Website: https://library.fudan.edu.cn/medical/

The digital library offers a large collection of electronic journals and books, including full-text access to well-known journals like Nature and Science. You can directly access these digital resources online.

Accessing Library Resources Off Campus

All users connected to the campus network in teaching and office areas can access library resources directly. For accessing library resources from outside the campus, there are three methods:

Scan QR Code for details

1、Use the university's WebVPN service with the following steps:

1)Open your browser and go to https://webvpn.fudan.edu.cn/;

2)No account registration is needed—log in using your UIS (Unified Identity Authentication) credentials;

3)After logging in successfully, access the WebVPN resource page to visit database resources and internal websites as needed;

4)If the resource you need is not listed under "Frequently Used Sites," click "Quick Jump," enter the website address in the address bar that appears (make sure to select the appropriate connection type from the dropdown on the left), then click "Jump Now". It is recommended to use mainstream browsers like Chrome, Firefox, IE11, Edge, or Safari. You can also access library resources via the university's SSLVPN service; for setup, please refer to the "VPN Service" section of this handbook.

2、Using CARSI Service:

The university has launched the CARSI service, which provides off-campus access to electronic resources based on Shibboleth authentication. Users can access the library's electronic resources anytime and anywhere, using any network without IP restrictions. Simply log in with your Unified Identity Authentication(UIS) on the designated page to access the resources.

3、Using the Library Proxy:

1)For on-campus proxy setup, please refer to:

https://library.fudan.edu.cn/e8/b1/c42804a518321/page.htm

For off-campus proxy setup, please refer to:

https://library.fudan.edu.cn/e8/b2/c42804a518322/page.htm

2)Wireless users and students living in dormitories do not need authentication to access library resources via the proxy. Full-time, nationally enrolled students accessing library resources off campus must set up the proxy and use Unified Identity Authentication for verification. Other users who need off-campus access should contact the library to apply for a temporary account. Phone: 55664282.

3)After using the library proxy server, you can only access electronic resources of the library and medical library, but cannot browse other websites. Therefore, please make sure to uncheck "Use a proxy server for your LAN" after finishing.

Important Notes:

1.Some library resources limit the maximum number of simultaneous users (for example, 5 users). This is usually indicated on the webpage. If you cannot access a resource, it may be because the user limit has been reached. Please try again later.

2.To ensure more faculty and students can use electronic resources smoothly, please avoid downloading large amounts of data or using download tools. Excessive downloading may be seen as malicious by resource providers and could cause our IP address to be blocked.

3.If you experience any issues accessing certain online resources, please contact the library promptly.

Licensed Software

To promote intellectual property protection and support the teaching, research, and administrative needs of the university, Fudan University has purchased genuine licensed software including Microsoft Windows & Office, Adobe products, domestic operating systems, WPS, SPSS, SAS, MathWorks TAH,

antivirus software, development tools, and more. These are available for free download by faculty and students on the campus network. The IT Office reserves the right to hold accountable anyone who obtains, uses, or distributes the university's licensed software through unauthorized means.

Access:

https://ehall.fudan.edu.cn → Licensed Software

https://zb.fudan.edu.cn (Accessible only within the campus network. Please use VPN to access from off campus.)

eLearning Platform

The eLearning system is Fudan University's most widely used and popular online teaching support platform. Instructors can use eLearning to post announcements, course materials, assignments, and videos, conduct online exams, and organize discussions. Students can access course content and participate in learning activities through the platform.

Scan QR code
for FAQ details

Link: https://elearning.fudan.edu.cn

Self-service Printing

The university has installed self-service printing terminals across all four campuses, allowing students to conveniently print documents such as transcripts, enrollment verifications, scholarship certificates. After submitting an application through the Online Service Hall (eHall), students can collect their documents directly from the terminals—saving time and avoiding trips between campuses and administrative offices.

The main locations for terminal placement:

1)Handan campus: First Teaching Building, Campus Life Service Platform, Guanghua Building, Building 8.

2)Fenglin campus: Teacher and Student Service Center, Campus Life Service Platform, Library.

3)Zhangjiang campus: Canteen Second Floor, Pharmacy College.

4)Jiangwan campus: Teaching Building.

Video Service

The university has established a broadband multimedia video conferencing system across more than 20 locations on the Handan, Fenglin, and Zhangjiang campuses. This system integrates audio, video, images, and data, supporting both live streaming and on-demand playback. It also features functions such as interactive whiteboards, document sharing, and file transfer. Some facilities have been upgraded to high-definition and seamlessly integrated with the Ministry of Education's software-based video conferencing platform.

The system is actively used by departments and administrative offices—including the Academic Affairs Office, Publicity Office, and Foreign Affairs Office—for teaching, academic, and cultural exchange activities. In recent years, the Information Office has conducted various tests and upgrades, including unattended multimedia classrooms, HD live streaming without digital capture, software-based video conferencing, participant count tracking, dynamic maps, and mobile video support. HD television broadcasting has become a stable and widely available service across campus, open to all faculty and students.

Campus Life Services

Important Notice: Please refer to official announcements from the University General Affairs Office for the latest updates on online applications.

Sports Facility Reservations

Some sports venues at Fudan University now support online booking. All full-time students (undergraduate, graduate and international students) can log in to https://ehall.fudan.edu.cn and search for "体育场馆预约"(Sports Venue Reservation) to make a booking. Alternatively, students can search for the "复旦 eHall" mini program on WeChat, log in, and search for "体育场馆预约"(Sports Venue Reservation) to reserve sports facilities on mobile.

Booking Personalized Activity Spaces

Fudan offers personalized activity space reservations, including access to pianos and billiards in the Student Activity Center. All full-time students (undergraduate, graduate and international students) may log in to https://ehall.fudan.edu.cn and search for "学生个性化活动场地借用"(Personalized Activity Space Reservation) to submit a request.

Banner Space Applications

Banner space reservations are available online. All full-time students (undergraduate, graduate and international students) can log in to https://ehall.fudan.edu.cn and search for "校内横幅位申请" (On-Campus Banner Space Application)to apply.

Classroom Reservation

Some classrooms at Fudan University are available for reservation through the online system. All full-time students (undergraduate, graduate and international students) may log in to https://ehall.fudan.edu.cn and search for "教室借用"(Classroom Reservation) to submit a request.

Dormitory Electricity Recharge

To make electricity usage in student dormitories more convenient and to promote energy conservation on campus, online electricity inquiry and recharge services are available for students living in the Handan, Jiangwan, and Fenglin campuses.

PC Access:

Students residing in dormitories on the Handan, Jiangwan, or Fenglin campuses can log in to https://ehall.fudan.edu.cn and search for "宿舍电费充值"(Dormitory Electricity Recharge).

WeChat Access:

Students residing in dormitories on the Handan, Jiangwan, or Fenglin campuses can also follow the "复旦信息办" (Fudan Information Office)WeChat official account, tap on iFudan → 微信息办(WeChat Office), and access the "宿舍电费充值"(Dormitory Electricity Recharge) service from there.

Campus Map（GIS）

Fudan University's Campus Map System offers both 2D layouts and 3D virtual models of all four campuses. The map marks buildings, landmarks, departments, and various campus facilities. Some buildings include photos and brief descriptions, and the system also features a navigation function for easier campus exploration.

Link: https://map.fudan.edu.cn

Easy Travel Assistant

To better meet the travelling needs of faculty and students, Fudan University has partnered with relevant enterprises to offer more affordable and convenient travel services. Search for "出行无忧宝" (Travel Assistant Service) to get started.

Link: https://ehall.fudan.edu.cn,

Repair Service

The WeChat Repair Request Platform provides a convenient way for Fudan students and faculty to report issues related to campus wired and wireless networks, as well as campus card equipment malfunctions. To improve user experience and service quality, the platform also features user feedback and follow-up services by the Information Office.

Access method:

Follow the "复旦信息办" (Fudan Information Office) official WeChat account.

Tap the "微信息办" menu and select "微信报修" (WeChat Repair Request).

Log in using your Unified Identity System (UIS) credentials to submit repair requests.

Fudan Cloud Drive

Fudan Cloud Drive is a free cloud storage platform provided by Fudan University for all faculty and students. It offers reliable file management and backup services, allowing users to automatically sync their files in real time. With no limitations on time, location, or device, users can access and manage their files anywhere with an internet connection.

Link: https://cloud.fudan.edu.cn

Student Registration App

"复旦学生注册"(Fudan Student Registration) account provides a convenient self-service platform for students to complete their registration. Students can access the service in two ways: Search for the "复旦学生注册" (Fudan Student Registration) account directly on WeChat. Then, open the "复旦 eHall" account on WeChat and select the "学生注册" (Student Registration) service. After filling in the required information and submitting the form, students can complete their registration process online.

NTP Time Service

Fudan University provides NTP services for accurate network time synchronization. The service

addresses are:

    1)ntp.fudan.edu.cn (accessible off campus)

    2)ntp1.fudan.edu.cn (accessible on campus only)

    3)ntp2.fudan.edu.cn (accessible on campus only)

Ask Fudan Helpdesk

Launched officially on January 5, 2025, "旦问无妨"(Ask Fudan Helpdesk) provides a feedback channel for faculty and students to submit inquiries, suggestions, compliments, and complaints. The system covers seven main categories: undergraduate affairs, graduate affairs, faculty and staff, academic research, international exchange, logistics support, and other matters.

The homepage features a "部门黄页"(Department Directory) listing contact phone numbers and emails for various departments, as well as a "常见问题"(Frequently Asked Questions) section with common answers. The account coordinates responses across all campuses, allowing users to select their campus location for precise issue handling and faster resolution.

Access: Available at the top right corner of the homepage in the "复旦 eHall" WeChat account.

Undergraduate Service Applications

Students can log in to the Online Service Hall at https://ehall.fudan.edu.cn and use the "服务搜索"(Service Search) box to find various services. The information below is current as of May 2025; service offerings may be updated or changed from time to time, so please refer to the web version for the latest details.

Service Name	Service Category	Service Description
Comprehensive Financial Information Management	Asset Management	Students can access the Student Financial Information Portal from the left-hand menu. For assistance, please call the financial information hotline: 65643710.
Undergraduate Basic Student Information Management	Student Affairs	To ensure the smooth operation of academic evaluation and related tasks, students must keep their personal information updated online.
Student Dormitory Move-in Application	Student Affairs	After completing the online application process, students must collect a check-in notice from their campus dormitory management office to finalize their move-in procedures.
Student Dormitory Registration for Winter and Summer Holidays	Student Affairs	Undergraduate students currently living in school dormitories who need to stay during vacation periods must submit a request using this application.
October Individual Excellence Evaluation	Student Affairs	All students may apply for individual merit awards online.
October Group Excellence Evaluation	Student Affairs	Class leaders may apply for collective class awards online.
Reissue of Communist Youth League Excellence Certificates	Student Affairs	Students may apply online to reissue certificates for "October Awards" granted after October 2013
Electronic Certificate Services	Student Affairs	This service is for applying for electronic certification documents. Currently Available E-Certificates: Transcripts, student status certificates, scholarship certificates, and tuition payment certificates.
Undergraduate Recommended	Student Affairs	Final-year students who meet the criteria for postgraduate recommendation (免试推荐) can apply through the system.

Admission Application		
Application for Introduction Letter for Visa	Foreign Affairs Services	Applications are submitted online and reviewed by the International Student Office. For details, refer to their official announcements.
On-Campus Venue Reservation Approval (Non-Lecture Events)	Life Services	Students can currently apply to use venues in Classroom Building No. 3. Please refer to the application process for more details.
Dormitory Electricity Recharge	Life Services	Students living on the Handan, Jiangwan, or Fenglin campuses can check and pay for their dormitory electricity online through the self-service system.
Undergraduate Dormitory Room Change	Life Services	Students can apply online to request a dorm room change. After approval, collect a notice from the dormitory management office to complete the process.
Sports Facility Reservation	Life Services	Some sports venues are available for reservation via the eHall platform for all students and staff. Reservations can be checked in with eCard or canceled up to 2 hours in advance.
Student Dormitory Check-Out Application	Life Services	Only individual withdrawal applications due to special personal reasons are accepted here. Group withdrawals for graduation or relocation will be handled separately.
eCard Services	Life Services	Students can check their eCard spending and related information.
eCard Information Inquiry	Life Services	Students can check the status of their card, including access permissions and card condition.
Canteen Use	Life Services	Steps for applying to use cafeteria space for events: 1.Submit application online 2.Fill in required information 3.Department supervisor review 4.General Services Office Dining Department approval 5.Print the application form 6.Coordinate with the cafeteria manager
Cafeteria eCard Consumer Count	Life Services	The system displays statistics on cafeteria usage across the four campuses.
Xiyuan Student Public Space Activity Room Application	Life Services	Students can book public spaces on West Campus, such as the Party Member Home, the multifunction hall, and the lecture hall.
Self-Service Printing	Life Services	Students can request to print official paper documents such as transcripts or enrollment certificates. After submitting

		and paying online, documents can be printed at self-service terminals.
Campus Environment Promotion	Life Services	To further strengthen the management of campus publicity materials, standardize the use of public display spaces, and create a clean, orderly, and harmonious campus environment, Fudan University has launched this service based on the Regulations on the Management of Public Area Publicity Materials. This service was developed by the Publicity Department in collaboration with the Information Office, General Services Office, Student Affairs Office, Graduate Student Affairs Office, Youth League Committee, Security Office, Medical School Publicity Department, Medical Student Affairs Office, and the Jiangwan and Zhangjiang Campus Management Offices. The service mainly includes: approval of publicity content, approval of display locations, cultural display windows, campus flagpole banners.
Visitor Appointment Registration Invitation Code	Life Services	Current students and faculty can generate a Visitor Registration Invitation Code to serve as the required contact reference during visitor registration. The code can be used long-term and can be updated. Once updated, the old code becomes invalid. Visitors use the code offered by the university contact to register and gain access to campus. Each code is valid for one day per use.
Travel Assistant Service	Life Services	To better meet the travel needs of faculty and students, Fudan has partnered with various companies to offer discounted services. These include hotel and flight deals under the "复旦特惠"（Fudan Special Offers）program for more convenient and affordable travel.
Personal Data Center	Other Services	This system integrates personal information including teaching records, research activity, student affairs, thesis records, eCard usage, health check data, and more.
Fudan University Service Guide	Other Services	This guide includes 233 frequently used student and faculty services, with flowcharts, responsible departments, office locations, and contact numbers—all provided by the respective administrative units.
On-Campus Banner Space Application	Other Services	Students may apply to hang banners on campus through the online system. The application period must not exceed one week. Once approved, a code will be generated to authorize the use of the space.

President's Mailbox	Other Services	Messages sent to the President's Mailbox are received and processed by designated university staff. Valid messages are forwarded to the appropriate departments, and important messages are reported to university leadership. Please ensure your identity information is accurate and valid when submitting a message. All personal data will be kept confidential.
Medical Library Space Reservation System	Other Services	Please refer to the service process for detailed instructions.
Evaluation and Grassroots Review of Administrative and Public Service Units	Other Services	Students and staff can provide feedback on the performance of various university departments.
Library Academic Resources Portal	Research Services	This portal integrates all electronic resources purchased by the library along with selected open-access resources. It provides database and journal navigation by document type and academic discipline, and supports cross-database searches.
CARSI Resource Sharing	Research Services	CARSI (CERNET Authentication and Resource Sharing Infrastructure) allows students and faculty to access academic databases off-campus without using a VPN, simply by logging in with their UIS.
Undergraduate Course Registration	Teaching Services	Students can select new semester courses online. Graduate students meeting certain criteria may also choose undergraduate courses.
Undergraduate Course Schedule Inquiry	Teaching Services	Check the courses you've successfully enrolled in.
Undergraduate Grade Inquiry	Teaching Services	After teachers upload exam results, students can view their course grades and GPA rankings.
2018 Undergraduate Course Evaluation	Teaching Services	At the end of each semester, the Academic Affairs Office invites students to evaluate their courses and instructors.
Major Change Application	Teaching Services	Students have one opportunity to apply for a change of major, typically in the second semester of their first year.
Major Distribution Application	Teaching Services	Students admitted into broad disciplines (rather than a specific major) must choose a specific major track during a designated semester (varies by major).
Undergraduate Textbook Ordering	Teaching Services	Textbooks must be ordered online and paid via online banking after the second round of course selection begins.

Classroom Booking	Teaching Services	Students must first apply via the "校内场地借用审批（非讲座类）" (On-Campus Venue Reservation (Non-Lecture)) service in eHall. Once approved and issued an authorization code, they can reserve a classroom using the "教室借用" (Classroom Reservation) service.
Mid-Semester Course Withdrawal	Teaching Services	Students may apply for course withdrawal mid-semester. Detailed requirements are announced on the Undergraduate Academic Affairs Office website each semester.
Course Book & Syllabus Inquiry	Teaching Services	Students can browse all available courses for the current semester and download course syllabi.
Undergraduate Transcript | Enrollment Verification | Student ID | Certificate Translation Notarization	Teaching Services	Services include: requesting printed transcripts, enrollment certificates, notarized degree documents, and reissuing student ID cards. All can be requested and paid for online.
Fudan University Proficiency Test	Teaching Services	All students must pass university-level English and computer proficiency tests. These tests are held annually, and students can register online.
Proficiency Test Score Confirmation	Teaching Services	Students can view all past proficiency test scores and confirm the most recent valid score for inclusion in their transcript.
CET and Computer-based External Exam Registration for Undergraduates	Teaching Services	Students can register online to take national-level exams for language, computer skills, or Mandarin proficiency.
Graduation Qualification Review for Students	Teaching Services	In the final semester, the university will audit each graduating student's academic record to determine degree eligibility. After the preliminary review, students can check the audit result online.
eLearning	Teaching Services	Students can access course content and participate in class activities through the eLearning system.
Graduation Application	Teaching Services	During the graduation season, students must submit their graduation application online to initiate the graduation process.
Undergraduate GPA Ranking Inquiry	Teaching Services	Students can view their GPA ranking within their major and year group.
Undergraduate Make-up Exam Application	Teaching Services	Before the new semester begins, students can apply online to retake failed courses from the previous semester.

Undergraduate Deferred Exam Application	Teaching Services	If a student cannot take a scheduled exam due to special circumstances, they may apply online for a deferred exam.
Parent/Guardian Information Maintenance	Teaching Services	At the beginning of each academic year, students are required to update their parent or guardian information online.
Course Registration for Off-Campus Undergraduates	Teaching Services	This special course registration portal is for students who are no longer enrolled but wish to retake courses, such as those who have completed their first degree but not a second major, or students who left without completing their studies.
Student Graduation & Exit Services	Graduation and Departure Services	Graduating students can check the required exit procedures and track the status of each step online.
Credit and Tuition Settlement	Graduation and Departure Services	Based on the total number of credits completed during your studies, the university will calculate if you are eligible for a tuition refund or need to pay additional fees. You can confirm your final tuition balance online.
Licensed Software	IT Services	Microsoft licensed software is available for all faculty and staff to download and use within the campus network.
Management System Portal	IT Services	Provides access to commonly used campus administrative systems.
EndNote Reference Management Tool	IT Services	EndNote helps you collect, organize, and manage bibliographic data. It is a useful tool for reviewing literature, writing academic papers, and managing references for publication or collaboration.

Postgraduate Service Application

Students can log in to the Fudan University Online Service Hall (https://ehall.fudan.edu.cn) and use the "服务搜索"(Service Search) bar to find various campus services. The information below is current as of May 2025. Service details are subject to change and updates—please refer to the online version for the most accurate and up-to-date information.

Service Name	Service Category	Service Description
Financial Comprehensive Information Management	Financial Management	Financial Information Service Hotline: 65643710
Payment of Tuition and Accommodation Fees	Financial Management	All enrolled students can pay tuition, accommodation fees, and other charges through the Unified Payment Service Platform. Students can also view their detailed payment and outstanding balance records. If you're not in the list or the amount appears incorrect, do not make a payment. Contact your academy or counselor immediately, and provide your student ID and mobile number. Make the payment only after the issue is corrected.
Confirmation of New Graduate Student Basic Information	Graduate Student Services	New students must log in to update and confirm their basic academic information after enrollment.
Graduate Student Dormitory Adjustment	Graduate Student Services	For dormitory changes within campus areas, submit the application online. Once approved, pick up the adjustment notice from your campus dormitory management office to complete the procedure.
Graduate Student Status Change Application	Graduate Student Services	If you need to change your enrollment status (e.g., suspension, resumption, withdrawal), submit an online application.
Graduate Course Grade Conversion Application	Graduate Student Services	Graduate students may apply to transfer academic scores from exchange or early learning courses into their Fudan records.
Graduate Student Deferred Exam Application	Graduate Student Services	Graduate students who are unable to attend final exams due to special circumstances may apply for a deferred exam.
Outstanding Graduate Student Award Application	Graduate Student Services	Spring and Fall semester graduates can apply for the "研究生优秀毕业生申请"（Outstanding Graduate) award based on departmental notice via the eHall platform.

Professional Master's Transportation Subsidy Application	Graduate Student Services	Eligible professional master's students can apply annually for a travel subsidy through eHall, based on department notifications.
Graduate Student Medical Insurance Enrollment Status	Graduate Student Services	Students can log in to eHall to check their supplementary commercial insurance and basic urban health insurance coverage, including start/end dates and policy details.
Graduate Student Integrated Management System	Graduate Student Services	Graduate students can check their grades, apply for transcripts, and request various academic documents online.
Graduate Student Make-up Exam Application	Graduate Student Services	Before the start of each semester, students may apply for a makeup exam for courses they failed.
Graduate Student Course Retake Application	Graduate Student Services	Graduate students are allowed to retake only one course during their entire study period. Apply online for course retakes.
Student Dormitory Check-in Application	Student Affairs	After completing the online move-in process, students must go to their respective dormitory management office to collect their check-in notice and finalize procedures.
On-campus Banner Space Borrowing	Student Affairs	Students can apply for banner space through eHall. Once approved, a usage authorization code will be issued.
Electronic Certificate Services	Student Affairs	This service allows students to apply for electronic versions of documents such as: transcripts (Chinese/English), enrollment certificates (Chinese/English), scholarship verification.
October Excellence Award (Individual)	Student Affairs	All students can submit applications online.
October Excellence Award (Group)	Student Affairs	Class leaders can submit group award applications online.
Communist Youth League Award Certificate Reissuance	Student Affairs	Students may apply online to reissue certificates for "October Awards" granted after October 2013.

Application for Introduction Letter for Visa, International Students	Foreign Affairs Services	Submit the application online and have it approved by the Foreign Student Affairs Office. Applicants need to submit relevant materials before they can apply. Please refer to the business process instructions for details.
Dormitory Electricity Fee Recharge	Life Services	Students living on the Handan, Jiangwan, and Fenglin campuses can check and pay for their electricity bills online.
Sports Venue Reservation	Life Services	Some university sports venues are available for reservation through the eHall system. After booking, students and staff should check in on-site with their eCard, or cancel at least two hours in advance.
Student Dormitory Check-out Application	Life Services	Only individual withdrawal applications due to special circumstances (e.g., personal needs) are handled here. Mass withdrawals such as graduation or relocation will be arranged separately and announced accordingly.
eCard Services	Life Services	Students can view personal eCard usage and transaction records online.
On-campus Venue Use Approval (Non-Lecture Activities)	Life Services	Apply online to use on-campus spaces for events or activities.
eCard Information Inquiry	Life Services	Students can check their card status and whether they have permission to access campus facilities.
Canteen Use	Life Services	Steps for applying to use cafeteria space for events: 1.Submit application online 2.Fill in required information 3.Department supervisor review 4.General Services Office Dining Department approval 5.Print the application form 6.Coordinate directly with the cafeteria manager
Canteen eCard Consumer Statistic	Life Services	Displays and analyzes dining activity across all four campuses.
Application for Using Xi Yuan Student Public Space Activity Rooms	Life Services	Students may apply to use shared activity spaces such as the Party Members' Home, multifunctional hall, and lecture hall in the Xiyuan (West Garden) student area.

Campus Environment Promotion	Life Services	In order to strengthen campus publicity regulation and foster a clean, orderly, and civilized environment, the university has implemented a comprehensive publicity management system. Developed jointly by departments including the Publicity Office, IT Office, General Services, Student and Graduate Affairs, Security Office, Medical Campus Affairs, and campus administrative committees, this service handles: approval of publicity content, application for designated display locations, management of cultural windows and street banners.
Visitor Appointment Registration Invitation Code	Life Services	Students and staff can obtain a "访客预约登记邀请码" (Visitor Appointment Code) in eHall. This code is required when filling out a visitor registration form. Once generated, the code can be used multiple times until updated. When updated, the old code becomes invalid. Visitors use this code to register and are granted access to campus for one day.
Travel Assistant Service	Life Services	To better meet the travel needs of faculty and students, Fudan has partnered with various companies to offer discounted services. These include hotel and flight deals under the "复旦特惠" (Fudan Special Offers) program for more convenient and affordable travel.
Personal Data Center	Other Services	A centralized portal that integrates your basic personal information, teaching activities, research records, student affairs, thesis details, eCard usage, medical checkups, and more.
Fudan University Guide for Services	Other Services	This handbook includes 233 commonly used administrative procedures for students and staff. Each entry includes a process chart, responsible department, service location, and contact number, as provided by university offices.
Medical Library Space Reservation System	Other Services	Please refer to the process description for detailed requirements.
Grassroots Evaluation of Government and Public Service Agencies	Other Services	Evaluate the performance of university departments and offices.

Library Academic Resources Portal	Research Services	Integrates all electronic resources subscribed by the library, as well as some free resources. Offers navigation by document type and subject, and supports simultaneous cross-database searches.
CARSI Resource Sharing Service	Research Services	CARSI (CERNET Authentication and Resource Sharing Infrastructure) allows students and faculty to access academic databases off-campus using UIS login, without connecting to the campus VPN.
Classroom Borrowing	Teaching Services	After approval via the "校内场地借用审批（非讲座类）" (Non-lecture Venue Booking) service in eHall, students can use the provided authorization code to complete the booking in the "教室借用" (Classroom Borrowing) service.
Graduate Student ID Card Reissue	Teaching Services	Students must complete the online reissue application, get a stamp from their department, then complete the reissue process at the Graduate School, and finally go to the President's Office for the official seal.
Graduate Student Training Program Inquiry	Teaching Services	Check your personal training plans.
Graduate Student Grade Inquiry	Teaching Services	View your grades for completed courses.
Graduate Student Course Evaluation	Teaching Services	At the end of each semester (and before the next begins), students must evaluate the courses they have taken.
Graduate Student Registration for CET-4/6 and Computer External Exams	Teaching Services	Includes exams in three categories: foreign languages, computer skills, and Mandarin proficiency. Students may register online while enrolled at Fudan.
Graduate Student Basic Academic Status Information	Teaching Services	Update your basic student information and submit change requests online.
Graduate Student Academic Status Certificate (Chinese)	Teaching Services	Apply and pay online for academic certificates. After payment, use self-service printers available at all campuses to print.
Graduate Student Academic Status Certificate (English)	Teaching Services	Apply and pay online for academic certificates. After payment, use self-service printers available at all campuses to print.

Graduate Student Chinese Transcript Printing	Teaching Services	Apply and pay online for a Chinese transcript, then print it at campus self-service terminals.
Graduate Student English Transcript Printing	Teaching Services	Apply and pay online for an English transcript, then print it at campus self-service terminals.
Graduate Student Application for Research and Academic Projects (Activities)	Teaching Services	Apply online for funding such as the China Scholarship Council (CSC) programs or the Excellent PhD Student Research Promotion Program.
Graduate Degree Application	Teaching Services	Submit your thesis review application online. After approval, apply for the oral defense, then submit the degree application. The degree is granted after review by the university's academic committee.
Graduate Research Achievement Entry	Teaching Services	Enter your research achievements online, including published papers, patents, books, and research projects.
eLearning	Teaching Services	Students can access course materials and participate in teaching activities through eLearning.
Student Graduation & Exit Services	Graduation and Departure Services	Graduating students can check required procedures and track progress online.
MathWorks TAH License Authorization	IT Services	The university has purchased licensed software, including MATLAB, Simulink, and others.
Licensed Software Access	IT Services	Microsoft licensed software is available only for faculty members, for download and use within the campus network.
Management System Access Portal	IT Services	Quick access to commonly used administrative systems.
SPSS Authorization and Computing Resource Services	IT Services	Please refer to the process description for specific requirements.
EndNote Reference Management Tool	IT Services	Help users organize and manage collected references in a database format, making it easy to review existing materials. These tools also support writing, publishing, and sharing academic work effectively.

Contact Us

Helpdesk

Handan Campus	**Service Hours: 08:00 -18:00 (Weekdays), 08:00 -17:00 (Holidays)**
	Service Hotlines:65643247、65643207
	Service Location: East Main Building, Guanghua Building (Information Office Service Desk)
	E-mail：urp@fudan.edu.cn
ZhangJiang Campus	**Service Hours: 08:00---17:00 (Weekdays)**
	Service Hotlines:51355599
	Service Location: Computer Room No. 1
	E-mail：urp@fudan.edu.cn
FengLin Campus	**Service Hours: 08:00-17:00 (Monday- Saturday)**
	Service Hotlines:54237486
	Service Location: KangQuan Library 8th Floor
	E-mail：nic@shmu.edu.cn
JiangWan Campus	**Service Hours: 08:00---17:00 (Weekdays)**
	Service Hotlines:31242132
	Service Location: Room 116, North Side, 1st Floor, Liaokaiyuan Law Building
	E-mail：urp@fudan.edu.cn

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"复旦信息办"(Fudan Information Office) WeChat Official Account: This account provides quick access to various campus IT services. By linking your Unified Identity Authentication (UIS) account, you can check your eCard transactions, grades, electricity fees, and more. You can also subscribe to receive real-time updates and the latest IT service guides. Scan the QR code to learn more.