



清華大學

Tsinghua University

校友卡

# Tsinghua Alumni E-Card Application Manual

清華園

# Introduction

- ❖ Tsinghua Alumni E-card, issued by Tsinghua Alumni Association, is created to provide alumni with a convenient experience when they are back on campus.
- ❖ Obtainable by a **mini program on WeChat called Tsinghua Ren (清华人)** after initial registration and verification, alumni will be able to enjoy easy entrance to the Tsinghua campus, Tsinghua libraries (and library books - for viewing only, not borrowing), special ticket discounts at the Tsinghua Art Museum, and other alumni-only access events during anniversaries/celebrations.
- ❖ Once activated, **the Alumni E-card needs to be registered every year in April around the university anniversary.** The user will receive an automatic notification on the Tsinghua Ren (清华人) platform to re-register their card if they failed to re-register during the above mentioned time period. Because the Alumni E-card will be scanned in some scenarios (such as at libraries), an activated Alumni E-card is required for access.
- ❖ **This manual** is prepared for use by **international student Alumni (at present excluding non-degree students).** For international student alumni encountering any difficulties throughout the process, please send an email to [xyk@tsinghua.org.cn](mailto:xyk@tsinghua.org.cn).
- ❖ Students can also refer to the Chinese version manual:  
<http://www.tsinghua.org.cn/publish/alumni/4000461/12951424.html>

# Application Process Overview

- ❖ Step 1: Registration
  - ❖ Step 2: Add student information
  - ❖ Step 3: Add personal information
  - ❖ Step 4: Upload E-card ID photo
- 
- ❖ If you have any questions or issues:  
Send an email to [xyk@tsinghua.org.cn](mailto:xyk@tsinghua.org.cn)

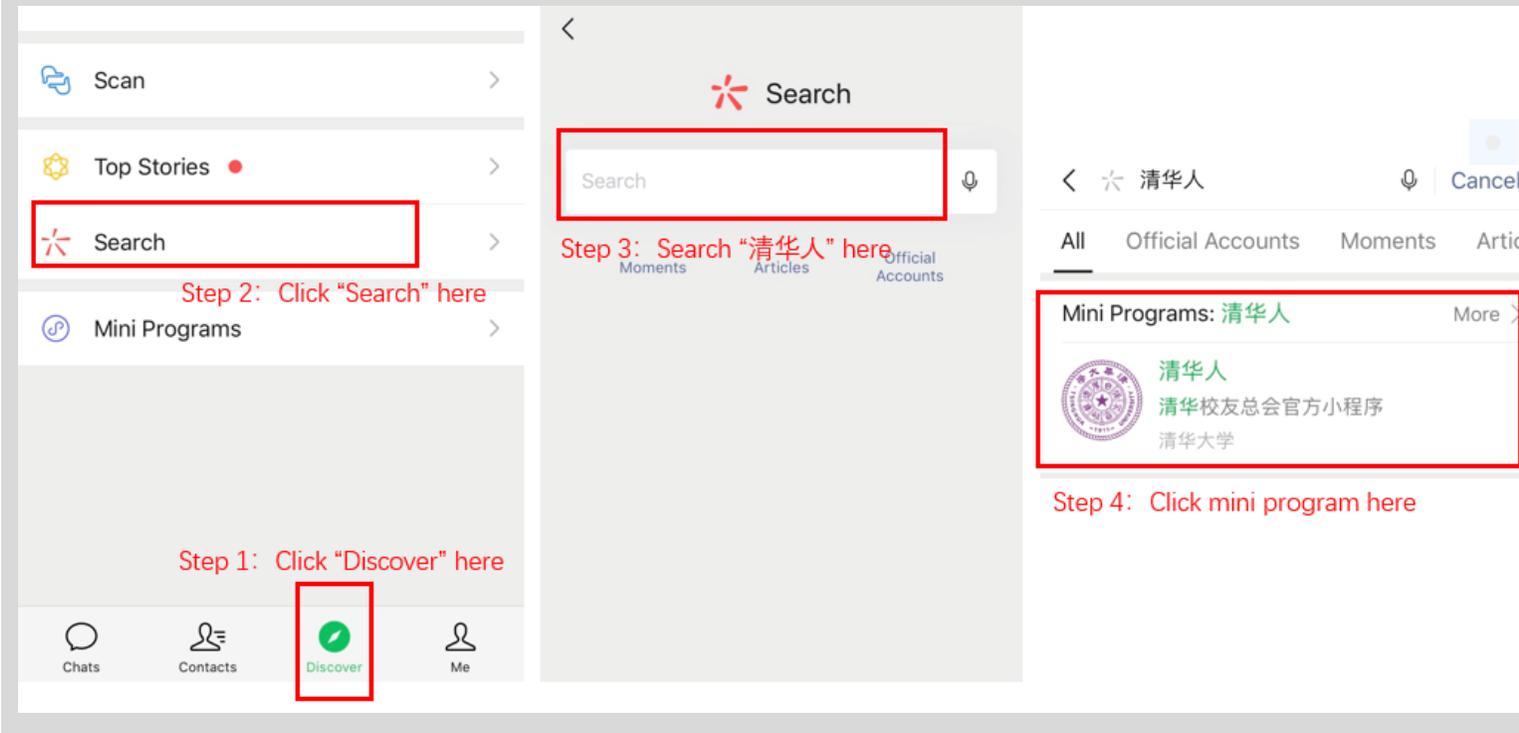
# Application Process

## Step 1: Log in “清华人”小程序 (Tsinghua Ren mini program) on WeChat (1/4)

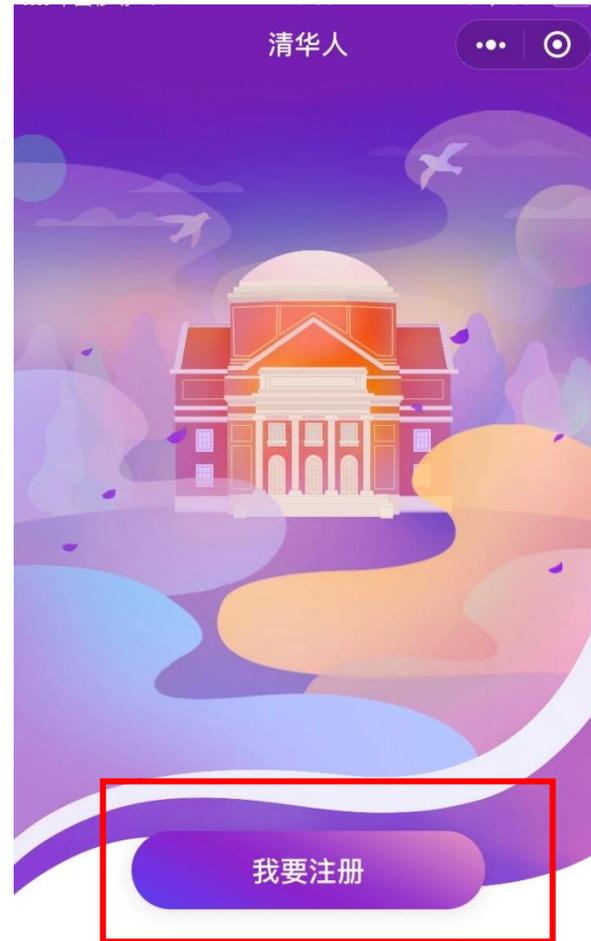
Option 1: scan below code via WeChat



Option 2: search mini program via WeChat



## Step 1: Click Register (2/4)



Click "Register"

# Step 1: Access via WeChat or SMS (3/4)

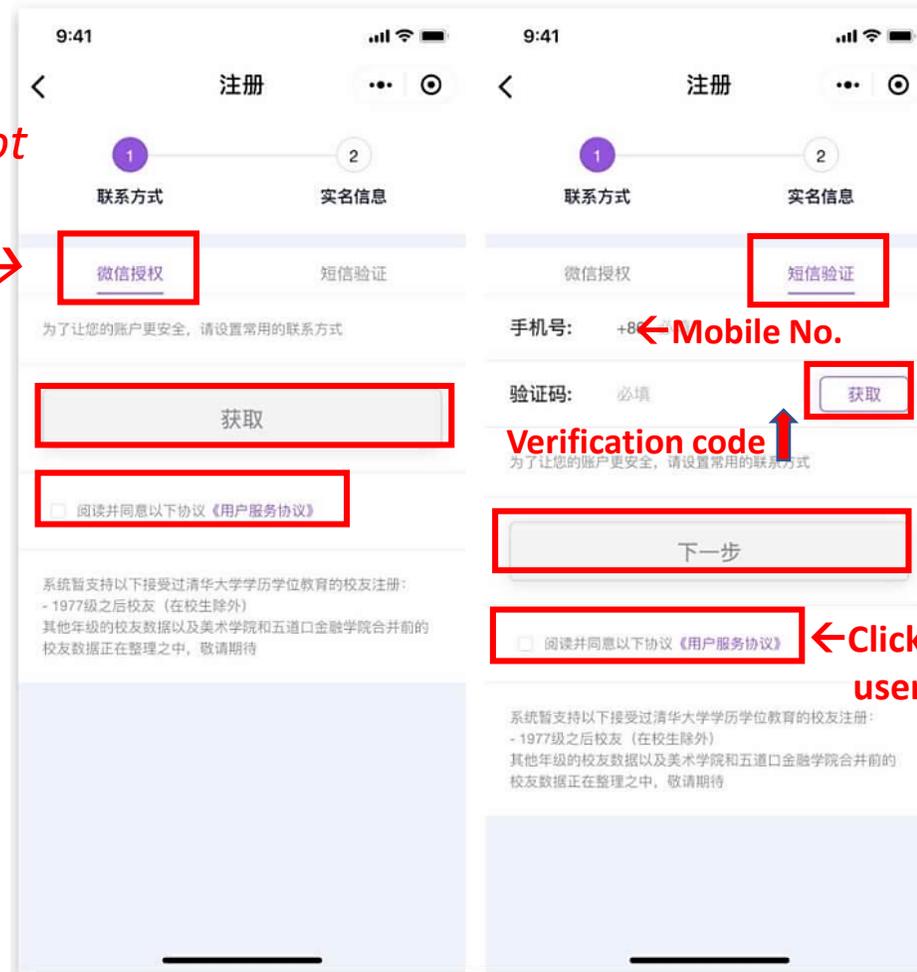
Your mobile number can be a Chinese or overseas number, but make sure you put in the right area code

Option 1: via WeChat

*\*\*If your WeChat is not bound to mobile, one more binding step is needed.*

Access →

Click “Read & Agree → user agreement”



← Option 2: via SMS

← Get Code

← Next Step

← Click “Read & Agree → user agreement”

# Step 1: Identity verification (4/4)

ID Type: choose “护照PASSPORT” →

Name: Please input name on your passport →

Passport Number →

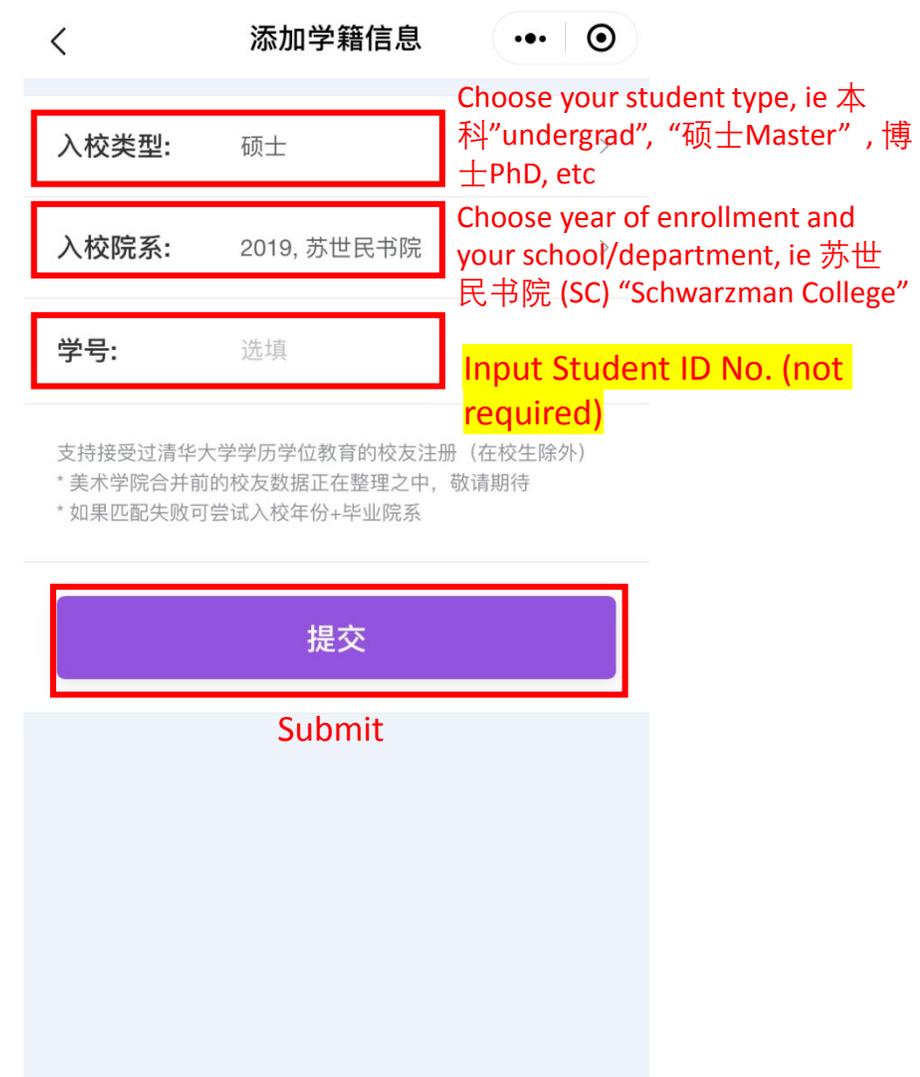
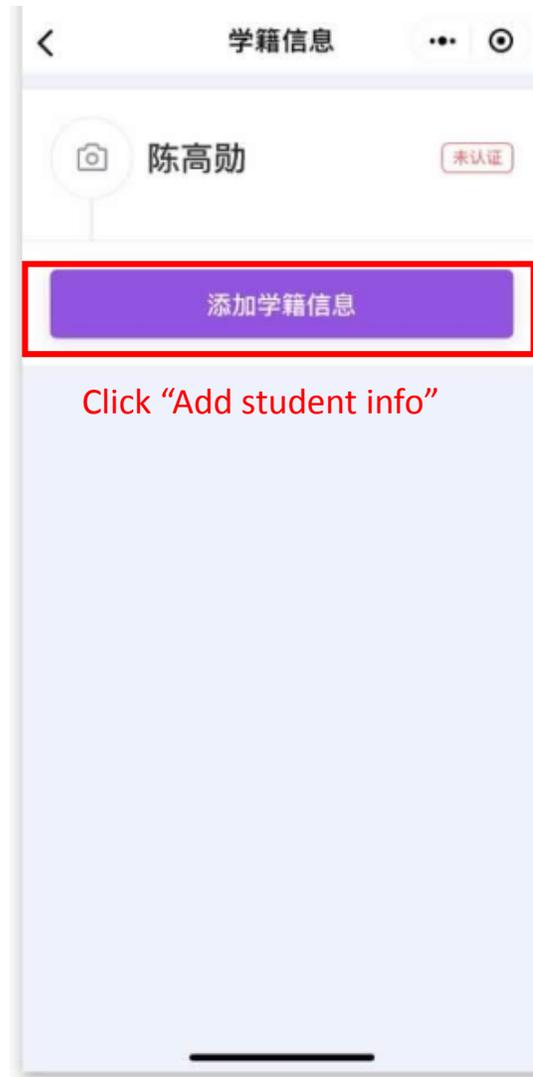
Date of Birth →

The image displays two screenshots from a mobile application's registration process. The left screenshot is titled '注册' (Registration) and shows a progress indicator with two steps: '联系方式' (Contact Information) and '实名信息' (Real-name Information). The 'Real-name Information' step is active, and the following fields are highlighted with red boxes: '证件类型: 护照' (ID Type: Passport), '姓名: 真实姓名' (Name: Real Name), '证件号码: 将加密处理' (ID Number: Will be encrypted), and '出生日期: 必填' (Date of Birth: Required). Below these fields is a purple button labeled '实名认证' (Real-name Verification). A note at the bottom reads: '\* 请确认证件与本人一致。证件号码准确' (\* Please confirm the ID is consistent with the person. ID number is accurate). The right screenshot shows a confirmation screen with a large green checkmark and the text 'Successfully registered' and '注册成功' (Registration Successful). A purple button labeled '去认证' (Go to Verification) is highlighted with a red box. Below the button, the text 'Click "Go to Verification"' is written in red.

Click "Verification"

Click "Go to Verification"

## Step 2: Add student information



# Step 3: Add Personal information



• 邮箱 请填写

• 居住地 请选择

工作信息

• 行业 请选择 >

• 单位 请填写

• 职务 请填写

隐私设置

向校友公开联系方式及工作信息

**保存**

Save

← Input Email

← Choose Place of Residence

← Choose your Job Industry

← Input your Company Name

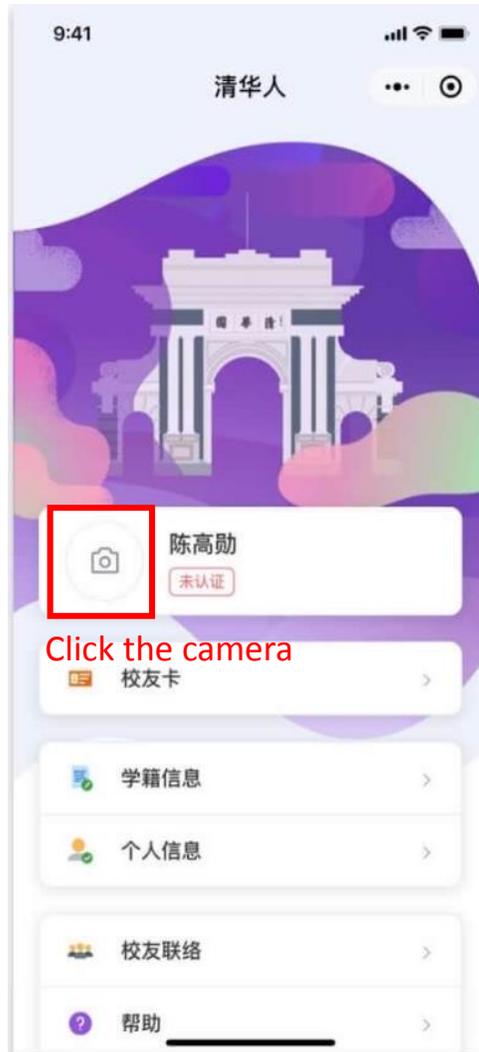
← Input your Position

← Click to make the button Purple if you want to open your contact and job info to the Tsinghua Alumni network

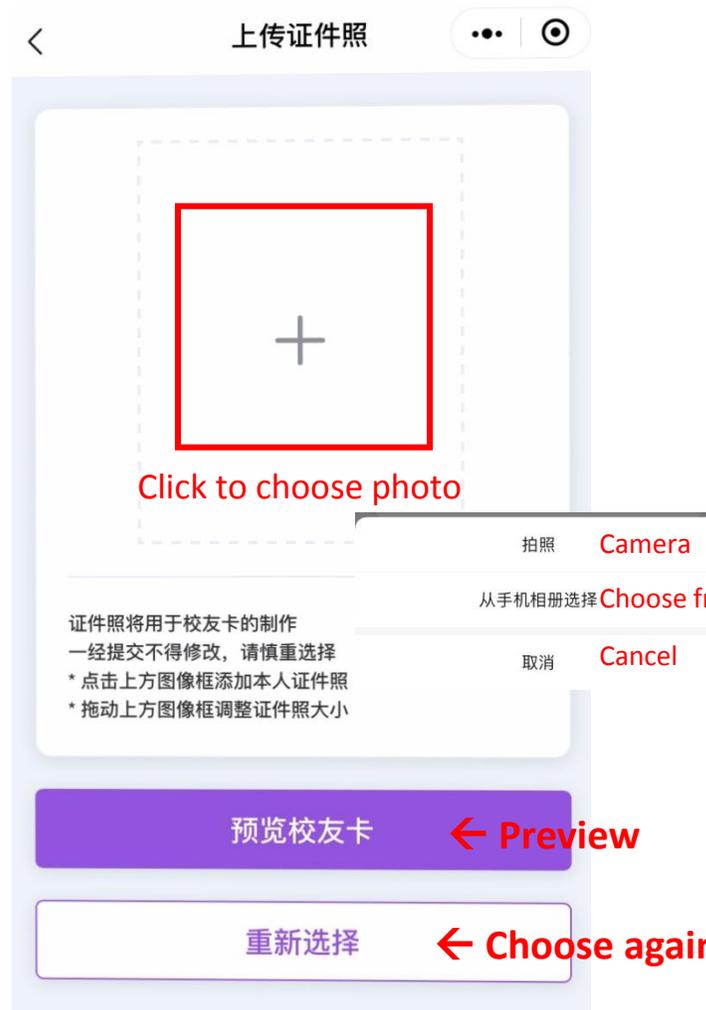
## Choose Place of Residence



# Step 4: Upload E-card ID photo



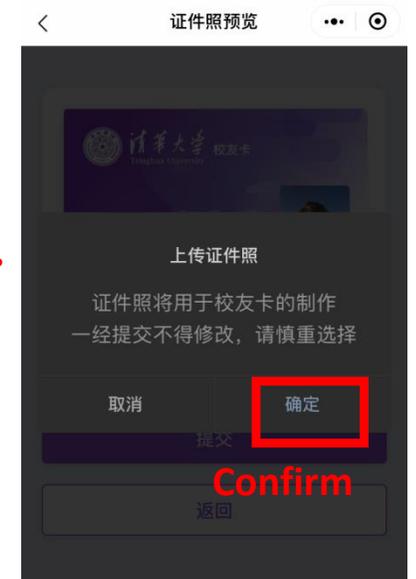
Click the camera



Submit

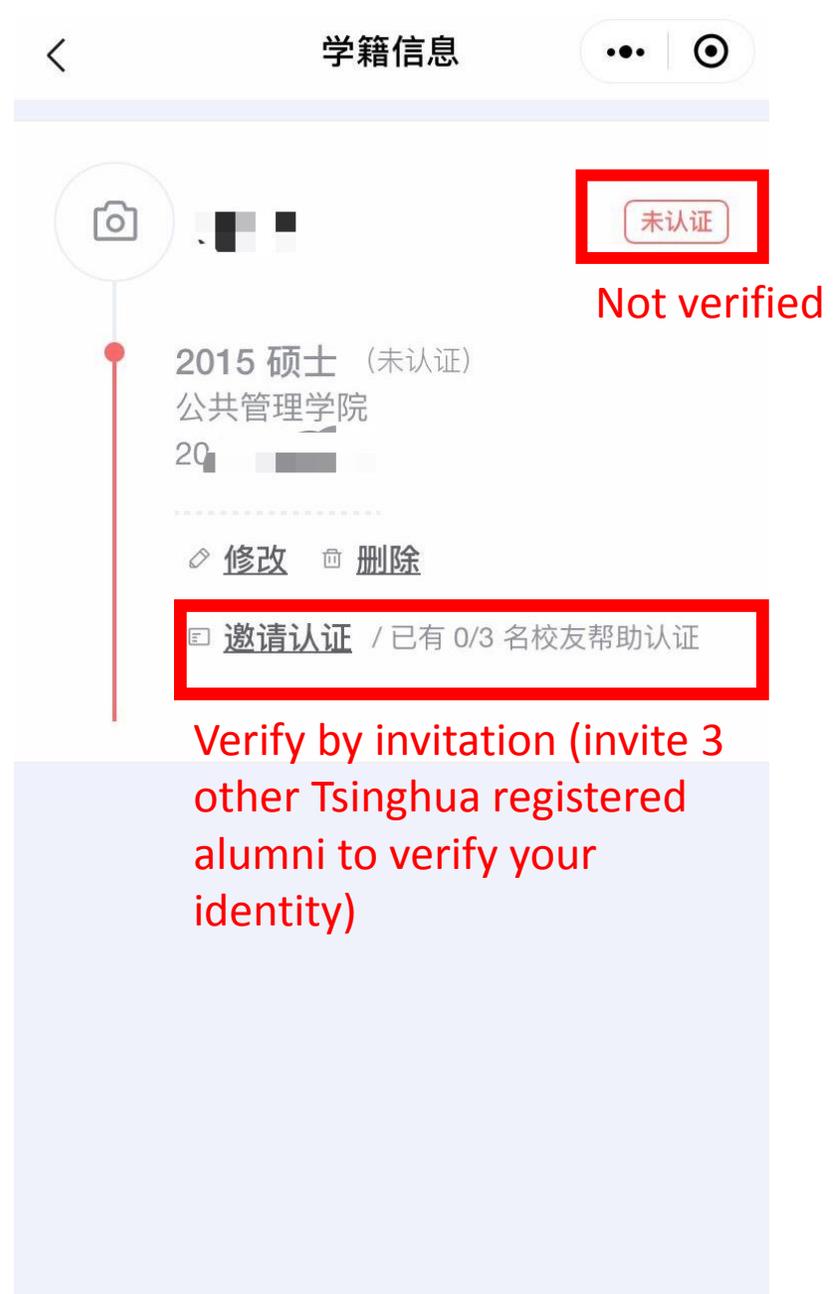
Return to Choose again

*\*\*Please choose carefully as the ID photo can not be changed once submitted (except when reactivated every year during Tsinghua's anniversary)*



# Please note:

- After submitting, your E-card should be verified immediately, but you may see a page like this, which says “未认证” (not verified).
- If you see this page, you can either click “邀请认证” to invite 3 other Tsinghua registered alumni to verify your identity by sending them a screenshot of the corresponding page; or if this is not possible you can send an email to [xyk@tsinghua.org.cn](mailto:xyk@tsinghua.org.cn) showing 1) the screenshot of the page, 2) your valid identity document (passport), 3) copy of your Tsinghua graduate certificate, so that it can be verified manually.



The screenshot shows a mobile application interface for '学籍信息' (Academic Information). At the top right, there is a '未认证' (Not verified) button highlighted with a red box. Below it, the text 'Not verified' is displayed in red. The main content area shows a profile for a 2015 Master's graduate from the School of Public Management, with a '20' year indicator. Below the profile, there are options for '修改' (Edit) and '删除' (Delete). A red box highlights the '邀请认证' (Invite for verification) button, which includes the text '/ 已有 0/3 名校友帮助认证' (0/3 alumni helped with verification). Below the screenshot, a blue box contains the text: 'Verify by invitation (invite 3 other Tsinghua registered alumni to verify your identity)'.

# How to find your alumni card

- In the Wechat “search” function, type in 清华人 to find the 清华人 (Tsinghua Ren) mini-program. On the main page you will see your name and picture, with the green text “已认证”(already verified). Click “校友卡” to access your Alumni E-card.
- You can also click "Add to Wechat Cards" on the e-Alumni Card page, and then you can directly enter the alumni e-card interface from the Wechat Cards interface. You can then show or scan the QR code of the e-Alumni Card page when you enter the campus and libraries.



## ❖ If you have any questions or issues:

- ❖ Please send your name as registered at the University, year of enrollment, mobile number, copy of graduation certificate and passport main page to [xyk@tsinghua.org.cn](mailto:xyk@tsinghua.org.cn). The Alumni E-card is ready to use once the backstage verification is done, and we will reply to you as soon as possible (verification will be completed within 5 working days, except during summer and winter holiday periods).