

**Welcome
Aboard**

I think the fastest way to improve a company's performance is to improve the talent of the workforce, whether it is the ultimate leader or someone leading a divisional organization. It just energizes the company and leads to positive things.

— John Zilmer

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Preparation Checklists

After you have accepted a position at EIC Education, we will help facilitate your visa application and final preparations to come to China. While packing, questions about your move may come up. This section contains useful information about:

- Pre-Departure Checklist
- Post-Arrival Checklist
- Compensation, Visa, and Work Permits for China
- Residence Permit
- Packing for China
- Shipping to China
- Initial Start-up Expenses
- Books and Resource Materials on China
- Personal Income Taxes
- Immunizations and Vaccinations

Pre-Departure Checklist

- Collect documents needed for applying for a visa to China

- Collect documents needed for Chinese work visa and give to your HR

- Begin saving and arranging enough funds to support yourself for the first couple of months when you arrive to China

- Acquire a VPN for computer and phone

- Download essential Apps (e.g. Wechat, Subway app)

- Pack for China

- Consider Phone Plans for China

- Vaccinations & Immunizations

Visa Process Documents

- Resume — most recent, updated copy (With details in month and year dates)
- Copy of Passport
- Copy of Chinese Visa with Invoice
- Copy of College Diploma(s)
- Copies of all your Teaching Certifications
- Copies of any other useful certifications (i.e. medical)
- Letter of Recommendation from previous employer on company letterhead, signed by your manager with a notarized seal/company chop (if possible)
- Skype Name & Current Cell Phone Number
- Birthdate & Age

Compensation

Competitive Salary

Your remuneration is based on local costs and offers you a comfortable standard of living. Salaries permit teachers to have a comfortable lifestyle, enjoy maid services, dine out on weekends, and have sufficient funds to travel in the region.

The Great Firewall

The Chinese government believes very firmly in a concept called “internet sovereignty”. Along with Russia and a few other members of the international community, the Chinese seek to regulate the information available on their internet, and to protect domestic companies and their marketshare from outside corporations. What this means in practical terms is that the following websites and associated apps are typically blocked: The *New York Times* website, Facebook, Snapchat, Google, all Google products (i.e. YouTube), Twitter, Netflix, and various other sites. To get past this wall, you will need access to a VPN.

What is a VPN and how do I get one?

A VPN is your path to three things: speed, security, and free access. VPNs operate outside the rules of the Great Firewall and allow users to reach out to websites they would not otherwise be able to reach from inside China. This is accomplished by routing your internet traffic through a server in another country. Free VPNs are not generally recommended, as the inevitable question is “What does the provider gain?”. Paid VPNs that many find useful include: Astrill, Vyper, ExpressVPN, and StrongVPN. We strongly urge you purchase a VPN plan before coming to China. It's recommended that VPN's be installed prior to entering China as it may be difficult to get one once inside the country.

Astrill: This VPN supports Netflix software. <https://www.astrill.com/>

Plan	Price	Annual Total	Savings
1 Month	\$ 15.90 PER MONTH	Pay \$15.90 every month	
1 Year (Most Popular)	\$ 8.33 PER MONTH	Pay \$199.80 \$99.90 every year	Save 47%
6 Months	\$ 11.65 PER MONTH	Pay \$69.40 \$69.90 every 6 months	Save 26%

Express: You can get 30 extra days for free using this vpn

https://www.expressrefer.com/refer-friend?referrer_id=10045767&utm_campaign=referrals&utm_medium=copy_link&utm_source=referral_dashboard

Plan	Price	Annual Total	Guarantee
1 Month	\$ 12.95 per month	Billed every month.	30-day money-back guarantee.
12 Months (Most Popular)	\$ 8.32 per month	Billed every 12 months.	30-day money-back guarantee.
6 Months	\$ 9.99 per month	Billed every 6 months.	30-day money-back guarantee.

All amounts shown are in USD.

Apps: the essentials

A few apps will make your time in China MUCH easier. Especially for Android users, we suggest downloading these before you leave the US.

1. **WeChat** is *the* essential messaging app for life in China. Featuring groups, individual chats, voice and video calling, a photostream, and a recently-introduced payment feature, WeChat is one of the few Mainland software products to make it big outside the Middle Kingdom. You will use it every day for work and play.
2. **Dianping** is China's version of Yelp and oftentimes offers deals that you can purchase if you have Wechat wallet. It also has a maps feature that gives you directions on how to get there.
3. **rGuide** China Metro provides Android users with a map of several major subway systems, while **Metro Shanghai Subway** is a comprehensive subway map for iPhone users
4. **DiDi** is the Chinese version of Uber, you can choose from a selection of cars or choose a taxi service. They now provide it in English.
5. **Mobike/Ofo** are the two most popular shared bike apps. These are a cheap and convenient transportation option. They are especially useful when the subways close, and fun to ride around in the summer.
6. **China AirQuality** provides monitoring for various cities' air quality indices (AQI), alongside several equally useful Android options.
7. **Pleco** is the premier Chinese-English dictionary app. Download it. Use it. Love it.
8. **Google Translate** is awesome for translating, it also has a camera feature that can translate realtime camera footage or pictures.
9. **ChineseSkill** is a Duolingo clone focused exclusively on Chinese. It's more useful for gradually practicing your Chinese over time than for building a survival vocabulary in a short period.
10. **BBC News** is a great source for keeping up with global events, and is seldom if ever blocked.
11. **Trip.com** for affordable deals on flights. For those who can read Mandarin, Qunar.com sometimes has even better deals on flights and transportation.
12. **Sherpas** is a great English food delivery app. They tend to be a little more expensive than **Eleme (饿了么)/Meituan(美团)** the two most popular Chinese delivery apps. Even if you don't know Chinese, it's an adventure choosing foods based on their pictures. They also provide grocery delivery as do other food apps.
13. **Taobao** is arguably China's greatest invention. Similar to Amazon

Prime, you can get anything and everything delivered to you quickly and its ridiculously affordable. Caution though, this is an addicting app and you might never go shopping in a real store ever again.

14. **Baidu Maps** is the Chinese google maps, but to be honest it's not great. Google maps is far better and it's in English.
15. The Defense Language Institute publishes a "Language Survival Kit" app for Mandarin featuring a variety of phrases, many useful ("are there any hotels near here?"), a few interesting ("we need a doctor!"), and some you hope you never hear used ("are there armed men near here?"). If you don't speak any Chinese and want a quick introduction to words you'll use every day, this is the app for you.

Packing for China

It is recommended that you bring some personal things with you – photos, pictures, books and other artifacts. Having items from your previous life will be a comfort to you in your new environment.

We asked one of our employees who had experience working with a US-based study abroad provider what to pack for China. This is what he told us: “Shanghai is a lot like New Orleans or Charleston, SC in terms of climate—hot and rainy in the summer, and absolutely miserable during the winter thanks to the humidity. Beijing is closer to a dry NYC that has dust storms occasionally. Pack clothes appropriately, and plan to buy things like hair dryers, etc. in-country. Since you can have clothes tailored cheaply here, you don't have to bring a lot of extra outfits with you. Generally speaking, you can buy most things in China that you can in a small town in the US, but there are a few things most people either don't anticipate needing or think will be available that aren't. Here's a list!”

1. Deodorant
 - a. Deodorant is either monotonous (Axe, Axe, and more Axe) or downright rare in China. Employees who go without tend to find themselves less than well-regarded by both peers and students. We recommend you bring whatever you consider appropriate for a year's supply with you.
2. Hard to find medicines (Pepto-Bismol, Nyquil, Tums, Lactaid)
3. Extra shoes (for those US size 10 and higher for men's, or size X for women's).
4. Extra underclothes (for men's size L or women's US D-cup/size X)
5. Prescriptions
 - a. Whether optical or pharmaceutical, it's strongly advised that you bring a legible hardcopy and/or scan of any prescriptions you need with you to China. Some drugs aren't allowed through customs, and some are in limited quantities. Check with Chinese customs to see what is and isn't allowed.
 - b. China is very limited in their birth control pills. There are only 3 available kinds. If you have your own brand that you use and trust, we would recommend that you bring at least a years' supply.
6. Electronics: iPhones and Apple products are a little more expensive in China due to import taxing. Even other brands of laptops can be a little expensive. If you're in need of a new laptop before you come to China, it's recommended you buy it your country.

7. Buy some outlet adapters. Most places now also offer similar electrical outlets as in America/Canada.
8. Some cash to have ready to use upon arrival in China.
9. Tampons are scarce in stores and typically expensive. Until you have acquainted yourself with how to order things online, it's recommended to stock up on these feminine hygiene products.
10. Foreign makeup and beauty brands tend to be overpriced in China. Bring your own if you don't want to pay ridiculous prices.

Official Baggage Allowances

Flights originating in the US or Canada generally have higher weight allowances than those of European or international Asian air carriers. In general, flights that originate from the US or Canada allow for 2 pieces of luggage, each weighing between 50-70 pounds (25-32kgs). On flights originating from Europe, the weight allowance can be as low as 44 pounds (20kgs). Chinese domestic flights generally have an allowance of 20 kilograms (44 lbs). Of course, airlines often change their specifications so it is recommended to consult your air carrier directly before making packing decisions. Please keep weight allowances in mind when packing, as excess weight charges can be steep. Important documents, currency, valuables and jewelry are often not covered by the air carrier in the event they are lost in transit. It is best to take these items as carry-on luggage. Excess baggage charges and personal shipping expenses will be borne by the individual.

Shipping Personal Items

International delivery services such as DHL, FedEx and EMS can help you ship items to China but it can be very costly and subject to customs duties / delayed delivery at the border.

Depending on where your flight originates and on what airline you travel, it may be more economical to pay the excess baggage charges on your international flight to China. If you do decide to ship, via air or sea, bear in mind that your items could be held at the border for a few weeks. Be sure to mark the exact quantity and description of the items and make a realistic judgment of the value. If the value attached is too low or the description is not clear enough, your shipment could be delayed. Expect customs to open your shipment and charge a small import duty on your package. Also be aware that when shipping books and maps, many Chinese officials take a dim view of maps that do not

conform with official Chinese cartographical standards for places such as Taiwan or various islands in the Pacific. If you have such items, it's probably best to simply carry these items with you, rather than trying to ship them.

Start-up Money

Your initial few weeks in China will require some start-up money. Many landlords require a deposit plus 3 months' rent upfront for a total of four months' rent. You will also have cell phone and living expenses that will be incurred before you receive your first month's salary. Also keep in mind memberships in China tend to be paid in yearly amounts instead of monthly or else it will be very expensive (e.g. gym membership). It is recommended that you come to China with at least one month of your EIC salary saved in advance if possible.

Phoning Home

While international phone plans are available, the best options to call home are probably WeChat video or Skype. The former has a lower traffic load and generally superior picture and sound quality, while the latter is more private.

Phones: Domestic or Imported?

The best option in most cases is to call your mobile provider the week before you go abroad in order to unlock your phone. If this isn't possible, you have a couple of options for operating in China. First, many people purchase a cheap Nokia or other "dumb" phone for calling (200 RMB-400 RMB), while using their US smartphone for WiFi and apps until it is unlockable. While this is an acceptable option for a month or so, you will soon find out that much of life in China centers around WeChat, and that a data plan is essential to good communication. Thus, purchasing a new or second-hand smartphone in China is the recommended path for those who cannot unlock their domestic phones. This option can cost 1000-8000 RMB depending on a variety of factors, and we suggest purchasing a new phone over a second-hand one due to the uneven quality of the Chinese second-hand market.

Immunizations & Vaccinations

Unless you plan on visiting far-flung places in remote and rural China, there are no specific immunizations, vaccinations or proof of health required by the Chinese government when entering China. If you have specific concerns, it is best to consult your physician or GP before traveling. For visiting major cities in China, like Beijing or Shanghai, the two main vaccinations to consider would be Hepatitis A and Hepatitis B.

While vaccinations in China are relatively cheap, you may also wish—especially if you are a recent college graduate—to consult your physician about updating your meningitis vaccine as well. This vaccine is effective for 5 years, and most colleges require it before moving into their housing, meaning yours will probably expire at some point while you are in China. Flu shots are also advised if seasonally appropriate, as are vaccines targeted toward diseases in other parts of the Asia-Pacific region if you plan on taking advantage of the ease of travel in the area.

The UK's National Health Service and US Center for Disease Control have websites dedicated to providing country-specific health information, but again, these are recommendations not requirements. Most recommendations refer to traveling in rural regions in China or other parts of Eastern Asia. While these are solid guidelines, be sure to discuss your specific medical needs with your physician or GP.

Post-Arrival Checklist

- Arrive at Hotel/Apartment
- Police Registration for the hotel/Apartment
- On-boarding Meeting at the main Office
- Training Classes
- Continue collecting work visa documents
- Medical Check
- Get SIM card (Chinese phone number)
- Start looking for an apartment
- Open Chinese Bank Account Find and Move in to apartment
- Police registration for the apartment
- Set up WIFI for the apartment
- Begin regular working schedule
- Residence Permit Interview
- Receive Work Visa

Residence/Police Registration

Registration of Temporary Residence (境外人员临时住宿登记)

This step must be done within 24 hours of arrival in Shanghai. If this is impossible, go as soon as you can. Documents you need to bring: Valid passport, copy of your lease, landlord's ID, and any old Registration Forms (if you have them).

a. Registering at a hotel

If lodging in a hotel, foreigners shall present valid passports and fill in registration forms of temporary accommodation. You can ask for the Registration Form from the Hotel Front Desk. Usually hotels will automatically register foreigners when they check in to the hotel.

b. Registering yourself in the local police station

When signing the lease for your apartment, remember to bring your original lease. You should also prepare 2-3 copies as you will need them in the future. Keep the original copy for yourself.

*Bring your passport, copy of your lease, landlord's ID, and the Registration Form from the hotel (if possible) with you. Ask your landlord where to find your local Police Station Bureau. The process itself is very simple and fast, 10 minutes at most, although long lines can delay you significantly. It's best to do this process on a weekday if possible, as weekend lines can be up to 4 hours long.

c. Register yourself again! ★★★★★

You MUST register yourself again in 24-48 hours if:

1. You travel outside Mainland China before receiving your Residence Permit.
2. You have received your Residence Permit.
3. Your residence address has changed.
4. You get a new passport.

*It is highly recommended to renew your registration once a year.

If you do not take care of this matter in a timely manner, you may not be allowed to renew your visa. Additionally, the Chinese authorities can charge you 500RMB/day up to a maximum of 10,000RMB.

The general working time for the police station:

MONDAY — FRIDAY 8:30am to 5pm (11am—1:30pm lunch break).



Visas and Permits

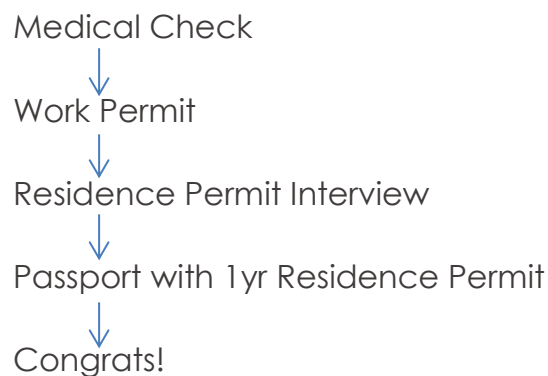
Visas Work Permit

For incoming hires, a visa is necessary to enter the country and can be obtained at the Chinese embassies or consulates in your country of residence. A good website to start this process is www.mychinesevisa.com. Please contact our HR team after you receive your offer letter to check which visa you will have as an entry visa. Some people can enter China with a Z visa directly, while some need to enter with a tourist visa and then transfer it to a work visa in China.

No matter what kind of visa is your entry visa, all employees will eventually have a residence permit visa on their passport.

Work Permit

We'll be applying for a work permit for you once you arrive in China. The application process is as follows:



Medical Examination

You will have to undergo a medical examination which includes a blood test and a chest x-ray, which the company will schedule for you upon your arrival in China.

Interview at Public Security Bureau

In some provinces in order to be issued working papers, you will have to go to a Public Security Bureau for a personal interview with a senior Police Officer. Again, if this is necessary, a Chinese member of staff from your center will assist you.

Passports—use them, don't lose them!

Always take your passport and residence permit with you while traveling. Your passport is like your home country's drivers' license. You need the original to do most things that require ID. Foreign identification other than passports is generally not useable in China, and it is *highly* advisable to keep a copy of your passport on you at all times. Chinese citizens carry national identity cards and use the numbers for many daily transactions. Your passport is the equivalent. While it is needlessly risky to carry your passport for day-to-day situations, it is advisable to keep a photocopy of your passport & residence permit on you at all times.

Your diploma: more than just a \$100K piece of paper!

Your college diploma is essential in the visa process. Please bring a copy of it with you to China. If you are a recent graduate and will not be receiving your diploma until after your contract has already begun with us, please notify an HR representative immediately. This is not by any means a deal-breaker, but adjustments will need to be made in your visa process. We highly encourage you to expedite the diploma-receipt process with your institution's Registrar if at all possible.

Telecommunications & Internet

Web Connections

In-home internet connections are cheap by Western standards, although they require an initial investment that is fairly substantial. In Shanghai, you can expect to pay something around 1800 RMB for a year's broadband internet, with a 200 RMB deposit/installation fee. This is typically due upfront, not spread out over the year, so it is definitely something to budget for in advance. Chinese skills are definitely recommended for the trip to the provider, and a passport is required. We strongly suggest avoiding internet cafés, as they are known to be vectors for the spread of tuberculosis, as well as just generally being inconvenient compared to Starbucks!

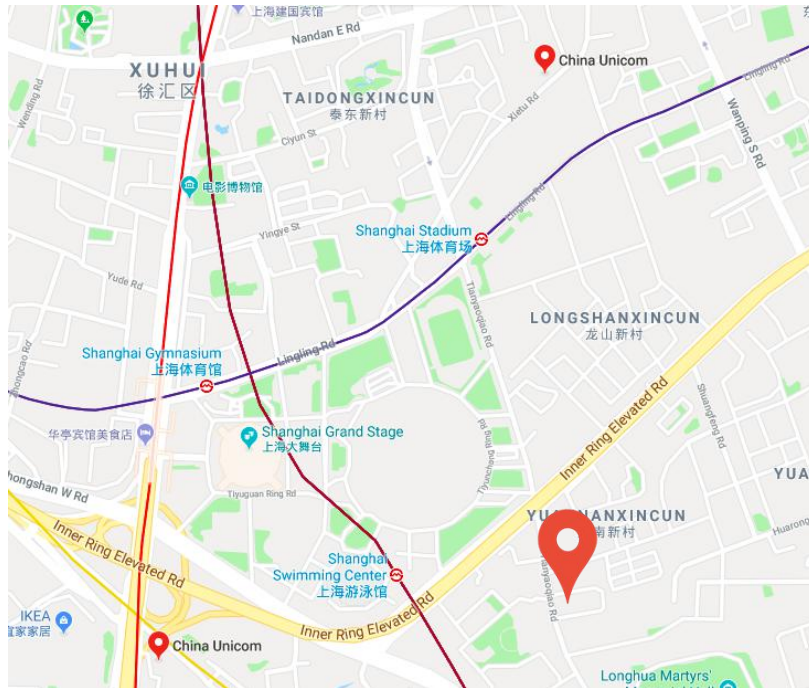
Cell Phones

You will want to buy a Chinese SIM card or cellular phone soon after your arrival in-country. While these are offered at the airport by enthusiastic salespeople, it's generally a much better idea to wait until you can go to a licensed dealership for one of the two main mobile carriers: China Unicom (recommended for most urban areas) or China Mobile (recommended for travel in rural China). You will need your passport for this.

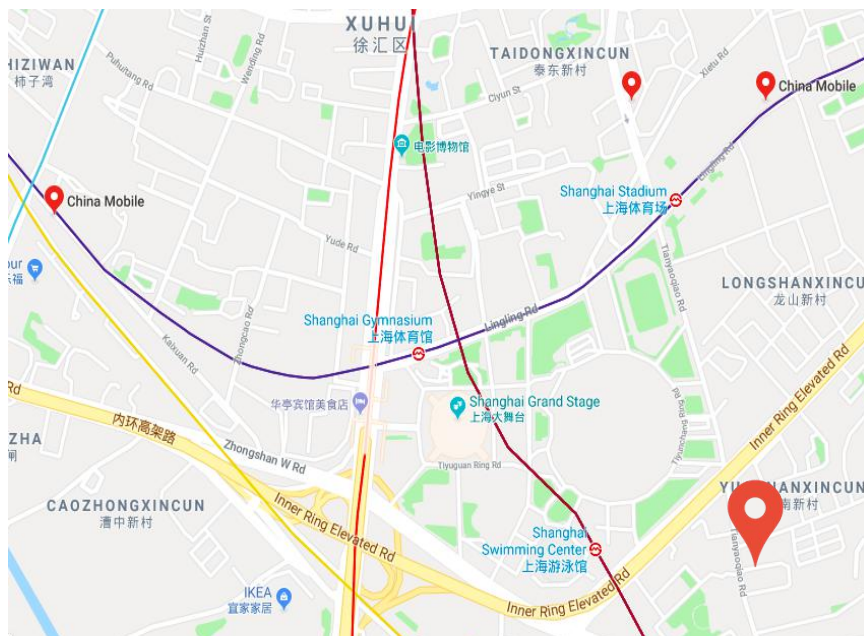
It is relatively easy to pick up a cellular plan with no Chinese, though it's definitely recommended to go with a Chinese-speaking friend. Most foreigners get pre-paid plans with balances rechargeable at various convenience stores in the city where you bought the phone, and via WeChat Wallet or Alipay. It's important to hang onto the paperwork for your SIM card in a safe place, as you can—with some hassle—get the same number back if you lose the original.

Upon arrival in Shanghai you can use the maps below to navigate to the closest phone stores near your hotel.

China Unicom



China Mobile



Finding an Apartment

You will want to begin your search for an apartment shortly after you arrive in-country. The nature of this process depends heavily on your personal circumstances and where you are based. In the major cities there are a wide range of possibilities from high-end apartments and houses to mid-range flats, serviced apartments, and cheaper options. Beijing and Shanghai, in particular, offer some interesting possibilities in terms of attractive older (but modernized) properties. Further from central Shanghai, quality tends to drop away, although so does price. Shop around, look at a variety of agent's websites, and think laterally—there may be some unusual properties to make your stay a unique experience! There are also a variety of WeChat groups dedicated to finding apartments within the expat community. Ask a co-worker for help, and don't forget to think about flatshares!

Here are some links to get you started:

City Weekend Shanghai: <http://www.cityweekend.com.cn/shanghai/>

City Weekend Beijing: <http://www.cityweekend.com.cn/beijing/>

City Weekend Shenzhen: <http://www.cityweekend.com.cn/shenzhen/>

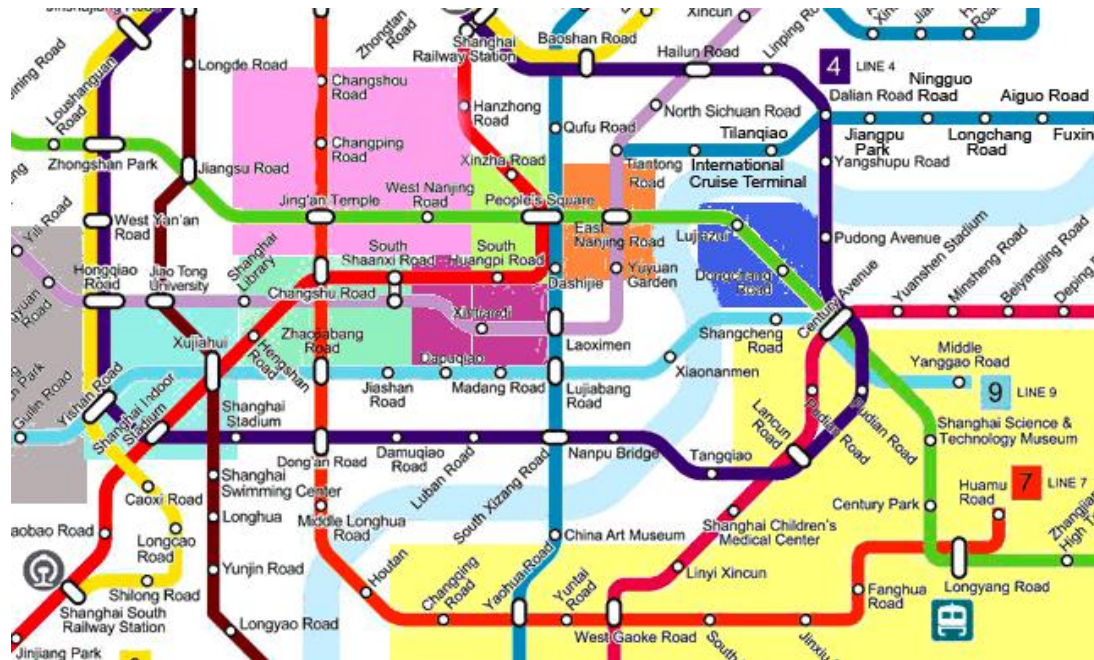
City Weekend Guangzhou:

<http://www.cityweekend.com.cn/guangzhou/>

Real estate agents do charge a fee for their services, and the amount depends on the agent. Usually it is about 35% of a month's rent. It is best to consult your Chinese colleagues about rent and deposits.

On the next page is a map of popular neighborhoods with the subway lines, and information about lifestyle ratings.

What are the Shanghai Neighborhoods?



 Xujiahui

Near XJH office

 French Concession

Many foreigners

 Jing'an

Many foreigners

 Xintiandi

Small eating/entertainment district

 People's Square

"Central Park" of Shanghai

 East Nanjing

Close to the bund.

 Pudong

Near Pudong campus

Rent Expense

Social Life

Restaurant/Bar

 Lujiazui

Financial District

 Gubei

Close to Gubei Campus

What is an Ayi?

An ayi is, literally translated, an auntie. A term of endearment for a Chinese woman of your mother's generation, you will find many ayis working as part-time maids who will clean your house, give you endless advice on everything (in Chinese), and occasionally even be willing to cook for you, although that's a less common service. Typically, if you hire an ayi, she will visit your home while you are at work and charge RMB 10-40 per hour (Shanghai ayis average RMB 40-60). It is strongly recommended that you treat her well, after all she has access to your personal space and you need to be able to trust her.

Money Matters

The major international banks here can set up foreign currency accounts.

Most foreign debit cards will work in ATMs but not necessarily in all banks all the time. ICBC and Bank of Communications seem to be the most “plugged into” the foreign banking systems. As a foreign employee, part of your salary will go to accounts in each of these banks. If you are going to pay bills online from your home bank account, set it up before you leave home.

Overall, you will find China a much more cash-based society than you may be used to. Western credit cards can be used at major hotels, stores and restaurants but not at more “local” establishments. The cheapest restaurants do not take credit cards at all.

Opening a Bank Account

To open an RMB account, you will need to bring your passport and a small deposit to the bank (RMB 20-100). At the bank, you will fill out an application form and deposit this small cash amount into your new bank account. Be sure to ask about online banking as well, and text updates on your balance! When you get to the bank, you will have to take a ticket and wait for your number to be called.

Your ATM card costs approximately RMB 15 and also acts as a debit card, allowing you to withdraw money and pay for goods when you do not have cash in hand. However, smaller shops will generally only accept cash. Some ATMs only use Chinese so you will have to learn to recognize the Chinese character(s) for ‘withdrawal’. Banks in China do not issue checks.

It is very easy to deposit money into your account. Just go to the bank with your passport and your money and it can be done very quickly for you, or use one of the many Cash-Recycling Machines (CRMs) available at Chinese banks.

You will have to open bank accounts for our HR Finance & Banking Specialist to wire transfer into every month. HR will provide you with information on what bank accounts to open, and once done, you can inform h the needed account numbers.

Upon arrival to Shanghai, you may open a bank account at this conveniently located bank. We ask that employees use ICBC Bank unless otherwise stated.

Work Schedule

Our contracts are typically for a 40-hour workweek, with an average of 25 teaching hours. Of course, this can vary from person to person based on our needs and demands. The rest of the week is taken up planning classes, attending staff meetings, and attending leadership and teacher development programs in the form of workshops, seminars, and observations. Within your workweek, there will be enough time to plan, prepare and perform other duties. Many of your co-workers will be on the same schedule so you will be in good company, and there is something to be said for having time to explore your city when the crowds are at the office.

Arrival

Many of our employees arrive shortly before peak seasons begin. This is an at-present unavoidable necessity and one which we acknowledge can make transition rough. That said, we will do our best as an organization to smooth out any wrinkles you may encounter. During training, communication with the training team and HR should be frequent. If you have a question, don't hesitate to ask. After you begin work, please feel free to ask your line supervisor any questions you may have—they are busy, yes, but they are also there to assist you. More senior teachers are also good resources for lifestyle questions and the like, as is the section of this document immediately below this one.

No part-time jobs allowed.

According to Chinese labor law and EIC policy, foreign employees are not allowed to hold part-time employment outside the company. This is not as restrictive as it sounds at first—most part-time employment or private tutoring pays significantly less than your EIC salary, and will involve a far more unpredictable schedule than your EIC position.

Personal Income Taxes

The income tax in China is progressive, meaning an individual's tax rate is higher as salary increases. This progressive rate ranges from 5-45%.

Attention: US Taxes: For US citizens, as long as you have lived at least 330 days abroad out of a 365-day period, you are exempt from paying federal taxes for income earned abroad as long as your income is less than a certain amount, roughly \$100,000. As an example, take Johnny. Johnny has just lately come from the States, arriving in Shanghai on May 15. By December 31, Johnny has been abroad for 230 days. Johnny does not qualify for the above exemption. Suzie, on the other hand, arrived on February 1. By December 31, Suzie has been abroad for 333 days, and thus she does qualify for the exemption. Johnny must pay an estimate of his owed taxes from the last year in April, but he has an automatic two-month extension to file his tax return. Meanwhile, Susie also has the extension, but doesn't owe any money on her income earned abroad. State taxes are more interesting. If you are a recent college graduate and/or are filing taxes for the first time, we advise you to contact a tax professional.

Living in China

For many of you, this will be your first time living in China. In order to help you make a smooth transition, this section contains useful information about:

- Resource Materials
- Chinese Language
- Consumer Price Index
- Food and Drink
- Traffic
- Transportation
- Staying Healthy
- Medications
- Travel within China
- Misc.

Resource Materials on China

Before you go, it is worth investing in a China guidebook. Try one of the following:

LONELY PLANET CHINA (ISBN 1740591178)

THE ROUGH GUIDE TO CHINA (ISBN 1843530198)

FROMMER'S GUIDE TO CHINA (ISBN 0764524682)

In a country that changes as quickly as China, the information in these guides is often dated, but it is a good starting point. There are also online resources that are useful for the most up-to-date information on where to go and what to do:

Transitions Abroad: www.transitionsabroad.com

China Highlights: <http://www.chinahighlights.com>

Social media communities: www.reddit.com/r/China,
www.reddit.com/r/shanghai

Useful magazine websites: www.timeoutshanghai.com,

www.cityweekend.com.cn

For the adventurous traveler:

If you are curious about a particular area of Chinese history or culture, many EIC employees have studied the country at the undergraduate or even graduate levels. Feel free to email any questions to your HR representative and they'll be happy to introduce you to a team member who can recommend a book!

RIDING THE IRON ROOSTER (Paul Theroux, ISBN 0804104549)

This book is about a foreigner's experience traveling around China on the train network. On the whole, traveling in China can be a wondrous, enlightening, and memorable experience. Enjoy!

THE SEARCH FOR MODERN CHINA (Jonathan Spence, ISBN 978-0393934519)

The Search is the gold-standard overview of Chinese history, written by the greatest living authority on Chinese history. Reading this text will not tell you everything about this complex country, but it will at least help you begin to understand the broad strokes.

CHINA IN TEN WORDS (Yu Hua, ISBN 978-0307739797)

A more intimate look at China through the lens of the author's experiences growing up there. This book provides insight into the mindsets and experiences of modern Chinese, and is invaluable as a conversation-starter.

Chinese Language

Your ability to learn the language will of course depend on your situation, background, inclination and time available. But even a little knowledge can make an enormous difference in enjoying time with colleagues and friends, and getting some insight into a very rich cultural heritage. If you prefer to study on your own, there are many good language schools around, and locals may enjoy learning English or other foreign languages in exchange for teaching you Chinese. There are also great deals of resources on the web. Upon arrival we can recommend exceptional private tutors.

Beyond the language, immersing yourself in various aspects of Chinese life helps to round out your experience and achieve a better balance in your day-to-day life.

Do I need Mandarin skills to get around? It is useful to have some basic phrases. When traveling in a taxi, it is best to get a Chinese person to

write down the desired address to give to the taxi driver. The general rule is that the more Chinese you know, the cheaper and more convenient your experience in China will be. Being able to speak Chinese will enable you to find cheaper housing, eat in cheaper restaurants, and avoid being ripped off as easily. That said, the metro systems in Shanghai and Beijing are both bilingual and pose only the smallest of obstacles upon arrival. Various learning resources are available, including apps like the dictionary Pleco, Duolingo clone ChineseSkill, and the Defense Language Institute's Mandarin Language Survival Kit (see below for full descriptions of these).

Consumer Price Index

EIC Education offers a competitive salary that ensures a good standard of living in China (comparable to that of a local Chinese manager). Our teachers generally find that their salary with EIC Education gives them a purchasing power in China that is much stronger than in their home country.

Sample Price Comparison Chart for China

These prices are based on rates in Shanghai, which is widely considered to be the most expensive city in China—prices in Guangzhou, Shenzhen, and Beijing can be expected to be even lower. Remember, these are just approximations!

Teacher in China	Chinese RMB	USD Equiv.	Euro Equiv.
Gross Income (Salary)	¥ 14,000	\$ 2,258	2,074 €
Rent	¥ 3,800	\$ 613	567 €
Utilities (Gas & Electric)	¥ 250	\$ 36	29 €
Phone	¥ 300	\$ 43	34 €
Food	¥ 1,500	\$ 219	174 €
Insurance	¥ 295	\$ 42	33 €
Expenses	¥ 5,850	\$ 911	804 €
Disposable Income	¥ 8,150	\$ 1,347	1,270 €

But consider how cheaply you can live...

In China...	Chinese RMB	USD Equiv.	Euro Equiv.
Milk (1 liter)	¥ 7	\$ 1.02	0.81 €
Three course restaurant dinner	¥ 80	\$ 11.70	9.29 €
A big bottle of beer	¥ 5	\$ 0.73	0.58 €
A pair of jeans	¥ 200	\$ 29.25	23.23 €
Metro ride	¥ 3	\$ 0.43	0.35 €
Taxi rate per km	¥ 2	\$ 0.29	0.23 €
20-min taxi ride across town	¥ 25	\$ 3.65	2.90 €
Massage	¥ 40	\$ 5.85	4.64 €

In China, you can live in two worlds. If you want to eat at swanky western restaurants, travel by taxi, and frequent international bars and clubs, you can do so. If you prefer to eat at local restaurants, take the bus and metro, and socialize at local haunts, you will have much more money at your disposal. Many people decide to live a combination of the two; the lifestyle choice is up to you.

Food and Drink

Any discussion about China must include food, as this is a major focus of society, and most business and social events revolve around eating. There is no lack of choice in the larger cities. There are eight major cuisines: Lu (Shangong,) Chuan (Sichuan,) Yue (Cantonese,) Mine (Fujiang,) Su (Suzhou,) Zhe (Zhejiang,) Xiang (Hunan) and Hui (Anhui). We recommend that you sample as many mainstream dishes as possible before you decide on your favorite to go back for more.

In most medium to large cities you will have the option of eating Western or local food. Even in much smaller cities, there may be one or two *laowai* (foreigner) hangouts. Beer is cheap if store-bought (RMB 3 a bottle) but can get pricey at bars or nightclubs. If you have your fill of *Maidanglao* (McDonalds) or *Kendeji* (KFC), try hotpot — or *huoguo* — a cheap, popular choice. Also, popular are *jiaozi* (steamed dumplings) and *baozi* (steamed dough with meat filling) which usually cost around RMB 2-5 and are ideal for quick between-class snacks.

Where can I get Western food? There are a number of foreign supermarkets around the big cities such as City Shop (imports), Carrefour, Tesco, and Wal-Mart. Pizza Hut, McDonald's, Burger King, Subway, and KFC all hold substantial presences in China. The major cities, especially Shanghai, have a multiplicity of Western restaurants. For more information, see the publications and online communities listed on page X.

Should I tip? It is not an accepted practice to tip in China. In restaurants that are more upmarket, a service charge may be added to the bill. Tipping will often be met with confusion in a restaurant setting, although taxi drivers are generally more familiar with the practice and appreciate not having to make change. No one expects it, however.

What are table manners like in China? Table manners in China are simple: start eating the minute your food hits the table, and don't stick your chopsticks upright in your rice (a common offering to the spirits of dead ancestors). Beyond that, be prepared to spit bones onto your plate, drop things on the table, and generally put your elbows wherever you see fit. Western manners are starting to be seen as a sign of refinement, but are by no means expected, even of Westerners.

Electricity and electronics

It is strongly recommended that you bring your own socket adapter to China for the first few weeks of your stay. Also, be aware that China uses 220-volt power instead of the 110-volt system US appliances are built for. While this is not typically an issue for portable electronics such as laptops and tablet PCs, appliances like hair dryers will need a voltage converter in addition to the socket adaptor.

Transportation

Metro

The metro trains are fast, cheap and fairly user-friendly, with most signs also in English. As in any major city the trains can get very packed during rush hour. Fares range from 3-5 RMB depending on the distance. You can transfer between lines with a single ticket. Shanghai provides the option to purchase a transportation card for 20 RMB which can then be used on the subway, buses, or taxis.

Taxi

Taxis are a good choice for transportation within the city outside of peak periods. Traveling by taxi is affordable (ranges from RMB 12-19 for the first 3 km) but sitting in a traffic jam can be frustrating. Most taxi drivers (even in the big cities) do not speak or read English. The best solution to the problems this engenders is to have the address of your destination written in Chinese. It is also worth routinely collecting business cards for key offices, hotels, restaurants, and the like. Cityweekend also has the bilingual addresses of many establishments on their website, and SmartShanghai has an app that is useful in this regard as well.

Most taxi drivers are honest, but like everywhere else there are always some poor drivers who will try to cheat you by dropping you off at the wrong spot, trying to switch your transit card for one with a lower balance, or refusing to take you to your destination. Be wary of people offering taxis at airports and railway stations away from the designated taxi ranks—they are likely to overcharge. Use the proper lines, and find out in advance the usual rates to your destination- e.g. say RMB 170 in Shanghai from Pudong airport to Xujiahui, or RMB 80-100 from Beijing Capital to downtown.

Bus

Buses can be a cheaper (albeit potentially uncomfortable during rush hour) alternative. Fares tend to be between RMB 1-2. Usually you just

drop your coins into a metal box situated next to the driver or swipe your metro card.

Bikes

This mode of transportation is scary at first, but you quickly learn the rules of the road—or never try again! Cycling is an inexpensive way to travel short distances, but you will need to have good situational awareness to avoid accidents on the chaotic roads of China. Additionally, there are certain roads and areas where bikes are not allowed. Used bikes run between RMB 150-400, although high-end new bikes can cost up to RMB 1200

Scooters and electric bikes

These are good options for some, but require an extensive knowledge of China and may be difficult to legally obtain.

Cars

Do not drive while you are in China. Period. Automobile accidents are the number one cause of death for Americans abroad, and the Chinese government wisely does not recognize international drivers' licenses, as foreigners will have vastly different expectations of everything from signaling to following distances.

Health

Staying Healthy

Because local health care in China is inexpensive compared to western medical fees, you can visit small pharmacies and local hospitals for colds and minor illnesses. If you need medicine and the local pharmacy appears to be closed, use the doorbell and bang on the door—they are legally required to be manned 24/7. You will almost certainly have to pay cash after hours, though.

Medications

Bring a sufficient supply of your regular medications. All prescription medications should be carried in their original labeled bottles, with the reasons you are taking them.

Most common medicines that you find at home can also be bought at pharmacies in Chinese cities. If needed, you can ask a local Chinese team member to write down what you want on a piece of paper. If there is something specific that you know you will need (e.g. an inhaler, insulin) it is better to bring it to China with you.

Travel

Travel within China

There are a number of exotic destinations to travel to inside China. As one of the most ancient civilizations in the world, China has a multiplicity of UNESCO World Heritage Sites, and a rich tapestry of history and culture to explore. The guidebooks listed in “Resource Materials on China” are good starting points, and a simple internet search will reveal a myriad of websites dedicated to exploring the Middle Kingdom. For purchasing tickets, ctrip.com is the premier domestic travel website, although you may need some help from a Chinese coworker at first. If you're feeling a little more adventurous, there are many ticket agencies scattered all over most Chinese cities, where you can purchase both air and rail passes for minimal markup.

Air Travel

Fast, chaotic, and surprisingly affordable if there's a sale on, China's airlines provide a glimpse into the ever-changing nature of the country. Excessive delays at most major airports (especially Shanghai Pudong and Beijing Capital) mean that if you absolutely MUST get somewhere by a certain time, you should book an earlier flight or—if possible—take the train.

Rail Travel

China's passenger rail network is extensive, although it can vary greatly in terms of modernity. The fast trains are generally more comfortable than airliners, with a 5-hour trip Beijing-Shanghai and back being offered multiple times throughout the day. If you're trying to save money on that route or Shanghai-Guangzhou, you might even take the weekend night trains—12 hour trips on modern sleeper trains that save you a hotel stay and allow you to spend an entire day exploring your destination!

Tibet and Xinjiang

If you wish to travel to these regions, you will want to look into joining a Chinese tour group. A special visa is needed for travel to Tibet, and Xinjiang's accessibility to foreigners is prone to rapid fluctuations.

Travel outside of China

Obviously, for trips outside of China, the primary mode of transportation will be air travel. For US citizens, many countries in Asia either do not require a visa or allow you to enter after purchasing one at the border. Check the US State Department website to see what is required for your destination. It is also *strongly* advised that you register with State's Smart Traveler Enrollment Program (STEP) before leaving the US for China, and again when you intend to travel outside of China. This program provides a variety of tips and safety updates for US citizens abroad, and is free of charge.

Misc.

Divine Services

While most EIC contracts require work on Saturdays and/or Sundays, there are a multiplicity of worship options in Shanghai for a variety of faiths. The Jewish Community Center is located near our Gubei campus, and there are a number of churches—including an historic cathedral located in Xujiahui—and para-church organizations such as Bible Study Fellowship available for Christians. For Muslims, there are multiple mosques in a variety of locations throughout the city, including one whose construction began under the Mongol emperors of the 14th century. For practitioners of other faiths, there are a variety of options. Outlying cities typically have their own faith communities—ask around!

Street Food

In China, one thing we can promise is that you'll see a cart on the street and think "Oh wow, that smells good!" If you don't try it, you may be missing out on a key part of living here! Despite it being generally unhealthy in the nutritional sense, most street food is fundamentally safe, with the main issue being the sheer amount of oil used in its cooking. If consumed long-term in heavy doses, this style of food will have a similar effect to eating large quantities of bacon or texmex. In the more immediate realm, the most common side effect is gastrointestinal

distress and a sudden urge to find a Western toilet, but this is hardly universal. Get to know the vendors in your area—find carts that attract packed houses and cook the food as you wait. Such vendors are typically safe.

Western Toilets

While the “squat” is the most prevalent bathroom fixture in China, Western toilets are becoming more and more common, especially in Shanghai. That said, toilet paper in public restrooms is still a rarity. Most Chinese convenience stores sell small packets of tissue paper for everyday use.

Pollution: Air and Water

There is a great deal of misinformation floating around about Chinese pollution. The reality, however, is almost disappointing. A day spent outside at 500 AQI (Air Quality Index) is roughly equivalent to 2/3rds of a cigarette. By comparison, Shanghai typically cruises the 75-150 AQI range—not something to run in, but hardly the Airpocalypse. Additionally, as part of your body’s natural cycle, the lining of your lungs regenerates over time, and within a couple months of leaving China, you’ll be back at 100%—although you should still watch out for the copious amounts of second-hand smoke to be found indoors in China! Water pollution is a more serious matter, and it is advisable to purchase a supply of bottled water rather than boiling local water. Fortunately, water delivery services are common, and all convenience stores sell trustworthy water. It is possible to purchase air filters, both expensive models and DIY projects such as those sold by smartairfilters.com. Water filters are also available, but water should still be boiled before drinking.

Postal Services

Letters and parcels sent by conventional post will take between 10-14 days by airmail to Europe or the US. Parcels are awkward—they must be wrapped at the post office, as postal officials have to see the contents. The fastest way of sending documents is through express mail services like DHL or UPS. It takes up to four working days for mail to get to Europe or the US (maybe more from provincial Chinese cities). Price increases with size and weight.

For incoming mail, it is useful to have the address written in Chinese; however addresses written in English usually get through. Parcels usually need to be collected at the post office, and this normally requires showing your passport. So it is not uncommon to receive an email from the shipping customs to request passport verification. We suggest that for most items from abroad and for domestic packages you have them delivered to the front desk of your local office.

Shopping Guide

Purchasing anything in the US can seem difficult with the unlimited options but In China you need to multiply it by about 1000. Luckily, we can help explain the chaotic world of buying in China.

Haggling

The art of bargaining is something that you will get to practice. People will easily notice that you are foreign (How do they know?!). So, you need to be ready, if you aren't shopping at the local mall (where the prices are set) and you are on the street, everything can be negotiated. If someone tells you that the shoes are 2000RMB, don't believe a word, immediately tell them you want them for 100RMB, they will attempt to work with you on an agreeable price. Your objective thought is to make the shopkeeper look angry when you leave, that's how you know you got a deal. Keep calm and bargain on!

Copcats/Authenticity

If you are purchasing anything you must take care to paying attention to fake, copied or overall terrible quality items. The catch 22 to bargaining is that there is a good chance that what you purchased is actually made and produced without any sort of regulation. If you want to get your mother that Gucci knock off that she could never notice for \$10, then you will be in a world of pleasure. Shopping here is a plethora of real and copied items that makes some of the markets daunting and tedious to find the right gifts.

Taobao

Finally, the true Chinese shopping method. Once you have gone out and haggled, and bought some fake gifts, you can sit in your chair at home and buy on the largest e-commerce website in the world. Sit

back and just attempt to get through all the items that you didn't even know existed. Do you want an Obama and Kim Jong-eun hug t-shirt, a live scorpion, or some luffa water? You could spend a month going through the scarf section. Taobao is the world of things that you can use to make your life both entertaining and stylish. They have an amazing return policy that usually works as well! Go crazy.

Feminine Products

Some feminine hygiene products are difficult or inconvenient to find in China. For menstrual cycles, pads are the most popular and readily available product. Tampons are harder to find and tend to be expensive. You can easily buy tampons on Taobao or Baopals but when you first arrive to China it is suggested you bring a good amount with you. Same for, getting birth control. It is fairly easy and cheap to get birth control in China, but unless you speak Chinese or require a specific type of formula the process can be quite frustrating and inconvenient. If it is possible, you should try and have a few months worth of BC and any other medicines when coming to China. It should also be mentioned that in most public toilets there is rarely toilet paper and towels. It is strongly suggested to constantly have tissues and hand sanitizer with you.