Part I: The CIEE Program in Shanghai

WELCOME TO YOUR ADVENTURE IN CHINA

China has become the world’s second largest economy as its GDP totaled $5.88 trillion in 2010, compared to 14 trillion of the US as of 2009. Shanghai is the financial center of China and a hub to the world’s economy. 400 "FORTUNE 500" companies have made a direct investment in China. China’s GDP growth in the past 23 years is 2.5 times more than in North America and Europe. 90% of companies in both continents have set a "China first" strategy to penetrate the enormous Chinese market. As a power engine for global business, Shanghai will undoubtedly become one of the focuses for global economy in the 21st century.

Whether you have visited China before, or you are already familiar with Chinese culture and customs, or have never traveled outside of the U.S., time abroad in China will probably be an experience of a lifetime.

This vast nation of over 1.3 billion people, with a written history of over 3,500 years, has most recently become a major global player. Modernization of Chinese society is evident in today’s dress, the types of consumer products now available, and the towering skyscrapers that adorn the skyline of the larger cities like Shanghai.

Experiencing China as it makes its mark on the 21st century is truly exciting. As a global citizen, who will inevitably engage in the international business world, you will be able to observe how its people are learning to deal with the changing market economy while maintaining their distinct and long-standing Chinese traditions, customs and habits.

The cosmopolitan port city of Shanghai has long played an important role in China’s history. The Western architecture along the Bund waterfront area exemplifies Shanghai’s historical international community. This city was also the site of the first Communist Party Congress. More recently, there has been massive development in the Pudong Special Economic Zone just across from the Bund on the opposite bank of the Huangpu River, with new skyscraper office buildings sprouting up every couple of months, some among the highest in the world.

Participants say...
People are excited to meet foreigners who are studying Chinese. Don't worry a lot about your Chinese...they will be patient and wait for you.

Be cool and level-headed. Sometimes it's frustrating because it's hard to understand. . . when someone speaks really fast. Ask for help or use a dictionary. Don't be timid.

I came to China not knowing any Chinese and I would say that I learned a lot! By the end of the semester I was able to go on a trip to Yunnan with my family and communicate effectively.

Don't set high language expectations for yourself, e.g., fluency in 8 months, because it probably won't materialize. Go with what you know and what you want to experience. China is very giving to foreigners.

DEPARTURE AND ARRIVAL

How do I get there?
The cost of transportation to and from the program is not included in the CIEE program fee (but IS included in the Global Gateway Scholarship). Students should contact their home institutions on how to purchase their flight reservation to arrive at the Shanghai Pudong International Airport (PVG) on the date and time specified by your program leader at UW Madison. The students will be greeted by the CIEE Shanghai program staff at the airport. Between the colorful CIEE flags and signs, it will be hard to miss our staff!

What happens when I arrive?
Upon arrival, please contact your parents to let them know you arrived safely and that everything is going well. A brief email, or Skype session will relieve them of their worries. At this time you can also pass along exact information on how they may reach you.

Students who arrive during the scheduled arrival time will be met at the Shanghai Pudong International Airport (PVG) by the program staff and travel together by bus to the program site. The scheduled buses will leave at designated times coordinated based on students arrival times.

All students should change around USD 200 at the airport to have enough cash on hand during the first week. Student passports will be collected upon check-in for registration with the local Public Security Bureau and will be returned within three business days. Be sure to have enough Chinese currency to last through the first week. You will be unable to exchange cash or open a bank account without your passport.
Tip: Phone home
Upon arrival, it is a good idea to call your parents. A brief phone call telling them that you have arrived and are fine will relieve them of their worries. At this time you can also pass along exact information on how they may reach you. If you do not have a U.S. calling card, you can easily purchase a Chinese calling card once you get there.

ORIENTATION

All students must arrive on site by the arrival date and before the start of orientation. Students are not permitted to arrive late to the program. All students must attend the orientation. If you are delayed en route to the orientation site, you must leave a message with the CIEE home office and the resident staff.

During orientation, the resident staff will give you lots of practical information about living in Shanghai, including:

- A review of emergency procedures
- Detailed information on health, well-being and safety issues
- Academic information relating to the program, the host university and professors

Part II: Before You Leave Home

A LOT TO LEARN

Preparing for study abroad entails a lot more than just packing a suitcase. In fact, the thought and effort you put into preparing yourself will largely determine your success in the program you are embarking upon. At CIEE, we will do everything we can to provide you with the information you require prior to departure. But there is only so much we can do, and it is important for you to recognize your own responsibilities, which include:

- Reading this handbook.
- Doing additional reading about the region/country you will be visiting and the customs of the host culture. While you couldn’t possibly be prepared for every new experience that awaits you, reading about the host country will give you a base of knowledge that will serve you well in the early weeks of the program. (Refer to the Reading List at the back of this handout for recommended reading.)
- Arriving at the program site with an open mind, a sense of adventure and a positive attitude toward what lies ahead.

In addition to these required steps, there is a lot more we recommend you do to inform yourself before you go.

Get a Good Guidebook

This handbook is good for a general introduction to living and studying in China, but needs to be supplemented with a guidebook as a more solid reference.

Past participants recommend that you purchase a good guidebook and read a lot of it before you go. The Lonely Planet series is the way to go—bring one with you. Other guidebooks include the Fodor’s City Pack Shanghai, Let’s Go and Real/Rough Guide series. Insight guides provide good background and cultural information. Pay particular attention to sections on obtaining maps and other information from tourist offices, customs of the host country, currency exchange, telephoning home, safety, transportation and general travel advice.

Tap Other Resources

Other good ways to learn about your new home:

- Check your college or university study abroad office for useful services and information.
- Seek out Chinese nationals through cultural organizations, international student organizations and Chinese language or Asia area studies departments or centers at your college or university.
- Surf the Web. Many web sites, such as www.lonelyplanet.com, offer travel information, slide shows and tips from other travelers.
- Check libraries for detailed information and keep yourself informed of current events through the news media.
- Consult the list of past program participants in your acceptance packet. They have agreed to be contacted about their experience, so do not hesitate to contact them to get their stories and experiences!

Brush Up On Your Chinese

It is a good idea to sharpen your Chinese language skills before departing. Listening to Chinese audio files, watching films, reading newspapers and talking to native speakers or fellow students are excellent ways to do this.

Frequently, students who have studied Chinese for several years are surprised to find that they have difficulty understanding the language as
spoken by native speakers. This is quite normal when studying in a country which requires a target language to be spoken. In your foreign language class at home, you can quickly catch your instructor's accent and other personal speech characteristics. However, this may not be possible once you go abroad and are surrounded by native speakers. Don’t worry: it gets easier.

**Check Travel Advisories**

The U.S. government issues travel advisories and consular information sheets for most countries. To receive updated information or advisories for China or other countries you may be traveling to, call (202) 647-5225 or visit the following website: www.travel.state.gov. You can also get this info at any of the 13 regional passport agencies, by writing and sending a self-addressed, stamped envelope to the Citizens Emergency Center, Bureau of Consular Affairs, Room 4811, N.S., U.S. Department of State, Washington, D.C. 20520.

**Be Informed about Home, too**

It is important that you be well informed about your own country, region and home town. New friends and acquaintances in your host country will be just as curious about you as you are about them. Be prepared to discuss your home political system, culture, traditions, history, holidays, geography and social structures.

**ESSENTIAL DOCUMENTS**

When preparing to travel and live abroad, it is essential that you obtain all the proper documents prior to your departure. CIEE cannot accept responsibility, financial or otherwise, for a student who travels without the proper documents.

**Passports**

You must have a signed passport with sufficient visa pages, and valid for a minimum of six months after the date you enter China or for the duration of your program plus any travel, whichever is longer. If you do not have a passport, apply for one immediately as the process can take several weeks or even months. If you already have a passport, be sure that it is valid for the required period.

**Tip: Passport pitfalls**

Your passport is government property. Under no circumstances should your passport be altered. Guard it carefully against loss or theft. Do not forget to sign your passport. Never pack your passport in luggage while traveling; always have it with you on your carry-on: it should be easily accessible at all times. Also make a copy of the photo page and put it in your checked luggage.

**Where and how do I apply for a passport?**

U.S. citizens applying for their first passports must apply in person at a passport agency or at one of the several thousand federal or state courts or U.S. post offices authorized to accept passport applications.

Detailed information, including passport issuing office locations, may be found at http://travel.state.gov/passport/

**Immunization Records**

No immunizations are required for China, but see recommended immunizations in the Health section below. If you enter other countries where immunizations are required, you must present a record of vaccinations. The most widely recognized document for this purpose is the yellow World Health Organization booklet, International Certificates of Vaccination, which is available from most doctors and health centers.

**HEALTH**

**What health-related steps should I take before I leave?**

No vaccines are required to enter China, but the Centers for Disease Control (CDC) recommends the following:

**Hepatitis:** The prevalence of hepatitis is a genuine danger. The Chinese themselves are well aware of it and do everything possible to reduce the risk. One of the best ways to protect against illness is to watch what you eat, especially in the local food markets, and always use your own chopsticks when eating out. The CDC recommends that students get immune globulin (IG) inoculations (formerly gamma globulin) to prevent hepatitis A.
Tip: Bring Hand Sanitizer
Carrying a personal supply of Wet Ones, HandiWipes, or Purel really helps prevent against getting sick, both in Shanghai and when you travel in the provinces!!

Tetanus and Polio: The CDC also recommends booster doses of tetanus (Td) and polio (eIPV) vaccines.

Normal "childhood" vaccines: The CDC recommends that these should be up-to-date: measles, mumps, rubella (MMR Vaccine), diphtheria, tetanus, pertussis (DTP Vaccine) and polio.

If you plan to travel after the program to rural areas of China or other countries in Asia, consult your physician about vaccinations for those specific areas.

What medical supplies should I take with me?

If you take prescription drugs, take a sufficient supply with you for your time abroad. (Be sure to take these in their original packages and with the original prescription because your brand may not be available in China and custom officials may want to inspect the contents.) Students who wear glasses or contact lenses should be sure to take an extra pair as well as a copy of their prescription, although both can be easily purchased in China without a prescription. If you use contraceptives, please take an adequate supply with you.

Be prepared for the common cold and for stomach and intestinal disorders often caused by changes in diet and drinking water. It might be wise to take along small amounts of medications in case these problems arise; your doctor may suggest which drugs to consider. Remember, however, to be careful about treating yourself and be sure to seek professional help when necessary.

What other precautions should I take?

Note: Many physicians recommend bringing Cipro as a good precaution in the event of a serious stomach disorder. Cipro is a non-addictive prescription medicine used to treat a wide range of germs that may cause pneumonia, diarrhea, skin and soft tissue infections and bone infections. It works by destroying disease-carrying bacteria in the body. As with any drug, be sure to consult your physician thoroughly before you leave about the nature of the drug and any side effects it may have on you.

Blood type: The Chinese do not test for Rh negative blood and thus do not stock it in their blood banks; know your blood type and inform the Student Services Coordinator if you are Rh negative. In the event of serious illness or injury, this information may be important.

Water: Remember that tap water is not drinkable in China. Be sure to boil water before drinking or buy bottled water, which is readily available.

AIDS: The HIV virus is now pandemic, meaning it is present everywhere, including Asia. Take appropriate precautions. Many U.S. doctors are concerned about needle re-use in some parts of the world. Should you need an injection while in China, make sure the needle comes sealed in a special package and is torn open in front of you. This is normally done in the clinics you would go to in Shanghai.

Tip: Make a Small Medical Kit
Some medications that you may be accustomed to in the U.S. are not always readily available in China. For your own comfort bring favorite brands of aspirin, Band-Aids, cough drops, sore-throat lozenges, cold/flu medications, thermometer, and anything else you feel might be useful.

Air Quality: Air pollution in Shanghai is considered moderate by Chinese standards, but it would be considered high by most U.S. standards. The U.S. Embassy in Beijing equates the air quality to that of Los Angeles, for an equivalent city.

Participants that are sensitive to high levels of dust may want to take extra precautions during their time abroad. Some past participants have purchased humidifiers for their rooms after they have arrived.

Smoking: Note that smoking is much more common in China and in Asia in general than in the U.S. The anti-smoking regulations that are common in the U.S. are not common in Asia and are not enforced in China. Therefore, if you are allergic to or easily bothered by smoke, be aware that it will be more difficult to avoid in China than it is in the United States. There is a danger that some students who do not smoke may begin smoking in China, in part because tobacco is inexpensive and socially encouraged.

CDC Recommendations:

Included in this mailing are recommendations by the CDC (Centers for Disease Control) for those preparing to go to China. If you plan to travel after the program to other countries, you may want to consult the CDC information specific to these countries. The CDC website is www.cdc.gov.

Useful reference books are:
INSURANCE

If you are covered by a personal, parental, or university insurance plan, CIEE recommends that you continue this coverage while abroad. Prior to departure, you should contact your current insurance carrier concerning coverage for accidents, illnesses and liability cases that occur outside the United States.

Check your policy’s limitations before making any assumptions about coverage. Most U.S. based insurance companies will not cover property lost or stolen overseas.

Primary Insurance Plan Brokers

If you do not have a primary insurance plan, you may wish to enroll in one. The following brokers have individual insurance plans available:

HTH Worldwide
www.hthworldwide.com
Tel: 877-424-4325

Wallach & Company, Inc.
www.Wallach.com
Tel: 800-237-6615

PERSONAL FINANCES

Cost of Living

The exchange rate between U.S. Dollar (USD) and Chinese Yuan Renminbi (CNY) is not constant. The New York Times and similar publications publish exchange rates daily. You may also reference www.x-rates.com or www.oanda.com for up to the minute exchange rates. You should keep abreast of how a rate fluctuates leading up to departure.

What expenses should I budget for?

Besides inflation and currency exchange, spending is variable and depends upon your individual taste. Although the cost of living for a student in Shanghai is comparable to that of a student in the U.S., the added cost of independent travel along with the impulse to splurge makes careful budgeting imperative. If possible we suggest you take extra money for any unforeseeable expenses.

Financial Arrangements

You will need to make arrangements regarding traveler’s checks, credit cards, and bankcards before leaving home. See the section Money and Banking in Part III for details.

Tip: Forget “Hey Mom, send money!”
It is important that you make arrangements to receive enough money to cover your personal expenses for the time you are in Shanghai prior to your departure from the United States.

Participants say...

Don’t calculate things in U.S. dollars, because you’re using Chinese RMB.

Be over-conservative when budgeting; it saves you the hassle of having to transfer money.

Expect to pay the “foreigner” price a lot.

When bargaining, do it with a sense of humor. Never antagonize people. A couple of jokes will get you further than screams.

PACKING AND BAGGAGE

Try to organize and pack a day or two prior to departure so that you can judge if you’ll be able to carry your bags (you must be able to do this). Some students have even practiced by carrying their bags around the block! Also, by packing early you’ll have time to rest before the long trip.

Tip: Take a walk
A good idea is to pack your luggage and then see if you can walk for ten minutes without a problem handling it. If you are like most students, you realize that you packed too much.

If this is the case take half of your belongings out and see what you can stand to leave behind. You’ll be surprised how well this method works for packing only what you really need.

What are the baggage limits?

Limits vary. Read the weight limitation and baggage allowance information provided by your international airline carrier. Generally, flights overseas permit one to two pieces of checked baggage and one carry-on piece. Each checked bag must weigh less than 50 pounds. Total dimensions (length + width + height) of the first piece must be less than 62 inches, and the second piece less than 52 inches. Total dimensions of the carry-on must not exceed 45 inches and must be able to fit below the seat in front of you or in the overhead compartment. If your baggage exceeds any of these standards you may be charged for excess baggage. Check with your airline regarding any items that are oversized.
What should I pack?

For a complete list of what to take, please see the Suggested Packing Checklist at the end of this handbook. Experienced travelers agree: take as little as possible. Don’t forget that nothing ruins traveling abroad more than having too much luggage, especially when you have to carry it yourself.

Climate and clothing

When it gets cold, the Chinese generally dress in layers. Silk underwear is a great buy in China, and, when layered with your jeans, will help to keep you warm. You can bring a winter coat, but you can also buy a reasonably-priced warm coat in China. Some students enjoy backpacking in remote areas of China and some group fieldtrips during fall and spring semesters may include remote destinations that may require a backpack and comfortable hiking shoes, and winter wear. Hiking gear is readily available in Shanghai and can be purchased at comparable or lower prices than in the U.S.

Fall Semester: When you arrive, the temperature will be in the high 80° F range and muggy, but will fall to the 30° F range by December. Winters are drizzly in Shanghai and may even snow on occasion. The best weather in fall is during the month of October.

Spring Semester: You may catch the end of the drizzly and chilly 30° F weather, but throughout the semester, it will gradually warm up to a comfortable and possibly a hot 80° F by early summer. The best weather in spring is during the month of May.

In general, plan to dress modestly in order to show respect to your teachers. A limited but comfortable wardrobe will be the most practical. Take washable, easy-to-care-for clothing as washing machines in China tend to be quite harsh on clothing. Drip-dry, permanent press and darker clothes are the easiest. Note that dry cleaning services in the big cities are decent and reliable. By the end of your time in China, your clothes will have gone through a lot of wear and tear so you will probably end up throwing them out. Keep this in mind when packing especially if you plan on traveling, though you might want to bring some of your favorite dress cloths as Shanghai is a big cosmopolitan city and its citizens dress well on formal occasions. However, beware that most students bring far too much. You can save packing space by coordinating your clothing so that shirts and sweaters can be worn with different skirts and pants. In addition, clothing can be cheaply purchased in China.

If you are very tall or have a large build, it is very difficult—sometimes impossible—to buy clothing while in China. Large shoe sizes are also difficult to find.

Electrical Appliances

Electric current in China is 220 volts, not 110 volts, as in the U.S. Do not plug an appliance set for 110v into a 220v outlet or you will burn out your equipment. Most laptops, cameras, and phone chargers can take up to 220 volts, but other smaller appliances like hair dryers and flat irons do not. You may choose to purchase electric converters before you leave, though the better choice would be to leave electrical appliances at home unless they are absolutely essential or can be battery operated. The increasing availability of electrical appliances means that you can buy them once you arrive.

The following website provides a lot of helpful information concerning electrical outlets and voltage compatibility:


Books: Chinese dictionaries and Chinese language books are a very good buy in China. Purchase them there instead of at home. Recently, a few bookstores well-stocked in English novels and books have opened up in Shanghai. The CIEE library also has a great selection of English-language novels that you can borrow.

Participants say...

English book selections are typically limited to classics. Bring some books to keep you busy while traveling. Plus, your Chinese friends will be glad to read them once you’re done!

Bring a MP3 Players that you can listen to your favorite music.

Prescriptions: (Please see the section on Health).

Voice recorder: You may want to bring a small portable voice recorder to tape your voice for Chinese courses and to tape lectures in content courses.

English/Chinese Translators: Students who plan to bring their iPhone, Android, Windows Mobile, or Palm Pilot phones to China may download a highly-recommended application called Pleco. Past students have sworn by it, and many CIEE staff use the app as well. Pleco offers educational discounts to students of 30% off bundled products and 20-50% off individual
products. After the discount, the basic bundle is $35, the professional bundle is $70 and the complete bundle is $105. For more information, please visit www.pleco.com.

Wenlin is a desktop software for Chinese/English translation, and CIEE has teamed up with this company to offer CIEE students an exclusive discount. The CIEE Student Discount is 55% off the original price ($99 instead of $179). Code: ERciEe4
For more information, please visit www.wenlin.com.

Tip: Passport and credit card numbers
Remember, leave a copy of your passport photo page, visa page, and credit/debit cards (front and back) at home. It is recommended to have scanned versions of these on either a USB or in electronic form so they are easily accessible in case these items are lost or stolen.

PREPARING FOR CULTURAL ADAPTATION
Although cultural adaptation is highly individual, research indicates that most people go through similar stages in adapting to a new environment. Any travel you’ve done abroad, and perhaps even within your own country, has exposed you to culture shock. But if you’ve never had to overcome culture shock, you might want to read about it before you depart. You’ll find books relating to cultural adaptation and culture shock on the recommended reading list at the back of this handbook.

During your onsite orientation, the CIEE staff member will discuss details about culture shock and give strategies for adapting to your new surroundings.

Participants say...
Don’t expect to be satisfied with everything—it’s China—adjust your standards.
Learn to rough it and xiu xiu like everyone else.
Come with an open mind and a lot of patience. Leave your American/Western ideals at home. Meet locals.
Try not to fall into the trap of spending a lot of time with foreigners speaking English. Make Chinese friends as soon as possible and make an effort to see them as much as possible.
The Chinese laugh all the time, but you must keep in mind that they do it for many different reasons, most of which you would never expect. Read Paul Theroux’s Riding the Iron Rooster; he nailed it pretty well.
Keep in mind that the Chinese concept of personal space, customer service, and everyday courtesy are much different from that of Americans.
Don’t be afraid to ask questions until you get the answer you’re looking for.

If you haven’t been to China before you will most likely be a little freaked out. This is normal. Enjoy it.

Part III: Living in Shanghai
China’s 3,500 years of recorded history have evolved unique values, which permeate the culture, making the way of life especially distinct from the Western way. Things are done differently in China; indeed, at times you may feel frustrated with the Chinese way and think that your way is superior. In order for you to cope constructively, don’t apply what you think of as usual standards to the situations you encounter. Try to approach situations with a Chinese mindset as much as possible. In the long run you will gain much by this attitude. An open mind and a sense of humor will take you far. Showing anger will get you nowhere.

The orientation described in Part I will also cover practical aspects of living in a new place, Chinese laws, proper social conduct and cultural differences, including race, gender and class. The staff will provide insights into the local culture’s view of women and suggest ways to reduce anxiety and to ensure personal safety.

MEETING CHINESE
Just as it is impossible to define a typical American, it is equally impossible to define a typical Chinese. You will meet many types of people in China who have different opinions, attitudes and habits. The more you interact with Chinese, the better chance you’ll have of forming relationships and understanding the culture. During these interactions, use common sense, intelligence and a sense of objectivity. Be prepared to discuss your views freely and openly, and try to listen with an open mind.

You may arrive in China with some preconceptions about Chinese and may encounter some Chinese with preconceptions about people from the U.S. Try to put aside stereotypes and make judgments based on real experiences. If you are confronted with what you feel is a false stereotype about the U.S., be frank and truthful, yet tactful in your response. Avoid refuting arguments with odious comparisons to China. This type of response will only create bad feelings. A positive and serious response from you will help dispel myths about the United States.
Special Note to Women

Some past participants have found that Chinese nationals had a distorted and stereotyped image of U.S. women, often acquired through advertising, television, and movies. Many Chinese do not understand that the U.S.-style familiar manner with strangers is merely a gesture of friendliness. Outgoing behavior may be misconstrued as promiscuity.

Special Note to Minorities

Students that are ethnic minorities in the U.S., particularly African American and Japanese, students with disabilities, gay and lesbian students, and overweight students may face particular difficulties in the study abroad setting. Chinese society is very homogeneous, and some Chinese will stare at people who look different. Some Chinese treat Asian Americans differently and may expect them to speak and act like themselves. Our staff is sensitive to these issues and will provide information and support.

Participants say...

People stare, point, and may even touch you. They are usually just curious.

Watch and observe others and see what works.

Try everything and get to know as many Chinese as possible.

Safety Precautions

The health and safety of program participants abroad is understandably an important issue for all concerned. CIEE was a founding member of the Inter-Organization Task Force on Safety and Responsibility in Study Abroad. The following website contains information about the Task Force and study abroad safety issues – http://nafsa.org/regulatoryinformation/default.aspx?id=6775&terms=Health+safety

The CIEE approach to safety is threefold. First, we conduct a careful safety evaluation of every program we run. Next, when the students arrive on site, we conduct a thorough orientation that includes tips on reducing risk and handling difficult situations should they arise. Finally, program staff continuously monitors local conditions in order to provide guidance to participants throughout their stay.

Experience has shown that the single most important factor in assuring a safe study abroad experience is the sensible and cautious behavior of the participants themselves. When traveling abroad, you should exercise additional caution until you become familiar with your new surroundings. Always remain alert to what is going on around you, especially in crowded tourist areas and on public transportation.

The crime rate has increased in China over the past 10 years as a result of the country's fast economic development. Larger cities, such as Beijing and Shanghai, keep good social order and are relatively safe. However, you should take the same precautions as you would in any major U.S. city. Purse snatching, pick pocketing, scams, and other forms of petty theft occur frequently. More violent crime occurs less frequently, but be careful and avoid questionable situations. Remain alert in crowded tourist areas and on public transportation, especially on the buses.

As a foreigner, you will be a natural target for a pickpocket. Leave tempting electronic equipment, flashy clothes, jewelry or anything else you would not like to part with, at home. If you are the victim of a pickpocket, or if something is stolen, inform the Student Services Coordinator who will make a report.

Always keep your passport safe. Unless you are traveling outside of Shanghai for an overnight trip or outside of the country, you will never need to carry your physical passport with you after Orientation Week. If you must carry it, either in a purse or elsewhere, use one that can be slung diagonally across your chest, has an inside zip pocket or compartment, and has a sturdy strap that cannot be easily ripped. Keep a photocopy of your passport in another place; this will speed up the process of replacing your documents should they be lost or stolen.

Bicycle security: In a country where bikes are the most common form of transportation, it makes sense that bike theft, especially in the case of new bikes, is prevalent. If you choose to buy or rent a bike to get around, always lock it, preferably to a fixed object! If it’s new, double lock it or keep the bike indoors.

When riding your bike in the city, exercise special caution since road rules are not clearly defined. Use the bell on your bike as much as you can in an effort to alert others that you are near or approaching, and always ride defensively. You’ll learn more about safety issues at the onsite orientation.

Alcoholic beverages: There is no drinking age limit in China, and alcoholic beverages are relatively inexpensive. As guests in a foreign country, you’ll want to exercise extra discretion when drinking and be aware of your actions while doing so. People who have consumed alcohol are more likely to provoke and to be provoked. It is best to avoid confrontation if
possible. This is especially true if you take a taxi after a night out on the town. To avoid trouble, always make sure that the driver turns on the meter or that you've mutually agreed on a price. Please also be aware that you are far more likely to be a victim of crime if you have been drinking alcohol. Most violent crimes committed against or by foreigners in China involve alcohol.

Illegal Drugs: Penalties for drug violations in China are harsher than in the U.S. If you use illegal drugs, you may be expelled from the study program, and the local police may prosecute you as a criminal. Remember that you are subject to Chinese laws. You are not protected by your own country's laws. The U.S. and other governments can only seek to ensure that their citizens are not discriminated against; that is, that they receive the same treatment as do citizens of the country in which they are arrested who are charged with the same offense.

Dismissal from the Program
You must comply with any regulations established by your home university as well as those of CIEE. The staff may establish additional requirements that they consider essential either to achieving your educational goals or to continuing good relations with the university or community. Staff may dismiss from the program any student who does not comply with the regulations and requirements as outlined in the Participant Contract, which all students must sign before being allowed to participate in the program.

If your Center Director warns you that you are not complying with program regulations, you must take responsibility for changing your behavior as requested, or risk early dismissal and consequent loss of time, money, and academic credit. CIEE does not refund program fees to students who are dismissed from their programs.

**Trap: Letting down your guard**
When visiting a foreign country, you may well be enchanted by your surroundings and engage in behavior that is not typical of you. This may cause you to let your guard down and be susceptible to crime. Practice common sense and exercise good judgment.

COMMUNICATIONS AND MAIL

Time Zone Note
Remind your callers that all of China, including Shanghai, is in one time zone which is 12 hours ahead of Eastern Standard Time, or 13 hours ahead of Eastern Daylight Time, since China does not observe Daylight Savings Time. When it is 8 p.m. in Shanghai, it is 7:00 or 8:00 a.m. on the same day in New York.

**Cell Phones**
Many students decide to purchase prepaid cell phones for their time in Shanghai. Students may also bring a Tri-ban cell phone to Shanghai and purchase a new SIM card once in the country. Please note that you must have your phone **unlocked** by your service provider before being able to use another SIM card in your US phone in another country. Contact your service provider to have your phone unlocked well in advance so you can actually use your US phone in China. iPhones and Blackberries from the U.S. work well in China. However, Blackberries are still not as common in China as in the US, so students who plan to bring their Blackberries will need to take a few extra measures upon arrival to reconfigure their phone settings. The onsite staff will assist students who are having technical issues.

Phone plans are inexpensive and, as they are prepaid, relatively easy to budget. Students do have to beware that not all plans include voice mail and some allow roaming while others do not. The large majority of providers do not charge for incoming calls making this a great way for your friends and family in the U.S. to reach you. However, the rates for international calling can be high. A good alternative is using local calling card to make international calls.

CIEE staff will help students purchase local cell phones and SIM cards during the Orientation Week, if needed.

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**Participants say...**
Once arranged for in the States, you can use your AT&T, MCI, or Sprint calling card to make phone calls back home.

**Fax**
The program office fax is +86-21-62230053. Incoming faxes should be addressed to you, using your full name, C/O CIEE. This fax number should only be used in cases of extreme importance. However, the CIEE Office will send a free fax if you need course approval in order to guarantee semester credit. Any charges will be based on current fax rates in Shanghai.

**E-mail and Computers**
There are many Internet cafes and the charge is about US $1.00 per hour. These environments are not conducive to study and research and
most computers at Internet cafes also do not allow file transfers to USB drives and are not equipped with CD drives. For this reason we highly encourage students to bring their own laptop with integrated wireless capability.

**Anti-Theft Software**
If you are bringing your laptop with you, consider downloading an anti-theft software package. These are GPS programs you download to your computer. If your computer is ever lost or stolen, you report it through the company's website. When the computer is connected to the Internet, the program will send it's coordinates to you via e-mail. While there are many programs out there, their monthly subscription fees can vary. To learn more, please check out a trusted tech-site such as [www.cnet.com](http://www.cnet.com), [www.pcmag.com](http://www.pcmag.com), or [www.pcworld.com](http://www.pcworld.com).

**Post Office and Mailing Procedures**
Delivery of mail between the U.S. and China is generally reliable and takes 10-14 days. See the section on Customs Regulations in Part II if you are considering having packages shipped to you. An average letter to the U.S. will cost around CNY 5-6.

**MONEY AND BANKING**

**Money**
The national currency is the Renminbi (RMB) also called the Chinese Yuan (CNY), and the denominations are counted in Yuan, which is colloquially referred to as *kuai*, and is broken down into 10 *mao*, colloquially referred to as *jiao*, or 100 *fen*. The current exchange rate is approximately CNY 6.40 to USD 100 and steadily depreciating against the dollar. Please check on-line for the updated currency exchange rates.

Participants will find it very helpful to bring more than one way to obtain funds. Past participants have used their ATM/Debit card to withdraw Yuan from specific ATM's and used Traveler's Checks for emergencies and travel outside of Shanghai.

Money is easy to exchange in China. Just make sure you have your passport and keep the receipts for exchanging money from RMB to USD if you have extra leaving China.

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**Tip: Access home account**
Students may use ATMs in Shanghai to access money from their home bank account. Make sure to notify your bank—before you leave the U.S.—that you will be making ATM withdrawals and credit card purchases in China, otherwise your bank may flag foreign transactions and freeze your account, which can be troublesome to reactivate from overseas.

**ATM/Debit Cards**
ATM or debit cards are one of the most convenient ways to access money in Shanghai and for you to be able to add additional funds in a pinch. However, they should not be your sole means for obtaining funds.

Many banks in Shanghai have ATM machines where students may use their ATM or debit cards. In order for either card to work, it has to be supported by Visa or MasterCard and the back of the card must have a Cirrus, Maestro, NYCE or STAR logo. The major advantages to using an ATM/Debit card is the convenience of solely carrying a card, exchanging money a bit at a time, and that additional funds may easily be added to the U.S. bank account in case of an emergency.

It is important to understand that although some banks in Shanghai will accept your card, it is still important to bring American Express Traveler's Checks and cash. Some areas outside of Shanghai either do not have an ATM machine or it will only accept cards from specific Chinese banks. In addition, when you first arrive onsite, it may take a couple of days to find an ATM that will accept your specific card.

The ICBC Bank located right next to the front gate of ECNU will allow withdrawals from overseas ATM cards. Most U.S. banks will charge a foreign ATM user fee for each transaction and most Chinese banks give only CNY 2,500-3,000 per transaction, so check with your home bank. The Bank of America, for example, does not charge for ATM transactions from the China Construction Bank, which is conveniently located one block from the CIEE residence halls.

**Traveler's Checks**
We recommend that you bring a small amount of your spending money in the form of American Express Traveler's Checks. While they are not the easiest to exchange, they can be a life saver should your ATM/Debit card be lost or stolen, since these can be difficult to replace overseas especially when most banks insist on sending replacement cards to your home address.
They’re safe and simple, and they bring a good rate of exchange. As long as you have a record of your traveler’s check numbers, you can recover stolen or lost amounts. Be sure to buy your traveler’s checks before you depart the United States. You will need your passport to cash them. The Bank of China in Shanghai will cash traveler’s checks. Shop around to find the most favorable exchange rates. The new American Express Traveler’s Checks card combines the advantages of traveler’s checks and the convenience of an ATM card, but Visa and MasterCard are the most readily accepted cards in China.

You can, of course, exchange dollars for yuan, too; the exchange rate is slightly better, but the risk is higher.

**Tip**: Credit card and traveler’s check numbers
Remember to keep a list of your credit card numbers and traveler’s check numbers separate from the cards and checks.

**Credit Cards and Personal Checks**

Visa, MasterCard and American Express credit cards can be used to obtain cash advances from the Bank of China, but there is a 4% service charge, which makes this option inconvenient and expensive. While a few expensive hotels and department stores will allow you to make purchases with these two cards, absolutely no one will accept payment in the form of a personal check. MasterCard and Diner’s Club are also accepted at some locations.

Please note that it is very expensive to withdraw cash from an ATM using a credit card. Most credit cards charge higher daily interest rates on cash withdrawals versus purchases. This is not true of ATM/Debit cards.

Personal checks can sometimes be cashed at the Bank of China with a passport. However, cashing a personal check can often take 45 days before the student may receive cash. For this reason, CIEE strongly suggests that students find alternative means to receiving money from home.

**Trap**: PIN numbers
For both credit cards and bankcards; inquire with the issuer to verify that the card is valid for an international banking system. And memorize your PIN in numbers not letters; foreign phone pads may be configured differently. Some ATM machines cannot accept passwords longer than 6 digits.

**Money Orders**

One final option is an international money order from a U.S. bank with connections to the Bank of China. There are Western Unions located throughout most major cities in China, including Shanghai. We suggest you use this option only in the event of an emergency, since it is the most expensive option. To locate the nearest Western Union see: [http://www.westernunion.com](http://www.westernunion.com).

**Bank Account**

Another option is to open a free U.S. dollar passbook account at the Bank of China or one of the other major Chinese banks such as Industrial and Commercial Bank of China and China Construction Bank, which you may use in the same way you would at a bank in the U.S. All Bank of China offices are equipped to deal with foreigners and foreign currency accounts and larger branches in Shanghai provide English language service. A U.S. dollar passbook account pays a modest interest. It is a safe place to keep your money, and makes it possible to transfer funds directly to your China account from a U.S. bank. $15 USD per transaction will be charged by the Bank of China. If you would like to open an account, ask the Resident Director for details. If you need to transfer funds, the procedure usually takes a little over two weeks. You can request the transfer forms in advance from the New York branch of the Bank of China or pick them up at the branch in Shanghai.

As transferring funds does take over two weeks and the account only pays a modest interest, there is little advantage to opening a bank account in China. Past participants have found bringing a combination of cash, traveler’s checks and an ATM/Debit card have been the most effective and efficient way to handle their finances.

The SWIFT code for all Bank of China branches in Shanghai is: BKCH CN BJ 300

**Participants say...**

Take all the money you might need and keep a credit card on hand for emergency use. For instance, money withdrawals—the transaction fee is very small.

A Cirrus, Plus, or Visa debit card can also work at many bank machines.

Bring traveler’s checks and U.S. dollars. Keep good track of your money, because even though things are really cheap, you’ll spend more than you think.

**MEDICAL FACILITIES**

There are three types of medical facilities available in Shanghai. One is Western clinics catering to the expatriate clientele, such as Parkway Health or Shanghai United Family Hospital. This is the most expensive option, but is staffed by expatriate doctors trained abroad,
and may accept your U.S. medical insurance. The second is Chinese clinics staffed by English-speaking Chinese doctors and nurses, such as the Hua Shan Hospital, and are suitable for emergency room or afterhours visits. The third is the local community clinics, which are the least expensive option, but is not recommended due to language barriers and lack of sophisticated medical equipment and specialists. Additional information will be included in the onsite orientation.

Part V: Additional Resources

RECOMMENDED READING

We urge you to read several of these publications to expand your knowledge of China and ease your adjustment to Chinese culture. You can find many of these books at your local bookstore; also, many are available for reference at your campus study abroad office or local library.


BOOKS ON CULTURAL ADAPTATION

Adaptation to a new culture can be difficult. The following reading list contains publications that deal specifically with issues of culture shock and the difficulties associated with living overseas:


Suggested Websites

For those students with access to the Internet, we also encourage you to look at the many sites on China and Shanghai including the following:

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<th>Website</th>
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<tr>
<td><a href="http://www.ciee.org/study-abroad/">http://www.ciee.org/study-abroad/</a></td>
<td>CIEE website. If you haven't already done so, take a look and find out about other CIEE activities around the world.</td>
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<tr>
<td><a href="http://www.sidestep.com">www.sidestep.com</a></td>
<td>Websites that provide information on purchasing flight tickets.</td>
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<td><a href="http://www.kayak.com">www.kayak.com</a></td>
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<td><strong>Other useful sites:</strong></td>
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<td><a href="http://sun.sino.uni-heidelberg.de/igcs/">http://sun.sino.uni-heidelberg.de/igcs/</a></td>
<td>Internet Guide for Chinese Studies</td>
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<td><a href="http://www.mandarintools.com">www.mandarintools.com</a></td>
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<td><a href="http://www.smartshanghai.com/">http://www.smartshanghai.com/</a></td>
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SUGGESTED PACKING CHECKLIST
Naturally you’ll want to pack what best reflects your own lifestyle and taste, but past CIEE students have helped design this list which they feel will help you with packing:

Important Documents
- Airline ticket (save the return ticket if it’s a roundtrip ticket)
- CIEE Student Handbook
- Major credit card (MasterCard, Visa), phone card, ATM card
- Home Institution Advisor’s address, fax, e-mail
- Passport/Photocopy of passport and visa (keep separate from passport)
- Record of Vaccinations
- Travelers checks/List of travelers check numbers (keep separate from travelers checks)

Clothing
- Tops (Dress: 1-2, Other: 5-6)
- Casual Pants (jeans, khakis, etc.; 2-4 pairs)
- Skirts/Dresses (2-3 including one nicer one)
- Shorts (2-4 pairs)
- Cotton T-shirts (darker colors)
- Underwear (10)
- Tie
- Socks (6 pairs)
- Rain gear poncho
- Pajamas/nightgown
- Sweater/Sweatshirt/jacket
- Coat & gloves for cold weather
- Sports jacket for men (optional)
- Dress shoes
- Walking shoes/hiking boots/sandals

General
- Guidebook
- Address book, including e-mail
- Gynecological supplies (Yeast infection medication, etc; O.B. and Playtex tampons and Chinese brand sanitary napkins available)
- Extra pair of glasses or contact lenses/solutions (Renu and Opti-free are available)
- Sturdy pair of sunglasses with UV protection
- Money belt or pouch
- Small medical kit (aspirin, band-aids, Neosporin, anti-diarrhea medication, cold medicine, sunblock, nail clippers/file, prescription medicines and prescriptions— including the original copy)
- Contraceptives (Durex condoms are readily available)
- Alcohol-based hand sanitizer (large bottle and portable refill)
- Insect repellent containing DEET
- Toiletries: toothbrush, toothpaste, dental floss, soap, shampoo, deodorant (antiperspirant is hard to find in China), razors, shaving cream, wax (several of each if you’re particular about a brand)
- Towel (2 that are not too thick, as they will need to drip dry)
- Travel alarm clock/watch with alarm
- Portable and durable gust-proof umbrella

Optional but useful
- Journal
- Laptop (highly recommended)
- Robe
- Sewing Kit
- MP3 player, and/or CD Player with your favorite CDs
• Ziploc bags for packing (available in China)
• LED flashlight
• Backpack/Overnight bag for traveling
• Brush/comb
• Camera/film (Black & White film is difficult to find in China)
• Batteries for the first couple weeks
• Speakers
• Battery powered portable carbon monoxide detector (available at most hardware stores).

Note: Shanghai is a modern city with many of the same amenities as home. Most of the above items can be purchased in Shanghai for the same price or less as in the U.S., although quality and variety may differ substantially. However, branded small personal electrical appliances that you are used to such as beard shaver, hair dryer, electric toothbrush are usually more expensive.