Shanghai Summer - Internship

Predeparture Information

Congratulations on your decision to intern this summer! We have no doubt that it will be a life-changing adventure. We're glad to have you with us.

Here you will find more details about your program and find out what you need to do next. You should also begin filling out your online predeparture forms that are accessible in your MyIESabroad account.

Feeling lost? Your IES Internships Advisor is here to help. Just call 800.995.2300 or email internships@IESabroad.org.

How will this experience redefine you? We can't wait to find out!
Table Of Contents

Plan Travel ........................................................................................................ 3
   Passport & Visa ............................................................................................. 3
   Travel Dates ................................................................................................. 8
   Arrival ........................................................................................................... 12

My Program ....................................................................................................... 15
   Packing .......................................................................................................... 15
   Housing ......................................................................................................... 18
   Academics ..................................................................................................... 23
   Tuition & Financial Aid ................................................................................ 28
   Field Trips .................................................................................................... 32
   Health & Safety ............................................................................................ 35

Daily Life ............................................................................................................ 41
   Center ........................................................................................................... 41
   Communications .......................................................................................... 43
   Life in your City ............................................................................................ 49
   Diversity ....................................................................................................... 57
   Student Conduct ........................................................................................... 60

Contact Us .......................................................................................................... 62
Plan Travel

We recommend reading this section of your Predeparture Information first to make sure you know right away:

- How to obtain any necessary travel documents
- Which dates to use when booking your flights
- What to do once you land in your host city, and who to call if you run into bumps along the way

Passport & Visa

Passport

If you have not already done so and plan to attend an international program, apply for your passport immediately!

You must have a valid passport before you can apply for any other required travel documents. Your passport must be valid for at least six months beyond the end date of your program.

The U.S. Passport Application Process
The current passport application process requires:

- A passport application
- A true certified copy of your birth certificate
- Two identical passport photos
- An application fee
- A personal ID
- A photocopy of your ID

Processing your passport application can take up to six weeks. You can expedite this process by paying an additional fee.

For further instructions on obtaining a passport, visit travel.state.gov or call the National Passport Information Center at 877.487.2778. You can also call your local post office to locate passport agencies in your area.

Passports for Non-U.S. Citizens
If you are a non-U.S. citizen, follow your government’s procedures for obtaining a passport. If you are not currently in your home country and you need to renew your passport, contact your country’s nearest
To obtain consulate phone numbers, please refer to www.state.gov/s/cpr/rls/fco.

Caring for your Passport

- Sign your passport as soon as you receive it.
- Keep a photocopy of your passport with you at all times, preferably in a money belt or similar carrier that can be concealed underneath your clothing.
- Leave copies of the identification page of your passport and any other governmental travel documents with a responsible third party or saved online in case your documents are lost or stolen.
- Do not carry your passport or wallet in a backpack. These are easy targets for thieves, especially in crowded areas.

Entry Documents

A visa is a government-issued official authorization that is affixed to a valid passport, granting you the ability to stay in and travel around a particular country for an allotted time period. To do an internship in China, you must first obtain an X2 student visa prior to departure and switch to a temporary residence permit after you arrive on-site. Ultimately, it is your responsibility to obtain your student visa, although IES staff in Shanghai will help you register for the temporary resident permit. Please be aware that the following information pertains to obtaining a visa in the U.S.; IES Internships cannot advise on obtaining a visa in another country.

If you will not be in the U.S. two to three weeks prior to your program's start date, contact your IES Internships Advisor immediately to discuss obtaining your visa on-time.

QUICK VISA BREAKDOWN

- **Cost:** $140 USD for the visa + CNY1,000 for the on-site resident permit (about $157 as of August 2015)
- **Approximate processing time (once visa is applied for):** 1 to 2 weeks

Are you wondering if the consulates are flexible? Are you thinking of arriving in China before your internship begins? Read these Frequently
WHAT YOU NEED TO DO TO GET A STUDENT VISA

STEP 1 - Confirm your Place in the Program and Submit Your Online Forms
Submit the Confirmation Form, Digital Headshot Form, and the China Visa Plan Form by the due date.

STEP 2 - Wait to Receive JW202
A JW202 is an officially stamped letter issued by Chinese authorities, giving you permission to study at a particular university for a specified amount of time. You will need your JW202 in order to apply for a visa. Your JW202 will be mailed to you at least 2-4 weeks prior to your program’s start date, if not earlier.

IES Internships has no control over the time in which it takes to process JW202s. Your IES Internships Advisor will provide updates when they are available. It is not possible to expedite processing time for the JW202.

STEP 3 - Receive JW202
When the IES Abroad Chicago office receives your JW202, you will be sent an email asking you to verify the address where you would like your JW202 to be sent. Once your address verification is received, your JW202 will be sent via FedEx.

STEP 4 - Decide How You Will Apply for Your Visa
You can apply for your visa in several ways:

- Appear at your local Chinese consulate in-person to submit your application. Determine your consulate by reading the Chinese Consulate Contact Information.
- Have a friend or family member submit your application to the consulate on your behalf.
- Go through a visa processing agency to apply for your visa. You will submit all of your materials to them, with a payment for the service and for the consulate's fee, and they will apply for your visa on your behalf. There are a lot of agencies out there, but we have received good feedback from students on A Briggs, Allied Passport, and Travisa.

STEP 5 - Gather Visa Documents and Complete Visa Application
Contact your consulate to determine the visa documents that are required for you to apply for your visa. While we list all visa application requirements to the best of our knowledge, you should always contact your specific consulate to confirm what you need to submit with your visa application. If you are using a visa processing agency, follow the instructions that they give you.

This is just a list of documents that may be required. Always defer to your consulate or visa agency for their requirements.

**Required Documents**

1. Your original SIGNED passport, must be valid for 6 months after the program end date and must have at least 2 blank pages. If you are a former Chinese and/or Taiwanese citizen, you must submit your Chinese passport as well. The Chinese Consulate requires it before issuing a visa.

2. One (1) visa application, typed and signed. Use the pre-filled application.

   SHANGHAI INTERNSHIP PRE-FILLED APPLICATION (coming soon!)

3. One (1) passport quality photo, 2” x 2” with a solid white background. This photo must be on photo-quality paper and meet the same guidelines (e.g. no smiling) that you used for your China - Digital Headshot Form. Staple the photo to the designated section on the visa application.

4. An approved JW202 Foreign Student Visa Letter mailed to you 2-4 weeks before the start of your program. Only one JW202 and admissions letter from the Chinese university is issued for each IES Abroad student. Make sure to make a copy of your JW202 for the consulate AND for your files at home.

5. If you are a non-US citizen applying for your student visa in the US, you will need to show proof of your US residency status.

6. Certificate of Name change (if applicable): If the name in the new passport is different from that in the original one, the
official document issued by authorities for name change should be submitted.

7. Payment: You will need to pay for your visa upon pick-up. The fee for U.S. Citizens is $140. Typically, you can pay with a credit card or a money order. Please review your consulate’s website for specific payment information.

**Potentially Required Documents**

- **New York Supplemental Application**: The New York Consulate requires visa applicants to complete an additional supplemental form.

NY Supplementary Visa Application

NY Supplementary Visa Application GUIDE

- **Medical Exam**: Some consulates may require the Physical Examination Certificate for Foreign Citizens. This form would be available on the consulate’s website.

- **Materials Verifying School Address**: At some consulates, a student may be eligible to apply if their school address is within the consulate’s jurisdiction. In this case, students may be asked to provide a photocopy of their student ID and/or an official piece of mail sent to your school address (ex: utility bill, bank statement, copy of lease, etc.).

- **Expired Chinese Passports** (including Taiwan & Hong Kong nationals): You must submit your old/expired Chinese passport(s) along with your current passport and Chinese visa application. This holds true for U.S. citizens who at one time in their life held Chinese citizenship. You will retrieve your old/expired passport with your current passport when your visa has been issued.

NOTE: Chinese citizens, please see the FAQs for more information on your required travel documents.

*In past terms, students have reported that various consulates have requested additional materials not listed on their website. The materials listed above are not a definitive
list of what the Consulate may request and requirements are subject to change at any time.

**STEP 6 - Apply for Your Student Visa**

Now that you have all your required documents together, you will need to submit your application to the consulate or visa agency.

If applying at a consulate, make sure to keep the receipt that the Consulate gives you and to bring this receipt upon pick-up. The Chinese Consulate may not return your passport to you if you do not provide this receipt. Processing time is usually 4 business days. At some consulates, express and same day services may be available for an additional fee.

Please make sure to review your visa once you have picked it up, but before you have left the Consulate. You will want to make sure you have received the correct number of entries and duration of stay for the entirety of the program.

**STEP 7 - Apply for Your Temporary Resident Permit (on-site)**

After you arrive in Shanghai, our staff will help you get a mandatory medical exam and the resident permit, which will allow you to legally do an internship in China. The total cost for the medical exam and the permit is approximately CNY 1,000 (about $157 as of August 2015). More information about this process will be given to you when you arrive in Shanghai.

**Need help?** Check out the FAQs and, if you still have questions, contact your IES Internships Advisor at 800.995.2300 or internships@iesabroad.org.

IES Internships advises on visa procedures for travel requirements relevant to the IES Internships program. IES Internships is not responsible for advising students on visa issues should they wish to travel early, stay late, or visit other countries not required by the program. For that information, please contact the embassy of the country you intend to visit.
Travel Dates

Book your flight according to these official program dates:

Consult IES Pre-departure Guide in IES Portal

Program Calendar
As soon as a preliminary program calendar is available (at least a few weeks before the program starts), it will appear above. However, this calendar is subject to change. Please do not make independent travel arrangements (including visits from family or friends) before you arrive on-site, receive any calendar updates from the IES Abroad Center staff during orientation, and finalize your course registration. Remember that you will not be excused from academic obligations, including final exams or required IES Abroad events nor from your internship placement, in order to travel independently. You can easily make personal travel plans once on-site!

Booking your Flight
These discount student travel websites may offer tickets with flexible return dates, usually for a fee:

- www.STAtravel.com
- www.StudentUniverse.com
Here are a few other travel websites that may have competitive fares:

- www.Kayak.com
- www.Expedia.com
- www.Orbitz.com
- www.Travelocity.com

IES Abroad does not endorse and cannot be held liable for any of these travel companies.

**Early Arrival Policy**

You may not move in to your IES Abroad housing early. If you arrive before the official arrival date, you are responsible for your accommodations until you move in to your IES Abroad housing on the first day of the program.

If you plan to arrive early or stay beyond the program end date in an international location, we recommend that you purchase additional health insurance coverage through Cultural Insurance Services International (CISI), your IES Abroad health insurance provider during the duration of your program. See the IES Abroad Student Handbook 2015-16 Updated 10-15.pdf for more information.

IES Abroad strongly discourages international travel before the start date of your program (with the exception of the IES Abroad-sponsored Tibet trip) since your passport is needed for visa processing and there is no way to know exactly when your visa will be processed.

As required by Chinese law, if you plan to arrive early in China you are responsible for registering your housing accommodations with the local police within 24 hours of your arrival in the country if you will be staying at any Chinese residence or rented apartment (not a hotel). Failure to do so can result in fees up to 2000RMB. This fee is subject to change and increase over time. A copy of the registration must be submitted to the Center on the arrival date of your program.

Regarding early arrival and accommodations, past students have stayed
at the following hotels and hostels:

By the airport:
Dazhong Airport Hotel (Address: 6001 Yingbin Avenue, Pudong airport, Shanghai)
Jinjiang Inn (Address: 8 Qihang Road, Pudong airport, Shanghai)

By the Center:
People’s Square Youth Hostel
Shanghai Captain Youth Hostel

You can also search for accommodation options on hostelworld.com or tripadvisor.com.

Late Arrival Policy

Late arrivals are not permitted unless warranted by a documented medical or family emergency and approved by IES Abroad.

If you are delayed due to flight cancellations or delays before you arrive in your host city, please contact IES Abroad Chicago (800.995.2300 during business hours; 800.766.7793 emergency phone after hours). Our staff will communicate the details of your delayed arrival to the on-site Center staff.

Late arrivals are not permitted unless warranted by a documented medical or family emergency and approved by IES Abroad.

If you are delayed due to flight cancellations or delays before you arrive in your host country, please contact IES Abroad Chicago (800.995.2300 during business hours; 800.766.7793 emergency phone after hours). Our staff will communicate the details of your delayed arrival to the on-site Center staff.

If flight delays affect your scheduled arrival plans after you have left your home country and you will no longer arrive on or before the official arrival date, please contact the IES Abroad Center staff directly to inform them of your new plans.
Under no circumstances will IES Abroad staff be able to meet you at the airport should you arrive late.

**Early Departure Policy**

Early departures are not permitted unless warranted by a documented medical or family emergency and approved by IES Abroad.

It is not possible to reschedule a final exam or paper deadline or miss time at your internship placement in order to accommodate early departure for personal travel, including plans to attend events back home like a friend or relative’s wedding, a family reunion, or a graduation ceremony.

**Arrival**

**Arrival**

NOTE: If you fly from the U.S., you will cross the International Date Line en route to China. When booking your flight, be sure to confirm that the plane ARRIVES in Shanghai on the correct day. All dates and times shown on your airline ticket will be local time. If you book your flight to arrive on the wrong date (late), you will need to change it so you arrive on the correct date, and there could be substantial financial penalties from the airlines for you to do so.

Academic Year students should book their flight for the first semester only, as airlines will not allow you to book for the second semester so far in advance. You will then change your ticket later in the term so please make sure that the ticket you purchase has a return date that can be changed.

**Flying to Shanghai**

Many airlines, including United, American, Continental, Northwest, Japan Air Lines, Korean Air Lines and Air China (also known as CA) fly to China. A number of these airlines fly directly to Shanghai from major
U.S. airports.

Shanghai’s Pudong airport code is PVG.

ARRIVAL INSTRUCTIONS
Please return the online Arrival Form as soon as you have made your travel plans. All students must arrive in Shanghai by the arrival date indicated in this guide and are required to stay through the official end date of the program.

Arrival by Plane
IES Abroad representatives will meet you at the airport if you arrive on the correct date and we have your up-to-date arrival information. Be sure to submit your arrival form by the deadline in your MyIESabroad account. Upon leaving customs, watch for IES Abroad staff holding signs that say "IES Abroad Students." There will be staff present at both Terminal 1 and Terminal 2. If you have any changes in flight plans, make every effort to let both the IES Abroad Chicago and IES Abroad Shanghai staff know.

Academic Year or Calendar Year students should book their flight for the first semester only, as airlines will not allow you to book for the second semester so far in advance. You will then change your ticket later in the term so please make sure that the ticket you purchase has a return date that can be changed.

The IES Abroad Shanghai staff rarely miss students at the airport, as long as they have been informed of your travel plans. If you emerge from customs and for some reason no IES Abroad staff member is there to meet you, wait in that general area and look for representatives from IES Abroad holding signs for you. Do not leave the airport. Instead, phone the IES Abroad Shanghai emergency cell phone number and wait for instructions. Do not leave the airport until you have spoken with IES Abroad staff.

If you have a problem with luggage, walk through the customs area to the exit door where the IES Abroad Shanghai staff will be waiting, and let them know. Again, staff will be present at both terminals with signs.

After arriving and meeting with IES Abroad staff, take a taxi directly to the Xitianyou Hotel on Donghua University campus. This ride will cost approximately 200 RMB. For students living in homestays, you will be escorted by taxi to your host family’s home.
Making your own way to Donghua University campus
If you arrive by train or are coming to the Center from a location other than the Shanghai airport, catch a metered taxi and give the driver the address in Chinese. There will be staff waiting to meet you in the lobby.

Address in Chinese:
上海喜天游宾馆
上海市长宁区中山西路827号

Address in English:
Xitianyou Hotel (Donghua University Hotel)
827 Zhongshan Road West
Changning District, Shanghai

Orientation

The IES Abroad Shanghai orientation program will be held for students at the start of the term. The orientation provides students with an introduction to the opportunities and challenges of life in China and Shanghai more specifically. Students will also have the opportunity to adjust to the time difference and jet lag. Sessions will focus on living in China, IES Abroad rules and regulations, security and safety in Shanghai, and other important topics. You will also take a language placement exam to facilitate enrollment in the appropriate Chinese language course.

(The internship placement process begins upon confirmation and all placements should be secured no fewer than two weeks prior to the students’ arrival. Internship interviews and final internship placements will be completed before your arrival in Shanghai.)
My Program

In this section of your Predeparture Information, it’s time to dive into the nitty-gritty. There’s a lot to do to get ready, and this section will guide you through:

- Packing—with suggestions from IES Abroad & Internships alumni
- Learning about and requesting housing
- Requesting courses from the specific academic offerings at your Center
- Calculating your program fee, learning about payment options, and making a personal budget
- Exploring the optional field trips offered at your Center and whether you need to sign up in advance or pay an additional fee
- Completing your IES Abroad Medical Report, learning about health insurance coverage abroad, and planning for things like vaccinations and prescriptions

Each page contains a lot of useful information, so be sure to read them thoroughly! You’ll be glad you did.

Packing

Packing and Luggage

- Pack light! Students rarely complain about taking too little, but many have said that they packed too much.
- Bring clothes you can mix and match.
- Leave room for additional possessions you acquire while on your program.
- Prepare for closets and storage spaces which are generally much smaller than they might be at home.
- Be able to carry your luggage up a flight of stairs on your own.
- Make sure your luggage will fit inside the trunk of a small taxi.
- Be aware of airlines’ limits to the weight and number of bags.
- Do not pack your passport or travel documents in your checked luggage. You will need it when you embark and disembark.
- In case your checked luggage is lost or delayed, bring a carry-on bag that includes bare essentials like toiletries, any necessary medications, and a change of clothes.
Take your laptop on the plane with you as carry-on luggage to avoid damage and customs fees.

Packing Tips
Check out these packing tips from former IES Abroad students.


Weather
The location of Shanghai near China's east coast fosters a year-round humid climate with relatively distinct seasons. The average annual temperature is about 58 °F and the most consistently mild seasons are fall and spring. Summer temperatures usually come in at the low 90's, with an average of 10 days per summer over 95 °F. About 45 inches of precipitation falls annually, with the heaviest rainfall in June and the lightest in December.

Shanghai winters are characterized by a very damp chill and the average January minimum is about 37 °F. While the average low temperature may seem high by some winter standards around the world, the lack of heat and insulation in many old buildings makes it feel inescapable. As a result, you will need to dress in multiple layers and wear suitably waterproof clothing to protect against the damp cold. Waterproof shoes are invaluable during Shanghai winters.

Read more about weather in Shanghai here: http://www.travelchinaguide.com/climate/shanghai.htm

Local Dress
It may be difficult to find clothes and shoes in larger sizes while in China. The price of custom-made clothing is usually reasonable compared to the U.S., but not always. In addition to clothing intended for the domestic market, Shanghai features a number of outlets for goods made for export. These can be good bargains and often come in larger sizes than clothing for the domestic market.

You should pack hand-washable clothing such as drip-dry or permanent press. Casual dress is the norm for most Chinese people, but you
should also bring professional attire for your internship placement. For men, this could include a jacket, tie, and slacks; for women, a simple dress (not a gown or party dress), skirt and blouse, or pants suit.

Most of the clothing items you need to live comfortably in China can now be bought locally. There are, however, other items you should bring with you. Those include:

- Extra large sizes of men's and women's clothing
- Women’s shoes larger than size 9 and men’s shoes larger than size 10

Clothing is stocked by seasons, so try to make purchases early in the season before stores run out of desirable merchandise. Smaller sizes of clothing cost less than larger ones.

Government-run stores, tourist hotel shops, and some new department stores carry brand-name clothing in Western styles and sizes but may be quite expensive. Some clothing intended for export is available in regular stores and street markets, and the items are usually cheaper.

**Shipping & Storing Luggage**

Please do not ship luggage to the IES Abroad Center. A customs fee needs to be paid upon receipt, and the Center will not sign or pay for shipped luggage.

IES Abroad Shanghai cannot store your luggage prior to your arrival or after the program ends. Lockers may be available at train stations and airports.

**Voltage and Adapters**

**Voltage in China**
The electrical current in China is 220 volts, 50 cycles. If your appliances
are not dual voltage (110/220V) you will need a voltage converter or transformer, which are expensive in China. Past students have suggested that it is wiser not to bring appliances; inexpensive appliances (for example, hair dryers, etc.) suitable to the local current may be purchased after arrival. This being said, high quality specialty appliances such as curling irons or hair straighteners are difficult to find in China. If these are products you plan to use, it is recommended to pack your own (remember- dual voltage 110/220V or just 220V). While students do not pay for use, electricity is expensive in China. Considerate and careful use by students is appreciated. Visit Voltage Valet for more information.

Printers
Printers are available in the IES Abroad Center.

Housing

How to Request Housing

- Check with your study abroad coordinator at your home school for requirements related to your housing placement abroad before you submit your Housing Form. We are not responsible for administering your home school’s policy on housing placements abroad.
- Submit the Housing Form, Form of Agreement and Waiver, and IES Abroad Medical Report in your MyIESabroad account as early as possible.
- We must receive all three documents before we can finalize housing arrangements on your behalf and release your housing assignment to you.
- It is in your best interest to be honest in filling out these documents.

Please be aware that some housing options carry an additional housing fee that will be billed after you arrive at your program location. Be certain to review all costs associated with your housing in advance of making your request.

We will try to meet your preference(s), but cannot guarantee that you will receive your first choice of housing or a housing assignment that meets all of your preferences.
Your specific housing assignment will be sent to you via email approximately three weeks before the program start date, provided you have submitted all three forms.

**Housing Expectations**
We find housing for our students that reflects typical student accommodations in the host city. You will have the best housing experience if you are open to adapting to your accommodations and trying to understand and respect the cultural context in which you are living.

**Changing Your Housing On-Site**
To give you time to adjust to your housing, we will not relocate you into a different housing assignment during the first two weeks of the program.

After two weeks, requests to be relocated will be reviewed by the on-site housing coordinator based on availability and valid reason for change.

You should be aware that substantial financial costs can be encumbered by requesting different housing.

**Xitianyou Hotel**
As an IES Internship student you have the option to live in a double room with an IES roommate in the Xitianyou Hotel on Donghua University campus in west Shanghai. While no meals are provided, you can eat inexpensively in the campus cafeteria or at nearby restaurants. Xitianyou is half a mile from Tianshan Park as well as an 11-minute walk from West Yan’an Road Station (Line 4), a 13-minute walk from Loushanguan Road subway station (Line 2). Hongqiao International Airport is a 20-minute drive away.

**Amenities**
Rooms are equipped with free Wi-Fi and are furnished with beds, desks, desk chairs, a flat-screen cable TV, an electric kettle and closet space. There is a private bathroom in each room.

The staff at 24-hour front desk can assist with luggage storage service. Fax, printing and photocopying facilities are provided. WiFi is also available in public areas of the hotel.
Meals
Meals are not included, but you may take meals at any of several university cafeterias and dining halls. Unfortunately there is no concept of “meal plan” on campuses in China. However it is very inexpensive compared to the U.S. For example, one meal from the cafeteria may cost RMB 10-15 (1.50-2 USD) on average. A good dinner will likely cost no more than RMB 50 (~8 USD). A typical meal might include rice or noodles, stir fried vegetables, and meat or tofu. Shanghai abounds with small, inexpensive, privately-operated restaurants with good food. The cost of outside meals ranges from a few cents at a noodle or dumpling stand to amounts comparable to U.S. prices at major restaurants.

Towels and Linens
Bed linens, pillows, and towels are provided.

Housing Calendar
Housing is provided according to the program dates. You are responsible for your own accommodation, transportation, meals, and luggage storage during the periods not covered by IES Abroad housing. Students who remain in Shanghai between terms are encouraged to ask Center staff at least one month in advance of your move-out date for other housing options.

***Housing accommodations are subject to change depending on availability***

Internet Access
Yes; bring a laptop to access Internet in your room.

Homestay
Living with a family is starting to become more popular among international students in China, but homestay arrangements can be difficult to secure. IES Abroad can make no guarantee that enough homestays will be available to fill the student demand. It is very important that you give careful thought to whether or not homestay is really right for you. This is all the more important in light of the limited number—relative to demand—of host families available each summer. Please consider carefully: the homestay experience can be wonderful, but it is not for everyone.

Benefits
A host family can provide emotional support and social opportunities, as
well as a chance to practice Chinese. If your Chinese language is at a low level, the family may provide a supportive environment in which to practice and improve. Family members may wish to practice their English with you, too. Try to make the most of this opportunity to exchange language and culture.

**Cultural Integration**

Past IES Abroad students have often said that living in a homestay provided them with resources, connections, and lifelong friendships that not only influenced their future careers, but often brought them back to China.

Chinese homestay families are universally eager to get to know Americans and share their ideas, language, and culture with students. Students in homestays participate in all IES Abroad activities and are very much a part of the IES Abroad “family.”

**Important Considerations**

- **A homestay is not a hotel, a boarding house or a bed and breakfast.** You will be living with a family for two months, as a guest in their home, and you must be prepared to adjust to their customs, manners, and diet. This may require you to reevaluate your understanding of personal space and freedom, and to surrender a certain amount of privacy and autonomy. This adjustment will be a very important part of your educational experience.

- **No two homestay situations are the same.** For example, some students will live closer to the IES Abroad Center or host universities, and hospitality may differ among families. Enjoy all of the benefits and challenges of your own experience. The IES Abroad staff will be available to assist you in adjusting to your homestay, so please feel comfortable approaching them with any housing issues.

- **The key to a successful housing arrangement is open communication with your hosts.** Often, it will fall on you to initiate that communication. Remember that you are a representative of your home country and that many Chinese you meet, especially those with whom you live, will base their opinions of your home country on your behavior. You are encouraged to observe local customs involving conservation of resources out of respect for your host family and the local environment.
Homestay Assignments
All homestay families are screened by IES Abroad Shanghai staff and participate in a training program before they begin hosting students. Placements are arranged on a first come first served basis and cannot be guaranteed. You will receive information about your host family approximately two weeks before departing for China.

Housing Calendar
Housing is provided according to the program dates. You are responsible for your own accommodation, transportation, meals, and luggage storage during the periods not covered by IES Abroad housing. IES Abroad housing is not available between terms through IES Abroad. Students who remain in Shanghai between terms are encouraged to ask Center staff at least one month in advance of your move-out date for other housing options.

Commute
Most homestays are located within a 30 to 45 minute commute to Donghua by public transit.

Meal Plan
Homestays will provide two meals (breakfast and dinner) five days a week. You will be responsible for any meals not provided, and you cannot make up meals that you miss. For lunch you may take meals at any of several university cafeterias and dining halls. Unfortunately there is no concept of “meal plan” on campuses in China. However it is very inexpensive compared to the U.S. For example, one meal from the cafeteria may cost RMB 10-15 (1.50-2 USD) on average. A good dinner will likely cost no more than RMB 50 (~8 USD). A typical meal might include rice or noodles, stir fried vegetables, and meat or tofu.

Curfew and Quiet Hours
While IES Abroad does not establish official curfews at homestays, you should ask your homestay hosts when they have quiet hours and respect them. You should also realize that your hosts feel responsible for your general health and safety; if you stay out late without notifying them, you will cause them unnecessary concern and anxiety. Spending the night away from your housing without advance notice violates IES Abroad policy and may result in disciplinary action.

Guest Policy: No Overnight Guests
It is a violation of IES Abroad policy to have an overnight guest in any IES Abroad housing. If family members or friends are planning to visit you, the IES Abroad Shanghai staff can provide you with a list of
accommodations that past visitors have recommended. Students who violate the guest policy will be subject to IES Abroad judicial procedures.

Towels, Sheets, & Laundry
Host families provide bed linens and pillows. In most families, towels and washcloths are included. Unlike washing machines, dryers are not as common in China as in other countries. Even when available, they are used much less; most Chinese people hang their laundry up to air-dry.

PLEASE NOTE: Homestays are extremely limited.

Internet Access

Internet access may be limited in homestays. Depending on your enrollment, you will have access to internet at the IES Abroad Center and/or partner university campus. IES Abroad cannot provide technical support or guarantee internet service 24 hours a day, 7 days a week.

Academics

Academic Overview

Internship Program
Practical experience in the workplace is an invaluable addition to classroom learning. An internship provides vital insights into a career field, experience in the global workplace, practical exposure to the demands of specific jobs, and development of professional and personal skills. As well as developing your CV, an internship will give you the opportunity to directly experience the many cultures and people who make up China. Participating in the IES Internships Program offers you a unique opportunity to step outside your educational environment and experience the Chinese at work. Please note that all internships are unpaid. The IES Internships Program consists of a practical component and a reflective academic element. It requires a significant personal and professional commitment from you. You need to balance the time you devote to your internship each week with a mandatory IES Abroad internship seminar.

Internship Placements
We have established good working relationships with many organizations in Shanghai who participate in our internship program. Internships are offered in the arts, business, education, media,
museums, politics, and theater to give a few examples. Your ability to secure an internship depends upon your self-motivation, ability to meet deadlines, maturity, previous work experience, and flexibility regarding organizations and work projects. We work with you to perfect your resume and hone your interviewing skills so that you are well-prepared for your internship interviews and the local work environment.

The IES Internships Program seeks to mirror the world of work and therefore securing an internship is a competitive process in the same way securing a job would be. The internship is the best match between the skills you offer and what the organization is seeking. Companies and organizations are sent a selection of interns’ CVs. From these they choose which students they would like to interview. Your ability to secure interviews will depend upon the quality of your CV so it is important to work closely with the Internship Coordinator at the local IES Abroad Center.

If you have some understanding of the local language, you will have a wider array of internship opportunities available to you so we encourage you to develop your language skills as much as possible prior to departure. Internship placements are also available if you do not speak the local language, although you may need to be flexible in what types of placements are available. Internships are routinely and formally monitored and all companies/organizations have been vetted by our internship coordinators.

Our Guarantee
We guarantee you a placement in your field of choice, as indicated on the Internship Approval Form you submitted with your application. You can review the specific terms of the guarantee in your Form of Agreement and Waiver.

Required IES Abroad Internship Seminar
The required IES Abroad course, IN 395 Leading Across Cultures Internship Seminar, provides an introduction to the cultural context for the internship placement by examining cultural issues in the workplace with a particular focus on preparation for entering the work environment. Writing and discussion topics also introduce the concept of skill-building in cross-cultural competencies including communication, teamwork, and conflict mediation. The course consists of two parts: online pre-departure modules that prepare you for culturally appropriate résumé development and interviewing skills to facilitate proper placements, and on-site classroom discussions to enable you to fully appreciate what you are learning at the internship host organization.
Seminar topics include:

- Resume Writing & Interview Coaching
- Communicating Across Cultures
- Global Leadership Competencies
- Building Trust & Teamwork
- Networking
- Conflict Negotiation & Mediation
- Stereotypes & Cultural Differences
- International Careers & Job Search Preparation

This course is available as either a 3-credit or 6-credit option. The 3-credit course has four online modules and will meet once per week during the 8-week internship program. The 6-credit course has five online modules and meets twice per week throughout the 8-weeks on-site. A grade, based on the academic and practical component, is awarded and will be recorded on your IES Abroad transcript. Classes are scheduled to have minimum disruption for host organizations’ work schedules and to facilitate attendance by all students. Attendance at each class session is mandatory. The syllabus for this course is available on the IES Abroad website. You may also have the opportunity to participate in optional field trips to complement your internship program for an additional fee.

**Required 2-credit & Optional 1-credit Chinese Language Course**

You will enroll in a 2-credit, 40-hour intensive Chinese language course during the first two weeks of your program. After this it is optional to continue your study by enrolling in a 1-credit Chinese language course to be taken throughout the duration of your program. Doing so may affect the number of hours per week you are available to work at your internship placement as you will need to attend class regularly. If you opt to take the 1-credit Chinese class after the intensive course finishes, class will meet for 2.5 hours per week.

**Optional 3-credit Area Studies Course**

EC/PO 325 - Chinese Economy and Politics: Transition and Development

Complete the 'Course Preregistration Form' to select either the 3-credit or 6-credit internship seminar and indicate if you are interested in enrolling on the optional 1-credit program-long Chinese language course and the optional 3-credit area studies course. You will be automatically be enrolled in the mandatory 2-week Chinese course when you arrive in Shanghai.
Donghua University

About the University

http://english.dhu.edu.cn/

Donghua University (DHU) is one of China’s key public research institutions known for its specialization in information technology, design, textile engineering, material science, and international trade. The IES Internships program will be located on the main Donghua campus in southwest Shanghai. DHU started accepting international students as early as 1954, positioning themselves as an open-minded university welcoming overseas students to enroll in undergraduate, postgraduate, and research programs, as well as non-degree Chinese language programs.

Credit Transfer

How to Verify Credit Transfer with Your Home School
You are responsible for having your courses approved by your home institution. Prior to your departure, verify the transfer of credits (either as general credit or for your major and/or minor) with your home institution by conferring with your academic advisor and study abroad coordinator about which courses you should take while on the program.

We are not responsible if your courses are not approved. See your IES Abroad Student Handbook for important Academic Policy Guidelines.

You may be asked to provide a course description, syllabus, reading lists, written assignments, and other supporting materials from your courses upon returning to your home school; therefore, it is important to keep copies of all such documents. Please note that syllabi for both the required internship seminar, IN 395 - Leading Across cultures, and optional language course (where applicable) are available for download from each location’s program page on the IES Internships website.
Transcripts & Grades

Viewing Your Grades
Final grades are posted online via your MyIESabroad account.

- IES Abroad grades are typically posted online within six to eight weeks of the final day of the program and are made available for approximately 6 months.
- Grades can be viewed regardless of having a financial hold.
- Non-reported “NR” grades indicate that your professor has not yet reported your grades.

Obtaining Your IES Abroad Transcript

- After all of your grades are reported, an official IES Abroad transcript will automatically be sent to your home school if there is no financial hold on your account. A financial hold will be placed if there are any outstanding charges, some of which may be placed at the end of the term.
- Normally, we send your transcript to your home school approximately six to eight weeks after the end of each program.

If you have any questions about your transcript after your program ends, email Steven Schuler, Assistant to the Registrar at sschuler@IESabroad.org.

School of Record

For the purpose of transferring credit, you are required to confirm with your school whether they accept the IES Abroad transcript or if they require a School of Record transcript. If your school accepts the IES Abroad transcript, no further action is needed. To request a School of Record transcript, complete the School of Record Form in your MyIESabroad account.

IES Abroad grades are posted within 6 to 8 weeks of the end of term. Once your financial account is clear, your official IES Abroad transcript will be sent directly to the University of Rochester for processing which takes approximately 3 weeks. Once the University of Rochester has processed your transcript, they will automatically send it to your home college using the address that was provided on this form.
The deadline for submitting these forms are as follows:

- July 1st for fall semester and academic year
- December 15th for spring semester/calendar year
- April 20th for summer

The fee for a School of Record transcript is $375 and is non-refundable.

**Tuition & Financial Aid**

**Paying IES Abroad Directly vs. Paying Your Home School**
Whether you pay IES Abroad program fees directly (including the $500 non-refundable confirmation deposit) or pay program fees to your university is based on your home school’s policies. Ask your home school’s study abroad and financial aid offices how this is managed.

**Confirmation Deposit**
Depending on your home school's policies, you will either pay the confirmation deposit to IES Abroad or to your home school.

The form in your account reflects your school’s policy on deposits. Note that the $500 is not refundable if you withdraw from participation, regardless of whether this amount is paid directly to IES Abroad or to your home school.

What you should know about confirming your place in our program:

- To secure your place, submit the Confirmation Form with your $500 non-refundable deposit.
- This form is due within three weeks of your acceptance to the program or by three weeks after the application deadline passes, whichever comes first.
- The due date is listed next to the form in your account.
- Contact your IES Internships Program Advisor to discuss your options if you are unable to meet the stated deadline for any reason.
- If you decide to defer your enrollment in the program after paying the deposit, we will hold it for up to one calendar year. After one calendar year, you will need to pay a new $500 deposit to
confirm your place on a future IES Abroad or Internships program.

**IES Abroad Financial Aid**
We offer $2.5 million in IES Abroad scholarships and aid to our students each year, including:

- Need-Based Aid
- Merit-Based Scholarships
- Public University Grants
- Diversity Scholarships
- Boren and Gilman Scholarship Support Grants
- Donor-Funded Scholarships
- Disability Grants
- Other Study Abroad Scholarships & Aid

Visit www.iesabroad.org/study-abroad/scholarships to learn about our eligibility requirements and application deadlines.

Consult your home school study abroad coordinator and financial aid officer to determine in advance how your school handles IES Abroad aid.

As the recipient of any IES Abroad aid, it is your responsibility to determine how this award might affect any other aid you receive.

- All IES Abroad financial aid will be applied as a credit to your program fees.
- If you pay your home school for your study abroad program, the aid will appear as a credit on the invoice we send to your school.
- If you are billed directly by IES Abroad, funds will be applied to your portion of the program fee as a credit on the invoice mailed to your home address.
- IES Abroad aid cannot be deferred to a future term, but you may reapply for IES Abroad financial aid for a future term if you defer your enrollment.

**Home School Financial Aid**
If you plan to use financial aid from your home institution to pay for part or all of your IES Abroad program fees, send us an award letter stating how much aid will be awarded for the program and when it will be disbursed. Email your letter to our Accounting Department at accountsreceivable@IESabroad.org, or send a fax to 312.944.1448.
We understand that financial aid is often not disbursed until after the term begins. Once we receive your award letter, we will defer the amount you will be receiving in financial aid until disbursement is made. Upon receipt of your invoice, you are responsible for paying the amount not covered by aid before your program begins.

Before leaving for your program, make a plan for paying the remainder of your balance once the funds are released, using one of the options below. If your home school will not send the funds directly to IES Abroad, make sure someone has the ability to pay the balance due on your account once you are on-site.

**Consortium Agreements**
If your home school requires a consortium agreement or other documentation to release financial aid funds to IES Abroad, send these documents to our Enrollment Management Department at enrollments@IESabroad.org.

We will complete and return these documents to your home school’s financial aid office along with a copy of the fee sheet for your IES Internships program.

**Enrollment Certification**
If you need letters certifying proof of enrollment in an IES Internships program for any reason (scholarship, medical prescription, etc.), email your request to registrar@IESabroad.org.

**Paying your IES Abroad Program Invoice**
IES Abroad Program Invoices for program fees (tuition, housing, and health insurance) are generated on the following schedule:

- Summer and early-starting Fall programs: mid-April
- Fall programs: mid-June
- Spring, January Term, and Winter Quarter programs: mid-November

If we are billing you directly for your program fees, a paper invoice will be mailed to the permanent home address you indicated on your application. An up-to-date version of your IES Abroad Program Invoice is also available in the Optional Forms section of your MyIESabroad account throughout your experience with us.

Keep in mind that charges may be incurred before you leave, while on your program, and after you have returned. See “Fees Incurred On-
Site” below for examples of the type of charges you may incur. Your invoice will be updated as charges are added, and a new paper version will be mailed each time this occurs.

You can submit full or partial payment via the following options.

**Online Payment Options**

- **Direct Account Debit** (also known as e-check or ACH) - submit a payment directly from your checking or savings account *(includes 1% additional fee).*
- **Credit Card** – submit a payment with a credit card *(includes 2.5% additional fee).*

**Alternative Payment Options**

- **Phone** - call the IES Abroad Billing Assistant at 800-995-2300 to pay by direct account debit *(includes 1% additional fee)* or credit card *(includes 2.5% additional fee).*
- **Wire Transfer** - transfer funds to:

  **Account name:** Institute for the International Education of Students
  **Account No:** 886-079-151
  **Bank:** JP Morgan Chase Bank N.A.
  **ABA:** 071000013
  **SWIFT:** CHASUS33
  **Address:** 10 S Dearborn, Chicago, IL 60603

- **Mail** - send a personal check, certified check, or money order to our office in Chicago. Checks must be in U.S. dollars, drawn from a U.S.-based branch, and made out to “IES Abroad” or “The Institute for the International Education of Students.” Note the student name and invoice number on the check. Send your payment to:

  IES Abroad - attn: Billing
  33 West Monroe Street, Suite 2300
  Chicago, IL 60603-5405

**Fees Incurred On-Site**

Additional invoices may be generated after your arrival on-site. Charges may include, but are not limited to:

- Optional field trips
- Housing options carrying an additional fee
- Course readers and copyrights
- Cell phones and/or SIM cards
- Failure to return library resources upon departure
- Housing damage
- Failure to return keys

You may pay these fees by the same methods described above.

Refund Policy

**Confirmation Deposit**
The $500 confirmation deposit is not refundable. Confirmation deposits can be deferred for up to one calendar year. After one calendar year, the deposit is forfeited and must be made again for any future enrollment with IES Abroad.

**Withdrawal or Deferral Before the Program Begins**
We make significant financial commitments on behalf of students well before the start of each IES Internships program. Students who withdraw or defer to a future term after the issuance of the initial IES Abroad Program Invoice but before the program start date are responsible for payment of unrecoverable costs incurred by IES Abroad. A refund is issued only on recoverable costs and only after notice of withdrawal or deferral is received in the Chicago office.

**Withdrawal After the Program Begins**
On or after the published arrival date no refunds will be issued. Appeals for partial refunds will be considered only in cases of serious illness or emergency requiring a student’s withdrawal and in consultation with the Chicago office. The amount of any possible refund will be determined individually on recoverable costs, and will be made at the sole discretion of IES Abroad at the time of withdrawal. Please note that these costs vary considerably and cannot be determined in advance.

Any student who is dismissed after beginning any IES Internships program for any reason forfeits the possibility of any refund for used or unused expenses as well as the comprehensive fee.

Field Trips
Students will have the opportunity to independently travel outside of Shanghai during the Summer Program on weekends. In addition, students can expect to participate in excursions within the Shanghai metropolitan area and the faculty may also arrange a business site visit. IES Abroad students are prohibited from bringing guests on IES Abroad-sponsored field trips. All additional individual travel is at the students’ expense.

Keep in mind that travel in China is primarily by train and bus and can be arduous.

All field trip locations are subject to change.

Shanghai - Tongli - Summer 2016

Explore the town often referred to as a “Chinese Venice,” where 15 small, crisscrossing river lanes are spanned by nearly 50 bridges. These bridges are regarded as sacred architecture by the local people.

Trip Length: 1 day Trip fee: Included in program fee.

Shanghai - Optional Pre-Semester Tibet Trip - Summer 2016

An optional 8-10 day trip to Tibet is offered to Shanghai internship students before the summer semester. You’ll travel to Lhasa, learn about Tibetan Buddhism, hike high mountain passes, and visit the Jokhang Temple and various monasteries, including the Sera Monastery to observe a debate ritual. Lodging will be either local hostels or camping, and most meals and all local transportation is provided.

The destination of this optional pre- or post-semester trip is subject to change or cancellation at any time. You are fully responsible for all costs associated with this optional trip.

<table>
<thead>
<tr>
<th>D1</th>
<th>12PM Depart from Beijing to Lhasa by train (48 hours) T75</th>
</tr>
</thead>
<tbody>
<tr>
<td>D2</td>
<td>Stop at Xining;</td>
</tr>
<tr>
<td></td>
<td>Get on the train K9815 to Lhasa in</td>
</tr>
<tr>
<td>Day</td>
<td>Activities</td>
</tr>
<tr>
<td>-----</td>
<td>------------</td>
</tr>
</tbody>
</table>
| D3  | Arrive in Lhasa in the morning  
     | Afternoon: Barkhor Walk; Jokhang Temple |
| D4  | Morning: Potala Palace tour  
     | Afternoon: Free time or optional city walk |
| D5  | Tour Pabonka Monastery and hike one hour to Sera Monastery to observe debate ritual. |
| D6  | Morning: Leave Lhasa, drive through Kamabala Pass; tour Lake Yamdrok  
     | Afternoon: Camp near the Samding nunnery |
| D7  | Morning and afternoon: Tour Gyantse  
     | Kumbum fortress and assembly hall  
     | Evening: Camp by Lake Yamdrok |
| D8  | Morning: Return to Lhasa |
| D9  | Morning: Return to Beijing by air |

A minimum of 10 participants is required for this trip. If there are fewer than 10 participants, the trip will be cancelled and fees refunded. IES reserves the right, in its sole discretion, to cancel or modify the program for reasons beyond its control for the protection of participants. You must sign an IES Abroad Release and Liability Waiver to participate in the program.

**This trip starts and ends in Beijing so please book your travel accordingly. You will be responsible for your own transportation to Beijing and for your own accommodations up until the start of this field trip. You should also book transportation from Beijing to Shanghai at the conclusion of the trip.**

Trip Length: 8-10 days  
Trip fee: $1,850
In a field trip to the Chinese countryside, you will visit Huangshan (Yellow Mountain) the UNESCO World Heritage Sites that has inspired many of China’s greatest painters. Spend time exploring the stunning landscapes and mountain ranges, while learning about the region’s impact on Chinese civilization.

Trip Length: 3 Days Trip fee: Included in the program fee.

- Fees for optional field trips cover transportation, accommodations, tours and entrance fees, and some meals.
- Field trip enrollment may incur a non-refundable charge which you must pay even if you do not attend the trip.
- All field trip locations are subject to change.
- You are prohibited from bringing guests on IES Abroad-sponsored field trips.

Health & Safety

Safety

Eyewear
Students with prescription eyeglasses should bring a copy of their prescription. Glasses are inexpensive and easily prescribed in China. Contact lenses and lens solution are less widely available. If you wear contact lenses, bring large amounts of lens solution. Keep in mind that the dust and pollution in Shanghai can be very irritating to lens wearers; bring glasses as a backup.

Vaccinations
Vaccinations are not required for entry to China unless you have come from an area known to have reported cases of yellow fever or cholera. Consult your physician regarding the recommended vaccinations for China at www.cdc.gov for diseases such as malaria.

Health in China
Living in China exposes you to bacteria your system has not encountered before, and the strain of adjusting to a new environment may tire you and lower your resistance to illness. Respiratory infections are the most common problem; your encounter with new bacteria may result in respiratory infection shortly after arrival, and respiratory
problems may be exacerbated by dust and pollutants in the air, particularly in winter. Treat respiratory infections conscientiously to ensure that they do not become a chronic problem during your stay. Digestive problems, primarily diarrhea, also occur relatively frequently because of the change in diet. Usually neither of these problems are serious or long-lasting, but either can disrupt your schedule for several days. Over-the-counter medicines are usually effective for treatment of diarrhea.

Standards of hygiene are generally not as high as they are in some other countries. To reduce the risk of infection, wash your hands frequently. Avoid eating uncooked fruits and vegetables unless you peel them yourself. Disposable chopsticks are now the standard; if they are not available in cafeterias or local restaurants, bring your own utensils. Do not drink unboiled water; like the Chinese, stick to tea and bottled drinks. The Chinese diet is much higher in starch and lower in protein; fresh fruit and vegetables are inexpensive and easily found. Vegetarians should note that animal fat may be used in the preparation of some apparently vegetarian dishes. The Chinese word for meat, rou, generally means pork, so a dish said to contain no rou may actually include beef or chicken. If you do not eat meat or fish of any kind, use the phrase “wo chi su,” which means “I eat vegetables”. Outside of yogurt and ice cream, there are few dairy products. Foods are seasonal and not vitamin fortified.

Hepatitis A is common in China, and precautions are advised. Students are also advised to be immunized against Hepatitis B for stays of six months or longer.

While typhoid, malaria, and Japanese encephalitis will likely not be encountered in major urban areas, you should consider precautions if your travel will take you to regions of China where those diseases are found. Cases of typhoid fever are still reported in parts of China, and the U.S. public health service recommends a vaccination for travelers going to smaller cities and villages. However, even those who are vaccinated are not immune to the disease. Malaria is a problem primarily in the rural areas in the southern part of China. If you plan to travel in rural areas during time when mosquitoes and ticks are in season, which varies markedly with latitude, consult your physician about preventative measures. Protection for Japanese encephalitis requires a series of injections over several weeks Ask your doctor about immunization in advance of travel.
Health Insurance

Your health and safety are our highest priority, therefore we require all students to be adequately covered by our prearranged comprehensive international student health insurance plan. Once you have confirmed your place on the program, we will automatically enroll you in the required Cultural Insurance Services International (CISI) international health insurance on your behalf. The mandatory insurance is included in your program cost and cannot be waived for international programs.

You will receive an insurance confirmation/registration email prior to departure. The insurance plan is intended to cover all IES Internships participants while on their program, but certain limits apply. The plan is not intended to replace your existing plan.

More information about your insurance:

- After completing the online insurance registration, you can print your insurance cards and brochures.
- IES Abroad Center staff will provide you with information on local hospitals and doctors during orientation.
- Your coverage will begin on the first day of your program and expire on the last day of your program.
- On-site staff will provide additional information regarding the in-country health insurance plans during orientation.

Students interning in Sydney will be enrolled with the CISI Australia/New Zealand/Japan/Turkey plan (Policy #: GLM N04964998). Students attending programs at all other centers will be enrolled with the CISI standard plan (Policy #: GLM N04964986). This information can also be found in the IES Abroad Student Handbook.

The CISI standard plan policy number is GLM N04964986.

Domestic Program Insurance

If you are studying on an IES Internships summer program in the United States you are not required to purchase the CISI insurance if you are already insured by another provider.
Prescription Drugs

If you plan on taking any type of medicine or prescription drug while on your program, we strongly advise you to consult with your physician prior to departure regarding any need for monitoring.

You may also consult with your doctor regarding on-site referrals, though the IES Abroad Center staff will have a list of physicians available for consultation as well.

It is important that you disclose any health conditions and note any medications on your IES Abroad Medical Report so that we can support you as best we can.

In addition:

- We recommend bringing enough medication to last the duration of your stay.
- If you plan to purchase a particular medication while on the program, you should make certain that it is available in your program location. If so, you will need to see a local physician to obtain a new prescription.
- Do not mail medicines or vitamins; they will be held up in customs, and a prescription from a local doctor must be shown to pick them up.
- Always carry prescription drugs in a drug store bottle with a label showing your name, the generic name, the dosage of the drug, and instructions for use.

Vaccinations

We recommend that you speak with your doctor and/or consult the Centers for Disease Control’s international travelers’ hotline to review up-to-date vaccination requirements for any region or country you select.

Contact the CDC at 800.232.4636 or visit www.cdc.gov.

Travel Safety

Cell Phones & TravelTracker™
Our longstanding commitment to student safety means we work very hard to establish and maintain avenues of communication and information tracking between students and staff.

We require you to have a cell phone during your time on the program to encourage and simplify communications with both the IES Abroad Center and your parents in the event of an emergency.

You will be required to provide your Center with your cell phone number and to keep your phone turned on and charged at all times for the duration of enrollment.

You are also required to submit an electronic independent travel itinerary through TravelTracker™ and/or a paper independent travel itinerary form to Center staff any time you are away overnight.

This information is vital in the event of an emergency and students need to be reached when their cell phones are not functioning.

**Travel Tips**
When planning travel during your time on the program, be sure to keep the following basic health and safety provisions in mind. We recommend that you:

- Travel with a companion whenever possible and avoid walking alone at night, even if you are familiar with the area.
- Stay alert, confident, and aware of your surroundings. Walk purposefully and make eye contact with people around you. Trust your instincts.
- Use helmets, seat belts, life jackets, and other relevant safety devices.
- Always keep your door locked in any facility where you are staying.
- Investigate what emergency medical services are available in the region or country where you will be traveling.
- Choose safe, reliable transportation.
- Don’t rent or buy a motorized vehicle.
- Don’t swim after drinking alcohol.
- Pack a basic first aid kit.
- Leave jewelry and expensive watches at home.
- Carry money, tickets, and passport in body pouches; do not leave them in your hotel room or luggage.
• Carry photocopies of passport, credit cards, and airline tickets.
• Make sure luggage has identification inside and out.
• Keep luggage locked and securely stored.
• Be mindful when withdrawing money from an ATM when you are alone.
• Keep a low profile in public areas. Avoid displaying any object of value (jewelry, cameras, cell phones, electronic devices) that could attract the attention of bag snatchers and pickpockets.
• In addition, you must have your cell phone turned on and with you at all times so that you can be contacted in case of an emergency. You should also inform yourself of any unique situations in specific cities that might necessitate taking additional special precautions.
• When traveling outside of your host country, in addition to leaving an itinerary with your Center, we encourage you to register with the U.S. Embassies/Consulates (or the Embassy/Consulate of the country whose passport you are carrying) in each of the countries you are visiting. In the event of an emergency, disaster or crisis in a country you are visiting, local consular officials will be better able to locate you if you register with them in advance. It is especially important for you to register if you are visiting a country “that is experiencing civil unrest, has an unstable political climate, or is undergoing a natural disaster, such as an earthquake or a hurricane.” As you make travel plans, you can easily register online at step.state.gov/step. Consular registration information is kept private and is not released to anyone without required permissions.
Daily Life

This section of your Predeparture Information delves into what daily life will be like for you in your host city.

This section will answer questions like:

- How will I communicate with my family and friends back home?
- What's the feel of the city and what are the best ways to meet locals?
- How diverse is my host city and how can my needs be accommodated?
- What are some of the expectations of me as an IES Internships student?

Be sure to read through this entire section of your Predeparture Information so you feel as prepared as possible when you first step foot in your host city!

Center

Center Overview

The IES Abroad Shanghai Center is located in New Harbor Service Apartments - the same building as the Economy, Business & Society student apartments - in the heart of central Shanghai. You can easily access all parts of Shanghai from the Center, via an extensive subway and bus system.

Features of the IES Abroad Shanghai Center include:

- Staff offices
- High-speed Internet and printer access
- Student study space

Library

IES Abroad Shanghai students will be able to utilize the Shanghai Jiao Tong University library and IES Internship students will be able to
access the Donghua University library. However, neither are not allowed to borrow books.

For more information on the SJTU library, please visit their website: http://en.sjtu.edu.cn/about-sjtu/library/. SJTU suggests that IES Abroad Shanghai students use the municipal library which is not far from the campus. Please visit their website for more information: http://www.library.sh.cn/Web/index.html

Xiaojun Li, Ph.D. Center Director

Since 2008, Dr. Xiaojun Li has been the Center Director in Shanghai. He grew up in Inner Mongolia, China. Dr. Li worked with The Nature Conservancy (TNC) as the Senior Scientist and Chief Scientist of TNC’s International Programs for more than 11 years, conducting conservation projects and training programs in the United States, the Latin American region, the Pacific region, and China. He started and ran TNC’s Beijing office for three years. Dr. Li joined IES Abroad from The Mountain Institute, where he was the in-country manager for the Institute’s work at three field sites. He received his undergraduate degree from Inner Mongolia University, his Master’s degree of Ecology from Lanzhou University in China, and his Ph.D. in Biological Sciences. He taught undergraduate courses in Beijing Forestry University before he went to Michigan Technological University in the United States for his Ph.D. research that focused on forestry ecology. Dr. Li’s interests include biodiversity conservation, environmental protection, and sustainable development in developing countries.
IES Abroad Staff

Lihong YANG
Student Affairs Coordinator and Customized Program Coordinator

Yuying YANG
Program Assistant

Shuo HAN
Academic Coordinator and Chinese Instruction Coordinator

Wei ZHANG
Chinese language Instructor

Haiyan ZHOU
Chinese Language Instructor

Communications

Cell Phones
Past students have brought cell phones from the U.S. and purchased local SIM cards in Shanghai. There are two major service providers in Shanghai: China Unicom (中国联通) and China Mobile (中国移动). Former students report that China Mobile offers better service compared to China Unicom. China Mobile is slightly more expensive, but has much wider service coverage and better call quality (i.e. better reception). Students can purchase local SIM cards with the help of student assistants once they arrive in China.

International Calls

Landline Telephones
Semester students in homestays may have use of their host family’s phone. In all cases (including homestays), students are responsible for
their own phone charges.

**International Calling Cards**

Calling cards are typically another cheap and reliable way to call home. Inexpensive calling cards can be purchased in China. Center staff will have complete instructions on long distance calling procedures; however, if you would like complete information on calling home through a U.S. provider, you can contact a long distance carrier such as AT&T or Sprint and request a wallet-sized international calling guide. If you are interested in using a U.S. calling card while overseas, you must request it before you leave home.

To avoid extra fees, contact the issuer of the card before leaving and get the country access code from where you will be calling (including other countries you may be visiting). That is the number you will first dial before entering your card number followed by the telephone number you wish to call. Otherwise, you may also buy calling cards in China (sold in denominations of 50 RMB). You should note that using a U.S.-based calling card could result in charges far greater than international calling cards purchased in China.

It is also important to remember that if you use a calling card from your cell phone, you will incur normal cell phone usage charges in addition to calling card fees. We recommend always using calling cards from a landline.

**Keeping in Touch Online**

Internet-based communication is an easy and free way to maintain contact with family and friends back home and abroad. Check out:

- Skype for free internet-based audio and video calling and messaging
- Viber for audio calling and messaging
- Whatsapp for messaging
- Google Hangouts for audio and video calling and messaging

Even if you purchase a basic cell phone if abroad, you can use your smartphone’s Internet-based communications when you are connected to WiFi.
Be sure to check with your cellular provider to ensure that you may access the Internet on your phone without incurring mobile data costs. You’ll probably want to set your phone to Airplane Mode or turn Mobile Data OFF.

Keep in mind that high bandwidth services like Skype may not function as expected in areas with slow Internet connections.

**Laptops**

We strongly encourage you to bring your laptop computer to access the Internet and to complete coursework. Don’t forget to insure it!

**Technical Support**

Our on-site staff is not trained to offer technical support for personal laptops or to assist with hardware or software malfunctions or incompatibilities, though we will be able to direct you to local resources.

We cannot guarantee or support Internet in your housing, but Internet access is available at the IES Abroad Center and we will help you find convenient places that do provide Internet.

**Data Usage**

We do our best to maintain enough bandwidth for everyone at the Center to complete their academic work. We thank you in advance for limiting your internet data usage while at the Center and your housing, especially in regards to downloading non-academic files such as movies and music since this type of usage compromises the ability of other students to complete their online academic work. If you have questions about appropriate internet usage, the Center staff will gladly assist you.

While we do our best to maintain robust Wifi and internet access for students, at the end of the day it's all hooked up to the Chinese internet. Students should be aware that many sites commonly used in the U.S. such as Facebook, Youtube, Google, Gmail, and Twitter are blocked in China.
In addition, due to Chinese Internet controls and infrastructures, accessing overseas sites can be a very slow and frustrating experience. Sites will load significantly slower than the when being accessed from outside China. Many sites will time out. Sites requiring high bandwidth (such as video sites or streaming services) may not function. Students trying to download files from overseas servers (for example, iTunes) will find that download times are much longer than in the U.S. (A single TV show can take up to 10 hours).

You should contact your school's Division of Information Technology to see if there is a free VPN you can download before departure to China. Home school proxy servers are usually pretty reliable or there is always the option of paying for a commercial VPN service. However, beginning in 2013, the government has made it much harder to access sites through a VPN and many commercial services have been rendered useless. Such is life behind “The Great Firewall.” You should note that it is very difficult, if not impossible, to get access to a new VPN (if not already signed up) in China, since the websites selling them are usually blocked. Make sure you set this up before you travel.

**Mail**

If you are an *Economy, Business & Society* student staying at the New Harbor Apartments all of your mail, including FedEx packages, should be sent to your personal mailbox at the New Harbor Apartments.

*Address in English:*
[Student Full Name]  
New Harbor Service Apartments, Suite ____  
No.88, Yongshou Road, Huangpu District  
200021 Shanghai  
China

*Address in Chinese:*
新黄浦酒店公寓__室  
上海市黄浦区永寿路88号  
近大世界

If you are an *Engineering* student staying in the residence hall, you
should have your mail sent to the following address:

Address in English:
IES--[Student Full Name]
Room 322, UM-SJTU Joint Institute
Shanghai Jiao Tong University
800 Dong Chuan Road
200240 Shanghai
China

Address in Chinese:
上海交通大学密西根学院322室
上海市闵行区东川路800号

If you are an Economy, Business & Society, Engineering, or Internships student staying in a homestay, all of your mail will be sent to your homestay address. Students in homestays will receive information about their host family and address before arrival to Shanghai.

If you are a SPRING Engineering student staying in the New Harbor Apartments before moving to the SJTU residence hall, during your time at New Harbor please have your mail sent to the Center address c/o your name. Once at the SJTU residence hall, please use the address written above.

If you are an Internship student staying at the Xitianyou Hotel (Donghua University Hotel), you should have your mail sent to the following address:

Address in English:
[Student Full Name]
Xitianyou Hotel (Donghua University Hotel), Suite ____
827 Zhongshan West Road
Changning District
200051 Shanghai
China

Address in Chinese:
上海喜天游宾馆
上海市长宁区中山西路827号

It is advised to address mail and packages side-by-side in both
Chinese and English.

Having your mail sent to your housing will avoid complications that may arise with delivery of packages, registered letters, and letters with postage due. Airmail may take up to two weeks to reach Shanghai but is usually reliable.

IES Abroad is not responsible for returning packages and/or correspondence to you or to the sender if mail arrives for you after you have departed your IES Abroad program. Please notify friends/family to factor in shipping time as well as your program departure date to ensure that mail does not arrive for you after you have departed.

Customs


In general, you may enter China with items intended for personal use. However, be sure that the items are not illegal. Books, magazines, and videotapes which might be considered pornographic according to strict standards should not be carried into China. Materials which the Chinese government might consider politically unacceptable, especially any materials having to do with the 1989 student “Tiananmen Square incident” or with Falun Gong should be avoided.

Shipping Precautions

- Shipping can be very expensive.
- Packages aren’t guaranteed to arrive, and IES Abroad cannot influence local custom rules.
- As fun as it may be to get packages from home, be prepared for potentially restrictive foreign customs and long delays.
- If friends and family want to send you packages, we recommend they use online retailers that deliver to your host city. For
example, Teleflora and FTD both have international flower delivery options.

- If someone sends you a personal care package from the U.S. or elsewhere, they should indicate that the contents are “used personal items” and give them a low customs value to reduce the risk of high customs fees, though fees are always possible and often unpredictable.
- Most students find it’s easier to take everything they’ll need for their term with them, or plan to buy items they need while on the program.

**Items Often Seized by Customs**

We do not recommend shipping the following items because they are often seized by customs:

- Prescription items, including medications, glasses, and contact lenses
- Toiletries
- Electronics, including parts and accessories
- Homemade food items

**Mailing Replacement Credit/Debit/ATM Cards**

- Replacement credit/debit/ATM cards should be sent in a flat envelope delivered by a private carrier like FedEx or DHL.
- Do not include a replacement credit/debit/ATM card in a care package with other items. We don't recommend one carrier over another—as long as the envelope is sent with a tracking number, the delivery should occur without significant problems or delays, though you may have to pay a customs fee.

**Life in your City**

**City and Culture**

Shanghai is a vibrant, multi-faceted city on the banks of the Huangpu River. Once a small village, Shanghai is now one of the major Chinese metropolises of Asia solidifying its place as the main economic center of China. Shanghai represents the modern Chinese drive toward industrialization and economic development.

Shanghai’s rise can be greatly attributed to Western influence following
the first Opium War, when Shanghai served as one of the original “treaty ports.” Forced open along with several other treaty ports, Shanghai began to grow exponentially due to the influx of foreign trade.

Foreign influences can be witnessed in Shanghai through many lenses, including architecture. The Bund, a famous Shanghai landmark on the riverfront, is a showcase of Western architecture. Old colonial hotels have been converted to government buildings, while the clearing houses of the English and other foreign powers have become national banks.

Shanghai was one of the initial Chinese cities targeted for investment and growth, thanks to the economic policies of Deng Xiao Ping and his instrumental role in the opening of the Pudong as an economic free zone. Live in the heart of Shanghai’s myriad changes, learn about the city’s complex history, and play a role in its future!

### Intercultural Competence

What you gain on your program will likely go beyond friendships, travel savvy, and academic achievement.

A global internship also provides you the unique opportunity to develop intercultural competence, the set of skills required to work and communicate successfully and appropriately with people from other cultures.

Here are a few ways you can develop intercultural competence.

- Be aware of your own cultural orientation and how it impacts your experience of and behavior in your new surroundings.
- Pay attention to the people in your host city, and try to recognize how their cultures impact their behaviors, communication styles, and reactions.
- As you get to know people in your new environment, ask them about behaviors and language that are appropriate in various situations.

Gaining intercultural knowledge and skills can help you to solve everyday problems more easily, to develop a deeper understanding and appreciation for your experience while you’re there, and to interact with diverse groups of people after you return home.
Culture Shock
As you know by now, this experience is extremely rewarding, but it can also be emotionally, psychologically, and even physically challenging. To help you navigate your experience, it may be helpful to familiarize yourself with the stages of culture shock that you may experience and reverse culture shock that you may experience after your return home as seen here: www.iesabroad.org/study-abroad/alumni/re-entry

CORE
Developing intercultural competence is not always easy, but we are here to support you! After you arrive, IES Abroad staff will help you to set appropriate goals for intercultural learning through our Comprehensive Orientation and Re-Entry Experience (CORE), which starts during on-site orientation. Take advantage of CORE to debrief the experiences you have in your new environment, and to learn from our staff and from other students about ways to engage the cultures that you encounter.

Meeting the Locals
Making friends in the local community is often a main priority for students. It’s not always easy to meet people, especially people your own age—doing so will likely require initiative on your part and also courage and perseverance.

Never hesitate to ask the staff at the Center for guidance—they will be glad to help you.

Think about how you get involved at your home campus and seek out opportunities to do something similar while abroad—this is just one ways you might meet people.

Most Chinese people will treat you in a very friendly way. You should remember that you may be perceived as a wealthy person because you come from a wealthy country. Although foreigners are certainly common in Shanghai, you may still attract curious attention in some places, especially from children or less cosmopolitan adults. This will also occur outside Shanghai. People may want to practice speaking English with you if they think you are American, or ask questions considered impolite in U.S. culture (e.g., how much money you make, how much your watch costs). For the most part, this is healthy curiosity, but if the attention becomes annoying, posing questions to your interrogator is often
satisfying to both parties.

Shanghai is of course a Chinese city, but there are also many foreigners there. There is a whole expatriate subculture of luxury hotels, fancy shops for tourists, cocktail parties at embassies, expensive restaurants, and fast food chains like McDonald's, Kentucky Fried Chicken, and Pizza Hut. We urge you not to be a tourist, not to spend your time at five-star hotels, but to try to experience as much of Shanghai as you can.

Associate with Chinese students and working people instead of foreign tourists and business people; go to parks instead of cocktail parties; ride buses, trains, and bicycles instead of taxis. We presume you have deeper goals in China than to be a tourist. Life in China can be challenging, and you will probably seek occasional refuge in a hamburger or a salad. But the real value of your stay lies in your studies and your experience of Chinese life.

Chinese and foreigners associate freely in many situations, and you should have little difficulty making Chinese friends. The IES Abroad Shanghai staff will see that you have many opportunities to meet your Chinese counterparts on campus through extracurricular activities and events.

Keeping a journal, along with photos, during your time abroad is an excellent keepsake to enjoy when you return home, and IES Abroad will often post student photos on our website and in our publications.

Here are some examples of how previous students got involved in the local community (along with students’ comments on how they learned about the opportunity):

- Find a Chinese language partner.
- Participate in a community orchestra.
- Take a tai-ji or dance class.
- Join an athletic team or a local gym. (Basketball is very popular in China!)
- Join a local club or society that aligns with your interests.

Where to find or research opportunities for involvement:

- Ask the Center Staff
- Ask an Ambassador (past participant)
- Ask students at the local university
Go to the club/society fair on the local university campus
Online research

**Gifts**
Taking a few (lightweight) items as gifts is a good idea. The following make good gifts:

- t-shirts or other items with your college logo
- hometown collectibles or locally produced items (ex. I *heart* NY t-shirts, Hershey's/See's Candies, etc)
- photographs of you and your family at home
- calendars and date books with pictures
- special issue stamps
- children’s toys

**Currency**
You will convert money directly into the same currency that everyone in China uses, known as *renminbi* or *RMB* (literally: people’s currency). The unit is called a *yuan*; colloquially known as *kuai*. Remember that printed sources quoting cost estimates do not stay accurate for very long. When you exchange dollars to RMB, you will receive a receipt. **Keep this receipt.** Reconverting from RMB to U.S. dollars can be problematic without it.

Plans to make the RMB internationally convertible may lead to greater fluctuations, so you should check recent exchange rates before your departure. A useful Internet site for foreign exchange rates is www.xe.com.

**Handling Money Abroad**
We recommend that you have at least 250-500 RMB in cash upon arrival to cover immediate expenses. However, we do not recommend that students bring a lot of U.S. cash. ATM machines are plentiful in
Chinese cities and are far more convenient than trying to exchange foreign cash or travelers checks at Chinese banks. If you do bring U.S. cash, we suggest exchanging it before you leave the airport. You can also use an ATM at the airport before you leave.

It is possible that you will be approached on the street in China by people involved in the black market who want to exchange money with you – taking dollars in return for RMB at a slightly higher rate than the official exchange rate. **Do not exchange money with these people.** The black market is illegal, and you may expose yourself to arrest. Also, it is very common to be swindled when making illegal exchanges. Exchange currency only with authorized offices in banks, hotels, and stores.

During your time abroad, you should plan to obtain local currency primarily using an ATM card linked to your home bank account. In case of an emergency, however, you should have more than one way to access funds. The following guidelines will help you plan for financial management abroad.

Below, we provide information on different ways of transferring money to China. The methods differ in terms of speed, reliability, and cost. Because money transfers can take a lengthy period of time, it is especially important while in China to plan well ahead for major expenditures such as travel.

**ATMs**

Using an ATM is the most convenient and safest way to withdraw cash in China from your U.S.-based bank account. With a U.S. ATM card, you may generally withdraw from a subscribing machine; service charges will vary. You will get the best exchange rate possible with no commission and 24-hour accessibility. If you are interested in this option, you must acquire a cash card/debit card and a four digit Personal Identification Number (PIN) before leaving the U.S. If you remember your PIN as a word, make sure you know the numeric equivalent before you leave. Keypads on ATM terminals do not always combine letters and numbers as they do in the U.S.

Test the card and PIN by withdrawing money from a local branch of your bank. **Then confirm with your bank that you will be traveling and that it will work internationally. Do not expect a new, unused card to work for the first time in China. Test it before you leave the U.S.** Your parents or another responsible person can deposit money into your account while you are away. Keep in mind that it may take a few
days for a deposit to clear before you can access the money.

The Center staff can tell you the location of ATMs nearby. There is a fixed charge for each withdrawal, regardless of amount, so you should withdraw the maximum daily amount (2,500 or 3,000 Yuan) allowed each time for local currency withdrawals from a U.S. dollar account in the U.S. Your U.S. bank may also charge you a fee. However, you can use another ATM from another bank, and obtain another dose of cash the same day. Some bank ATMs allow two withdrawals per day, for a total of 6,000 Yuan.

ATMs sometimes refuse foreign ATM cards. If this happens do not try again. Try another ATM machine from a different Chinese bank. If your card does not work--even if you think it should--do not keep trying past two attempts as the machine may keep your card. If you have the same problem, contact your bank back home.

If your ATM card is “eaten” by the ATM, be sure to get the ATM machine printout and write down the name of the bank, and the address of the machine so that you can recover the card.

**Credit Cards**
Credit cards are not widely used for purchases in China, although they are accepted at some stores, hotels, restaurants, and airlines, primarily those catering to foreign tourists (and therefore usually the more expensive stores). Most transactions, even in large amounts, take place in cash.

**Visa/MasterCard**
With a card in your name, you can get a cash advance at designated Chinese banks. The amount you may draw depends on the type of card you have. This method is speedy and convenient, but there is a cost. Currently, the fee is 3% of the total advance. The amount will show as a cash advance on your account; generally there is a charge for this service and you must immediately begin to pay interest on the amount. Visa is recommended over MasterCard.

**Chinese Bank Accounts**
During orientation, Center staff will discuss with you the pros and cons of opening a bank account in China with the Bank of China. Should you decide to do so, your American bank may be able to transfer money directly to your bank in China. It has been noted that this method, while safe, is also time-consuming, and there are fees for all transactions. For short stays (summer programs), most students decide that a bank
account is unnecessary and undesirable. It can take up to 40 days for an American check to clear in China.

It is essential that you and your parents realize that financial responsibilities above and beyond those outlined in the Form of Agreement and Waiver are your responsibility, and the general IES Abroad policy is not to provide students with personal loans. However, in case of emergencies (e.g. accidents, hospitalization) IES Abroad makes down payments or payments on your behalf until you can secure the funds. The Center staff is also glad to provide financial counseling or advice.

Estimated on-site expenses

<table>
<thead>
<tr>
<th>Food &amp; Drink</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Groceries for one week</td>
<td>300 RMB</td>
</tr>
<tr>
<td>Breakfast at a Restaurant</td>
<td>10 RMB</td>
</tr>
<tr>
<td>Lunch at a restaurant</td>
<td>20-40 RMB</td>
</tr>
<tr>
<td>Dinner at a restaurant</td>
<td>20-50 RMB</td>
</tr>
<tr>
<td>Meal in a university dining facility</td>
<td>10 RMB</td>
</tr>
<tr>
<td>Soft drink</td>
<td>3-10 RMB</td>
</tr>
<tr>
<td>Coffee</td>
<td>10-40 RMB</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Housing</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Laundry: Washing</td>
<td>Free</td>
</tr>
<tr>
<td>Laundry: Drying</td>
<td>25 RMB</td>
</tr>
<tr>
<td>UTILITIES</td>
<td>100-200 RMB/Month</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Social Activity &amp; Entertainment</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Movie (w/student id)</td>
<td>50-100 RMB</td>
</tr>
<tr>
<td>Theater performance</td>
<td>200-500 RMB</td>
</tr>
<tr>
<td>Museum entry fee</td>
<td>10-50 RMB (Many are free)</td>
</tr>
<tr>
<td>Dance club cover charge</td>
<td>50 RMB</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Communication</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Internet use at a cyber café</td>
<td>4 RMB</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Transportation</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Subway</td>
<td>4-5 RMB</td>
</tr>
<tr>
<td>bus</td>
<td>2 RMB</td>
</tr>
</tbody>
</table>

| Program expenses                 |           |
Ground transportation from airport to housing/orientation site | 200 RMB

*All estimated predeparture and on-site prices subject to change.

Note: Some on-site expenses will be billed by IES Abroad Chicago to your home address, including textbooks and field trips. You will be charged a replacement cost if any key issued to you by IES Abroad is lost, stolen, damaged or destroyed.

Sports & Fitness

Chinese people, in general, tend to enjoy badminton, volleyball and ping-pong (played by both men and women), and soccer and basketball (played by men). These team sports are good ways to meet Chinese students, especially for men. IES Abroad students have access to these sports facilities as well as to a small weight room on campus. Do keep in mind sports facilities in China are generally not as extensive as those on U.S. campuses.

The most traditional form of exercise is *taijiquan*, practiced in the early morning, usually in groups in public places. But in recent years, *taijiquan*, a kind of slow-motion kung-fu, is being replaced by modern and traditional Western dances.

Diversity

Initiative to Diversify Education Abroad (IDEA)

Our Initiative to Diversify Education Abroad (IDEA) strives to make studying abroad a learning experience accessible to all students, creating a student body that reflects the diversity of both the U.S. and U.S. college students.

We define a diverse student as someone who identifies as a racial/ethnic minority, first-generation college student, economically needy, LGBTQ, and/or is a student who has demonstrated a history of
overcoming adversity (a physical or learning disability, for example). We hope the information here will answer some of the questions or concerns you might have.

If you have any questions or concerns, please feel free to contact our Diversity Director at 800.995.2300 or diversitydirector@iesabroad.org.

We are here to help you have the most enriching experience possible.

**Diversity Abroad**

One of the misconceptions many Americans have about China is that it is not very diverse. In fact, China has 56 distinct ethnic groups and a dizzying array of cultural differences between different regions. Think of China more like a continent than a country: Somebody born in Guangdong in the south and somebody born in Harbin in the north will have just as many differences in terms of language, food, family structure, religion, and culture as somebody from Athens, Greece might have from somebody born in Aberdeen, Scotland.

Nevertheless, Chinese think of diversity differently than people do in the United States. People in China often associate specific characteristics to certain groups and often confuse stereotypes with facts. This can be unsettling for international students, especially those from the U.S. where there exists much greater sensitivity toward the use of ethnic or other stereotypes.

**Minority Students**

Students who are of European descent along with students considered racial and ethnic minorities in the U.S, excluding those of Chinese heritage, will be part of minority populations in China. The CIA’s World Fact Book reports that 91% of the population is Han Chinese. The remaining 9% are other ethnic and national groups like Mongol and Korean.

In recent years China, in particular its urban centers, has been a destination for immigrants from many West African countries. China, like many countries, is working to include this new population and adjust to its social and economic impact. Another result of the increased exposure to different racial/ethnic backgrounds is that language referencing these populations will rarely be the politically polite terms to which many
Americans are accustomed.

Students who appear to be of Asian descent may have a different experience as some Chinese will often “claim” Asian-Americans and Chinese-Americans and might not see them as being fully American. This can lead to misunderstandings especially when somebody from America doesn’t meet expectations that they speak Chinese at a high level or understand certain cultural nuances.

African-American students may find themselves the subject of a lot of attention, very little of it hostile or “racist,” but nevertheless the lack of sensitivity toward racial diversity and a lack of understanding about U.S. history and race relations means that people will often make comments which would be offensive in a U.S. context. It’s important to remember that such comments are almost always made out of ignorance and not hatred, but that might not change how it feels for the student who hears such comments. http://blacklifechina.com/ is a good resource to review.

IES Abroad Staff can provide information on support groups and cultural or social organizations in local ethnic communities.

Sexual Orientation and Gender Identity
Although homosexuality is no longer illegal under Chinese law, China’s history and current residents’ attitudes remain conflicted with regard to LGBT persons. At present the LGBT scene is very low key, especially for women, even in large cities, although this is changing fast.

Before leaving, it is important to reflect on the culturally-based ideas and definitions of sexual identity, and consider how your sexual orientation and gender identity may affect your relationships with residents of your host country. Furthermore, IES Abroad staff can provide more information on what to expect in your particular location.

Religious Issues
The CIA’s World Fact Book, officially describes most of China as atheist. However, Confucianism, Daoism, Buddhism, and Christianity are practiced. As with most aspects of China, visitors must be careful about what opinions and beliefs are voiced publicly with regard to any topic. Students of many religions may find a place in which to practice their beliefs, however, most will be monitored settings. Please remember that being accused of proselytizing -- the active spread of a religion or attempting to convert another person -- is one of the fastest ways to be expelled from China. The government takes this very seriously. Students are free to practice their religion, but should take extreme care.
when discussing religion in a public place. For their personal safety and legal compliance, students should consult and adhere to advice provided by Center staff about religious resources and permitted materials.

**Physical Disabilities**
China provides little in the way of accommodations to promote accessibility. In urban areas, daily living involves crowded streets, and narrow and uneven pathways. Public transportation often does not have elevators or ramps, buildings are rarely built with accommodations for the physically challenged, and few lodging options have appropriate amenities.

**Student Conduct**

**Code of Student Responsibility**

The *IES Abroad Code of Student Responsibility* is based on the premise that our students are guests abroad. Students are expected to abide by the customs of the country in which they are studying and are legally subject to the same laws that govern local students. Students who participate in our programs are representatives of IES Abroad at all times for the duration of their enrollment. Any student who violates any policy outlined in the Code will be subject to administrative review and possible sanctions up to and including dismissal from the program. There are four parts to the *Code of Student Responsibility*: the Academic Integrity Code, the Academic Integrity Code Violation Review Process, the Student Code of Conduct, and Judicial Procedures. Systems for dealing with violations of these policies are outlined in detail in the online IES Abroad Student Handbook. It is in the best interest of all students to read and become familiar with these policies. The Code of Student Responsibility, the IT Policy, the Alcohol and Other Drug Policy, and the Student Sexual Harassment Policy can be found in your IES Abroad Student Handbook.

**IES Abroad Alcohol and Other Drug Policy**
The use of illegal drugs and the abuse of alcohol are seriously detrimental to one’s health and well-being. IES Abroad allows for the consumption of alcohol, within reasonable limits, by students who are of legal age in their host countries. Students who choose to consume alcohol do so with the knowledge that they remain responsible for their actions at all times and are expected to drink responsibly. IES Abroad
does not encourage the use of alcohol or condone any drinking patterns or behaviors that are detrimental to the health and welfare of the individual, IES Abroad, or the community. The possession, use, or distribution of any drugs that are considered by host country law to be illicit or illegal drugs or controlled substances is prohibited. Students are cautioned that ANY ALCOHOL OR OTHER DRUG INFRACTION WILL BE CONSIDERED A GRAVE VIOLATION OF POLICY AND WILL RESULT IN SERIOUS SANCTIONS THAT MAY INCLUDE DISMISSAL FROM THE PROGRAM. The complete Alcohol and Other Drug Policy can be found in the IES Abroad Student Handbook.
Contact Us

This section of your predeparture information gives detailed contact info for your IES Abroad Center and the IES Abroad Chicago office.

Chicago Contact Information

Who to Contact at IES Abroad
Your main contact at IES Internships before your program begins is your Program Advisor. You can reach your advisor at:

- internships@IESabroad.org
- 800.995.2300 or 312.944.1750

For questions about disability accommodations or medical concerns, contact the Dean of Students office at:

- studentaffairs2@IESabroad.org
- 800.995.2300 or 312.944.1750

Email application documents for IES Abroad scholarships to:

- scholarships@IESabroad.org

Chicago Office Hours
8:30 a.m.-4:30 p.m. U.S. Central Time, Monday-Friday

Chicago Office Address
IES Abroad
33 W. Monroe St., Suite 2300
Chicago, IL 60603 USA

Fax Number
312.944.1448

After-Hours Emergency Numbers
If you have an emergency before you depart for the program, call 800.766.7793 or 817.871.4100 to reach a Program Advisor at home. This number should also be used to report flight delays before you arrive in your host city.
If an emergency occurs after you arrive in your host city, your family can call 800.953.0171 or 812.355.3099 to reach a Program Dean at home.

**Center Contact Information**

**Center Address**
IES Abroad Shanghai Center
New Harbor Service Apartments, Suite 2410
No.88, Yongshou Road, Huangpu District Shanghai
200021 China

IES Abroad Shanghai Center
新黄浦酒店公寓, #2410
上海市永寿路88号
近大世界

**Center Phone Number**
From U.S.: +(86) 21.5383.2063
Within China: 21.5383.2063

**Center Fax Number**
From U.S.: +(86) 21-5383-2106
Within China: 21-5383-2106

**Center Hours**
9:00 a.m.-5:00 p.m. Monday-Friday (Closed 12 p.m.-1 p.m.)

**Center Emergency Contacts**
Use the number below for emergencies on-site, including travel delays within China. Please remind friends and family not to use this number except in a real emergency. Keep in mind the time difference between the U.S. and China.

From U.S.: +(86) 150.0044.1050
Within China: 150.0044.1050
(On-site Center Emergency Phone)

From U.S.: +(86) 186.2157.3000
Within China: 186.2157.3000
(IES Abroad Center Director)
From U.S.: +(86) 138 1627 6444
Within China: 138 1627 6444
(Student Affairs Coordinator)