

Zhejiang University – University of Illinois, Urbana-Champaign Institute (ZJUI)

Faculty Handbook

Created by Caitlin Butala for UIUC faculty travelling to ZJUI

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[Date]

CONTENTS

University of Illinois Faculty.....	3
Passport.....	3
Criminal background letter.....	3
Authentication.....	4
Secretary of State Certification.....	4
Visas.....	5
Visa Applications.....	5
Visa Types.....	6
Vaccinations.....	8
Water.....	8
Currency.....	8
Electric Adapters.....	8
Transportation.....	9
Arriving- Pudong Airport.....	9
Baggage Claim.....	9
Life on Campus.....	10
Short-Term Visitors.....	10
Campus Apartments.....	10
Off Campus Apartments.....	11
ID Card.....	11
Dining halls.....	11
Campus Clinic.....	12
Insurance.....	12
Emergencies.....	12
Supermarket/Convenience Store.....	12
INTL ID.....	12
IT Services.....	12
Mail.....	13
Local Transportation.....	13
Requirements for Residency.....	15
Health Check.....	15
Work Permit.....	15
Residency card.....	16
Local Phone/Financial.....	16

SIM Card.....	16
Banking.....	16
Shopping	16
Local City Card.....	17
International School options	17
Chinese School Options	17
Other Helpful Information.....	18
Translation APPs	18
Climate	18
Transferring Money.....	19
Tax	19
Campus Services	19
Library	19
Gymnasium	19
Institute Policies	19
Research funds-.....	19
Leave	20
Things to do around town	20
In Time/ Yin Tai Mall	20
Nanguanxiang	20
Oasis Brewery and Australian Steakhouse.....	21
Hulian Mall	21
Dongshan park	21
Juan Lake Park.....	21
Wuzhen	21
THINGS TO DO IN hANGZHOU	21
West Lake.....	21
Qinghefang Old Street.....	22
LingYin Temple	22
Main Campus	22
University Address.....	22
Consulates And Embassy.....	22
Secretary of State’s Office List.....	23

FACULTY HANDBOOK

UNIVERSITY OF ILLINOIS FACULTY

If traveling from UIUC, Kate Freeman (katefree@illinois.edu) will help you arrange visas, invitation letters, and travel for interviews, or short-term trips. If moving to China, please refer to Visa sections of handbook.

Paperwork for Kate Freeman:

- 1) A passport with at least 8 months of validity still available on the date of travel
- 2) Scan of the passport information page (to request a letter of invitation from Zhejiang)
- 3) Visa application (including instructions for filling this out)
- 4) Visa photo from a store that supplies passport photos (CVS, Walgreens, etc.)
- 5) Passport to send to consulate with the application/visa photo

PASSPORT

If you are applying for a new passport, and traveling in less than 3 weeks, you can apply in person to receive your passport quickly. It is only necessary to visit an agency to apply in person if you need your passport within 14 days to either travel or apply for a foreign entry visa. You must submit the completed application form and all supporting documents at the time of your appointment. Proof of travel is required, a copy of your ticket, travel itinerary or hotel reservation is acceptable. The expedited service fee is \$60. It is paid in addition to the application fee and, in the case of a new passport, the execution fee. All fees can be paid together by check, credit card, money order, bank draft, debit/check card, or cash. Passport offices also offer same day service to renew expired passports or passports that will expire within 8 months if your travel date is within 3 weeks. If your trip is more than 3 weeks away, you can mail your passport in for expedited service. Even if you are only traveling for a short time in China, your passport needs to be valid for at least 8 months. If you have less than a year until your passport expires, they recommend replacing it before you go so that the visas are in the newest passport.

CRIMINAL BACKGROUND LETTER

Documentation of lack of a criminal record or criminal status is not necessary for a F visa for short term staff. For permanent staff, one of the requirements for the Z visa is a criminal background letter from your local police department. It needs to state that you are not currently wanted for any crimes and are not a known criminal. Local police may charge on the order of \$10 for providing this document. You need to bring your ID and checkbook. Police letters must be notarized and dated within 6 months of your intended arrival in China. The

police department that provides the document can notarize it. This then needs to be authenticated with the Secretary of State. See below for details of authentication.

AUTHENTICATION

Authentication and certification is not necessary for a F visa for short term staff. Some documents must be authenticated to be accepted by the Chinese government. These might include birth certificates, marriage certificates, and diplomas. In addition, the police letter for the background check will need to be notarized and authenticated.

Authentication takes 4 days unless you pay to expedite it. Cost is 25\$ per document (\$45 per document if expressed) Express is 2-3 days. Once you pick up your authenticated documents, scan the seal on the back of the authentication and email back to your contact at ZJUI. Once those are received they can move forward with contract, visa, letters for your arrival.

When making copies of documents to be authenticated, make 3 photocopies of your passport and any prior Chinese visas. They will be used for the visa application and authentications. Most consulates have a copier.

SECRETARY OF STATE CERTIFICATION

To have a document authenticated, it must be certified by your Secretary of State. A list of Secretary of State contact information is at the end of this handbook. The Secretary of State charges up to \$30 per document, depending on the state, and needs a notarized copy of the document. Most states charge less than \$10 per document.

Some documents are already “certified” when they are created. For example, a birth certificate is stamped (usually with a raised seal) and the Secretary of State considers that certified, but the Chinese consulate needs it to have the official seal of certification. Because it is already certified, you do not need a notarized copy of the birth certificate, just the original. In that case you would mail/ bring the birth certificate, a check for the amount and the official form to the Secretary of state.

Make a copy of any document that you will be certifying. Keep them in the same order as the original stack. If you are certifying a birth certificate, diploma and marriage certificate, take the copies of the certified birth certificate and stack it on top of all the pages of the diploma, on top of all the pages of the marriage certificate. If you go into your Secretary of State’s office in most states, you will usually receive the documents back authenticated within 60 minutes. There are a few states that charge extra for same day delivery (in some cases it is extremely expensive, check your state’s website before going). If you choose to mail it in, it can take up to two weeks, and if anything on your documents is incorrect, they will mail it back to you and you have to correct and resubmit.

Once your documents have been certified, they will have a seal sticker keeping them together. Do not break this seal, because it will uncertify your documents and you will have to start over. Make a copy of the certified bundle (front page and back page with seal) and add that to your copy stack as the consulate will ask for that to be turned in with the certified copy.

In some states, you can have an agent, or outside company complete these steps for you for a charge. (For example, one company charges \$99 for 1st document authenticated, \$59 each document after that and \$50 for each document certified at Secretary of State.)

Attached at the back is a list of Secretary of State websites and phone numbers for the office that handle authentications.

Once you have the documents back from the Secretary of State, you then need to bring them into the Chinese consulate to be authenticated. If you are in one of the states that's under the Embassy, you may need to call the embassy and ask procedures.

VISAS

VISA APPLICATIONS

Visa applications can be found online at <http://www.china-embassy.org/chn/lszj/bgxz/P020130830121570742708.pdf> . The application must have an original signature. The minimum time to get a visa is 2 days with expedited service. Regular service takes at least 4 business days.

Visa applications require 2 photos, but be aware that these are not the same dimensions as a passport photo. They will accept an untrimmed passport photo, however, and will trim it when you turn it in. Typically, CVS or Walgreen's can provide untrimmed copies. Pay attention to background color requirements. You can take a picture at home and print them out if you follow the guidelines and dimensions required, although a provider is usually a better option. For permanent staff, when getting these pictures, order at least 10 copies -- you will be using these pictures for lots of documents once in China.

You should turn in the application with picture attached, your passport, and a copy of your passport.

Some visa types and situations require fingerprinting, and this in turn requires a visit in person to the China consulate. These requirements have been changing. Please check ahead with Kate Freeman to find out whether an in-person application is required. Permanent staff seeking Z visas almost always have to apply in person.

You will pay for your visa when you pick up your passport with the visa sticker inside. Once you receive your passport with visa, scan the visa sticker for yourself and future reference. Professional visa services can retrieve your passport if a second in-person visit is not possible.

Visa cost is \$140 for normal (4 days) service and \$160 for expedited service (2 days).

All Visa applications must include:

1. Passport- Original signed passport with at least eight months of remaining validity and blank visa pages, and a copy of the passport's data page and the photo page if it is separate.

2. [Visa Application Form \(Form V.2013\)](#) and Photo- One completed Visa Application Form with a photo on glossy photo paper glued onto the form (your photo must meet [the requirements](#)).
3. Proof of legal stay or residence status (applicable to non-U.S. citizens)- You must provide the original and photocopy of your valid certificates or visa of stay, residence, employment or student status, or other valid certificates of legal staying provided by the relevant authorities of the country where you are currently staying.
4. Photocopy of previous Chinese passports or previous Chinese visas (applicable to those who were previously Chinese citizens and have obtained different citizenship more recently)

If you have obtained Chinese visas before and want to apply for a Chinese visa with a renewed passport that does not contain any Chinese visa, you should present the photocopy of the previous passport's data page and the photo page if it is separate, as well as the previous Chinese visa page(s). (If your name on the current passport differs from that on the previous one, you must provide an official document of name change.)

VISA TYPES

F Visa- (Visiting faculty and Faculty candidates) Foreigners who intend to go to China for exchanges, visits, study tours and other non-business activities.

F visa applications must also include: An invitation letter issued by a relevant entity or individual in China. The invitation should contain:

- A. Information on the applicant (full name, gender, date of birth, etc.)
- B. Information on the planned visit (purpose of visit, arrival and departure dates, place(s) to be visited, relations between the applicant and the inviting entity or individual, financial source for expenditures)
- C. Information on the inviting entity or individual (name, contact telephone number, address, official stamp, signature of the legal representative or the inviting individual)

F visas have a limited entry time in the country and holders must leave China and reenter before the time is up. Many people go to Hong Kong, Macau or Tokyo since these are close reentry points. The institute will attempt to obtain visas with the longest possible stay between reentries.

S1 Visa- (Visa for non-working spouse/children) Foreigners who intend to go to China to visit the foreigners working or studying in China, spouses, parents, sons or daughters under the age of 18 or parents-in-law, or to those who intend to go to China for other private affairs. The intended duration of stay in China exceeds 180 days.

S1 visa applications must also include: An invitation letter from the inviting individual (a foreigner who stays or resides in China for work or studies) which contains:

- A. Information on the applicant (full name, gender, date of birth, etc.)
- B. Information on the visit (purpose of visit, arrival and departure dates, place of intended residence, relations between the applicant and the inviting individual, financial source for expenditures, etc.)
- C. Information on the inviting individual (name, contact telephone number, address, signature, etc.)

A photocopy of the inviting individual's passport and residence permit

Original and photocopy of certification (marriage certificate, birth certificate, certification of kinship issued by Public Security Bureau or notarized certification of kinship) showing the relationship of immediate family members between applicants and inviting individual. ("Immediate family members" refers to spouses, parents, sons or daughters under the age of 18, parents-in-law.)

Z-Visa- (Permanent Faculty) Foreigners who intend to work in China.

One of the following documents:

- A. Foreigners Employment Permit of the People's Republic of China issued by Chinese government authorities for Human Resources and Social Security; if your intended work period is 90 days or less, you need to provide an Approval of Short-Term Employment for Foreigners Working in P.R. China. You must apply for your visa before the commencing work date indicated on the Approval and you will be allowed to work only within the period indicated in the Approval.
- B. Permit for Foreign Experts Working in China issued by the State Bureau of Foreign Experts.
- C. Registration Certificate of Resident Representative Offices of enterprises of foreign countries(regions) issued by Chinese authorities of industrial and commercial administration.
- D. An approval document for commercial performances issued by the Chinese government authorities for cultural affairs; if your intended performance period is 90 days or less, you need to provide an Approval of Short-Term Employment for Foreigners Working in P.R. China. You must apply for your visa before the commencing performance date indicated on the Approval and you will be allowed to perform only within the period indicated in the Approval.

E. Letter of Invitation to Foreigners for Offshore Petroleum Operations in China issued by China National Offshore Oil Corporation.

A Z visa allows for a single-entry and 30-day initial stay. The holder must work with ZJUI staff to apply for a temporary residency permit well before the end of the 30-day interval. The permit is issued by local immigration offices in Haining (or Hangzhou) and requires about three weeks for processing. Internal travel in China is possible during the application process, but overseas travel is not possible until passport is returned.

VACCINATIONS

The CDC recommends that you have the following vaccinations before coming to China: Hepatitis A, Typhoid, a Tetanus booster, and a Polio Booster if you haven't had one (adults should get one polio booster). There are also optional vaccinations available (Japanese Encephalitis, Rabies) These are more for rural areas and not required for Haining. Malaria medication is also not a necessity in Haining.

WATER

It is not recommended to drink the tap water anywhere in China. Bottled water is readily available and most water served in restaurants is hot and has been boiled. In the residential college and faculty apartments there is a water filter available in the kitchen. The water fountains in the residential college are fine to drink, and the office buildings also offer a drinking water filter on each floor.

CURRENCY

The UIUC office for ZJUI has a small amount of Chinese currency to assist short-term visitors. The China ZJUI office has access to limited Chinese cash in exchange for US cash if this is needed. Visa and Mastercard transactions are supported relatively well. Debit cards, such as Busey Bank ATM cards, work at many ATM machines in China. China Construction Bank accepts the most foreign debit cards of the ATM options on campus. Typically, ATM exchange rates are better than airport exchange booths, and airport booths inside China have much better rates than booths in the US. Most visitors find only limited needs for cash, but see below for apartment security deposit expectations.

ELECTRIC ADAPTERS

Appliances in China run on 220 V, 50 Hz supply. Most modern phones and computer chargers support international power input, but check the label and do not use a device labeled only for 120 V in China. Most outlets can accept two-prong US-style plugs without an adapter. See the image.



Appliances such as hair dryers, irons, blenders, etc. rarely have international ratings and most likely are not safe to operate on 220 V unless purchased in China. Transformers to step down 220 V to 110 V can be bought online in the US and China, but the frequency is 50 Hz so this is not a universal solution. Always check before plugging in any US appliance or electronic into a Chinese outlet for the voltage input rating, since 120 V devices will be damaged or destroyed by 220 V power.

TRANSPORTATION - (this is for Professors arranging their own travel)

For Professors arranging their own travel, when your flight has been arranged, please notify Bonnie at zishenyf@zju.edu.cn so that she can arrange your ground transportation to and from the airport. You can arrange a DIDI taxi on your own if you are familiar with the app.

ARRIVING- PUDONG AIRPORT

Once you step off the plane in Pudong airport, you will be directed via signs to immigration, baggage claim, and customs. You will walk through a health check line that takes your temperature, and if your temperature is high you may be pulled out for additional screening.

The next step is immigration. You will need a completed arrival card; blank copies should have been provided on board the aircraft (although blank copies are available as you enter immigration). The officer will scan and stamp your passport, take your arrival card, and take your picture. If you have a single-entry visa, it will be marked as used. You can then go pick up your luggage.

BAGGAGE CLAIM

There are free carts near the luggage carousels. Once your luggage is gathered, proceed through the customs line. Walk through the green section marked "Nothing to Declare" unless you have goods to declare (<http://english.customs.gov.cn/Statics/88707c1e-aa4e-40ca-a968-bdbdbb565e4f.html>). Please email Caitlin Butala Caitlin@intl.zju.edu.cn with any questions you have regarding luggage, customs or immigration.

If you or the university have arranged a driver, the customs exit is a gauntlet of taxi drivers, hotel shuttles, private cars, and people picking up family. Look for a driver holding your name on a sign. The driver could be in any of the first or second rows. The staff should have provided a name, car license number, and cell phone in case of any issues. The drivers generally do not speak English, but translation apps should be enough for them to understand a message such as “we did not see you and are waiting next to ().” The driver will escort you to the vehicle and get you to the university. The drive is about an hour and three-quarters. There are also trains, busses, and shuttles to get you to the university; directions for these have been attached at the end. In general, private cars are the fastest alternative.

LIFE ON CAMPUS

SHORT-TERM VISITORS

Short-term visitors are accommodated in the fully furnished Residential College apartments, the on-campus hotel, or a luxury hotel in Haining (or Hangzhou). These arrangements generally use a direct-bill system, so the traveler only needs to check in and have their passport and visa available for the record. Keep all receipts for reimbursement.

CAMPUS APARTMENTS

If you are staying long-term in the Residential College apartments or Staff/Faculty apartments, there is a 2000RMB deposit that you need to pay the first night you arrive. You can use a foreign debit card at the ATMs on campus or in the airport to take out cash to pay this deposit. The apartments are fully furnished. They already have bedding, and an initial stock of toiletries. So, on your first night here, you just have to show up and everything is ready for you.

In these apartments, your kitchen is equipped with plates, cups, silverware, and an electric water kettle. Each room has a washer/dryer (one unit) in the room. There is a hair dryer included in the bathroom. The apartments have both air-conditioning and heat, and instructions are provided for all the appliances. The apartments are serviced once a week, which includes trash removal, floor cleaning, and once a month bedding changed. You can request more frequent cleanings for a fee.

In the residential college your kitchen also has a rice cooker but no other pots or pans. In the Staff apartments your kitchen has a knife set, a selection of utensils, a wok, and a steamer pot, but no rice cooker.

TV is available in the apartments, there are several international channels (200-299). These channels include HBO, Star Movies, Star Sports, Cinemax, National Geographic, BBC News and a selection of videos on demand.

For permanent staff, rent is paid quarterly and can be deducted from your pay or paid to the apartment. Electric and water are also due quarterly and can be deducted. Gas is paid through a gas card directly to the gas company. You will be given a card that you refill as necessary. Staff at the apartment can help you refill the gas card.

There is a reception desk at the front entrance of the Residential College that can help with any issues that may come up. Repair or maintenance requests can be placed with them. The reception desk can also help with calling taxis. In the Staff Apartments, room 100 on the first floor is the reception area.

OFF CAMPUS APARTMENTS

Haining Talent Apartments are also connected to the university. There are 40 apartments in a complex allocated to Zhejiang University. Talent Apartments are located off campus but accessible by bus, either 29 or 33.

Moon Bay Apartments are located off campus but within walking distance and there are two apartment buildings in the complex that are ZJU owned and managed. It is very similar to the staff apartments on campus but there is no dishwasher or oven available in these units. Selection of goods provided for the apartment may vary as well. There are 72 apartments available in this complex.

There is a Second Talent Apartment opening soon that is farther away from campus.

ID CARD

Except for short-term visitors, the campus will provide an ID card, ready for you that first night. It serves as the key to your apartment and to get into the apartment building. In addition, it is the way to pay for meals in the dining halls. You will need to go into the Student Center the first day and put money on it. Just bring in cash or credit card and tell the person behind the desk that you need to “top up”. They will put the money on your card and you are ready to eat in the dining hall. The card can be linked to Alipay to top up for you when the balance gets low. Any costs over 30RMB require a passcode to complete the purchase. That passcode is the last 6 digits of your passport number. Short-term visitors receive a key card for apartment access, but staff or hosts will cover food costs.

DINING HALLS

Campus Dining Center Opening Hour

Restaurant	Meal	Time
1 st floor canteen	Breakfast	07:00 -09:00
	Lunch	11:00 -13:00
	Dinner	16:30 -18:30
2 nd floor canteen	Breakfast	07:00- 09:00
	Lunch	11:00-13:00
	Dinner	16:30-18:30

On each floor of the canteen now there are different sections of food options, first floor is predominantly Western food while the second floor has halal options and three types of Chinese options.

CAMPUS CLINIC

There is a medical clinic on campus that offers ordinary medical services to faculty and students. It accepts either type of insurance offered to faculty. They are open for emergencies 24 hours a day, but regular hours are 8am-9pm. If a serious injury occurs, it is better to dial 120. To visit, bring your insurance card and campus ID card. Short term visitors with UIUC insurance or traveler's insurance can still use the campus clinic or local hospital with your passport or id card and insurance card.

INSURANCE

Tenure track professors are enrolled in a health insurance contract through Zhejiang University. Once it is approved, you will receive a card that must be brought into the doctor's office or hospital when you go. For non-tenure track faculty, the first year there will be a health insurance contract bought for you. Once your health results are sent to the university, they will use that information to apply for insurance for you. If you need to go the doctor, you will pay upfront, and then submit the receipt for reimbursement through the insurance plan.

For short term faculty from UIUC, you will still be on your UIUC insurance plan. When overseas, most of the UIUC plans only cover emergencies. You may wish to consider additional travel insurance.

EMERGENCIES

On campus, if you have an emergency, there are two numbers to call available 24 hours a day. If it is a medical emergency, call 87572119. For all other emergencies, call 87572120. The campus numbers do not have an English speaker available.

In case of emergencies off campus, the Fire Dept. number is 119, the Police number is 110 and the ambulance is 120. The first number to call is 110 and they can redirect your call as necessary for other emergencies. When the operator answers you can say "English please" and they will direct you to an English-speaking officer if one is available.

SUPERMARKET/CONVENIENCE STORE

The campus supermarket has essential supplies that include toothpaste, laundry soap, dish soap, wash cloths, towels, stationary supplies, fresh fruit, milk, chips, sodas, and candy. It has recently expanded and may begin to offer more options. The campus supermarket accepts campus ID card, cash, local debit card, WeChat and Alipay. Hours: 7:30 -21:00 (holiday business hours will vary)

INTL ID

INTL ID is the identity management system of International Campus. You can use it to access WIFI (ZJUWLAN) within the campus, login office365 platform and other applications. There can be up to four devices logged into your INTL account internet.

Please change your password before use via <http://password.intl.zju.edu.cn>.

IT SERVICES

IT hours are 8:30- 5:30 but can be reached at 0571-87572699 24 hours a day or 2669 from a campus phone. <http://its.intl.zju.edu.cn/> email : its.intl@zju.edu.cn

MAIL

Mail, packages, and other deliveries are handled by the campus Post office, they may be picked up in the Lockers available around campus or in the post office itself. . You will get a text message with a 6-digit code if it is in the lockers, enter the last 4 digits of your phone number on the top line, followed by the 6-digit code on the second line. A door will pop open with your package inside. If it is in the post office, you get a tracking number (csc 1-3-6 for example) to show them. The staff is extremely helpful and will help you find a package if something gets misplaced. International packages will be in the post office, if your phone number is on the package, they will call you when it arrives. If your number is not on the package, you will need to go into the post office to check to see if it has arrived yet.

If you need to mail a letter or package, the post office can also help you with that. Addresses must be written in Chinese and in English (or language of country it's being sent to) If it doesn't have both, it will not get to its destination. The Chinese and English addresses for the university are written at the bottom of this guidebook. This is the most accurate address to use for shipping as well. In general, private delivery services (DHL, FedEx, etc.) are more popular than the government China Post, although there are mailboxes on campus for outgoing post.

LOCAL TRANSPORTATION

The campus operates a commuter shuttle bus to Hangzhou daily, it drops off at the Zhejiang University main (ZJG) campus. To reserve a space on the shuttle, visit the campus operation center page on the international campus website (<http://cocapp.intl.zju.edu.cn/web/en/buslist.html>).

TRAINS

Haining Railway station has frequent trains that go to the Shanghai South station (in the heart of Shanghai) and to Hangzhou East station. It takes an hour and a half to get to Shanghai by this conventional low-speed rail connection. There is also a high-speed train to Shanghai Hongqiao station departing from Tongxiang. It takes about 30 min by taxi to Tongxiang station and then 30 min to Shanghai on the train. Please note that the "Haining West" (Haining Xi) high-speed rail station, although technically within the boundary of Haining, is essentially in Hangzhou and about an hour taxi ride by expressway to campus. It is not recommended as a destination. Go to www.12306.cn to book a train ticket online or view the train schedules. Hangzhou East station (Hangzhou Dong) is a major rail hub for both conventional and high-speed rail.

BUSSES

There are busses that go around town, picking up outside the campus gate. The three direct busses from campus are the 15, 29 and 33. All three pick up near the campus North Gate. The 15 bus takes you down the main road that the university is on, it goes past China Mobile stores, banks, restaurants, and to the old town Nanguanxiang. The 29 bus takes you to the In-Time Mall. And the 33 bus takes you to Walmart and to the railway station. There is another bus ,202, that will also take you to the train station, but doesn't come by the university as often. There is a bus map available at <http://zjui.intl.zju.edu.cn/en/content/2404> that shows these three bus routes.

Line	Start Stop & Terminal Stop	Time of First and Last Bus	Interval Time	Stops
Line 15	Passenger Transportation Center-Shooting Range	6:00 – 18:30	16-18min	Transportation Center, Leather City, Gymnasium, etc.
	Shooting Range-Passenger Transportation Center	6:30 – 19:00		
Line 33	International Campus-Railway Station	6:20 – 21:00	15-20min	Railway Station, Lianhelukou (to Wal-Mart), etc.
	Railway Station-International Campus	6:20 – 20:30		
Line 933	International Campus-Passenger Transportation Center	18:30 – 21:00	30-40min	Transportation Center, Intime Mall, People’s Hospital, etc.
	Passenger Transportation Center-International Campus			
Line 29	Passenger Transportation Center-Xingguangcun	6:20 – 18:20	10 – 15min	Transportation Center, Intime Mall (Nigong Qiao), etc.
	Xingguangcun-Passenger Transportation Center	6:20 – 18:20	10-15min	
Line 202	Railway Station-Shiduncun	6:30 – 17:50	50min	Railway Station, Haining Museum, etc.
	Shiduncun-Railway Station	6:20 – 17:20		
Sub-line 29	Passenger Transportation Center-Xingguangcun	Daily Bus	-	Passing Talent Apartment at about 7:40
	Xingguangcun-Passenger Transportation Center	Daily Bus		Passing International Campus at about 17:40
According to the actual situation, Bus lines will be adjusted irregularly. Detailed information of adjustment can be inquired in WeChat public account of “Haining Dayuan Gongjiao”(海宁大元公交).				

Line	Start Stop & Terminal Stop	Time of First and Last Bus	Interval Time	Stops
Download the APP Doudou Gongjiao for info of Bus Route and real-time arrival time.				

TAXIS

Taxis are available by asking at the front desk of the residential college or student center or ordered through DIDI. The average cost of a taxi to In-Time mall is about 20 RMB. Tipping is not normal in China, including taxis. You can add the university address as “home” and it will be saved into your app for future use. DIDI can be accessed through Alipay or in its own app. Most drivers will call to confirm, and you can send them a message through the app that is translated for you. If you are using a US phone, even with a local sim card, you may have issues getting an exact location for pickup.

CARS

To buy a car in China you need to have a license. An international license is not accepted. If you have a current driver’s license from your home state or country, you only need to take the written exam. It is provided in English and you must pass 90 out of 100 to get your license. There is a study guide and practice test online at Chinadriver.org/exam. Once you get your license you will still need some assistance to buy a car and have it registered.

E-BIKE

To get an electric scooter, there is no need for a license, and it does not need to be registered. You can buy a new or secondhand e-bike in Haining. There are shops along Shuiyueting Rd, you can buy one on Taobao or Jd.com as well. There is an e-bike charging area on campus by the gym and by the west gate behind the hotel. Prices range from 2500-5000 RMB.

REQUIREMENTS FOR RESIDENCY

HEALTH CHECK

For permanent staff, in the first few days, you will be taken to get a health check, which is required to get a residency card. The cost is 482 RMB. It takes about one and a half hours and needs 3 passport pictures. It’s required for children entering international school as well, although the chest x-ray is optional. The fee for children is the same.

The health check consists of a blood pressure check, urine sample, blood draw, chest x-ray, ENT, EKG (also called ECG), ultrasound, and surgery check (bones, mobility).

A few days after the check, results will be mailed to the university.

WORK PERMIT

The health check is also a part of the requirements for a work permit. This is only required for permanent staff. There will be a form filled out that is submitted with the results of the health

check. You will receive a work permit card after a time. Keep it with your documents, as it is not necessary to carry it on your person. You cannot apply for a residency card until the work permit is available.

RESIDENCY CARD

For permanent staff, after your health check is completed, you will fill out an application for residency. However, until your work permit comes in, you cannot go to apply for residency. Do not be concerned if this happens on the last day before your 30 days in country expires on your visa. This is normal. When it is ready, a staff member will accompany you to the Haining entry/exit office to register. You need to bring your passport and one passport picture. Registering consists of getting your picture taken, and sitting while they go over your paperwork. You will get back a color print out paper with your name, passport number, and picture with an official stamp on it. This serves as a valid in-country identification until your permit and passport are released by the entry office. You can use this temporary permit to buy train tickets or as an official form of ID, but it does not allow you to leave Mainland China. You should get your passport back in approximately 3 weeks (plus any holidays). You will pay the fee (400 RMB) for the residency card when you pick up your passport. Your passport will have the residency card sticker in it.

LOCAL PHONE/FINANCIAL

SIM CARD

You need to have your passport to get a sim card for a Chinese phone number. You need a Chinese number to open a bank account, and to order groceries and other essentials online. Do not buy a sim card if the vendor does not ask for your passport, because the card will not be properly registered and will not work. There is a China mobile kiosk on campus located in the same building as the post office, China Mobile is the company that provides student and faculty discounts for plans. Most likely a staff member will go with you, but you can go on your own. This should be done before applying for the residency card.

BANKING

You need a Chinese phone number and your passport to open a bank account. Also bring another form of ID with a picture on it (driver's license or state ID). There is a mini branch of the Agriculture Bank of China(ABC) on campus, but they can't open bank accounts. Agriculture Bank of China also has new regulations about foreigners getting bank accounts, and it can take longer to get a bank account through ABC. China Construction Bank, Bank of China and Agriculture Bank of China all have ATMs here on campus. Again, a staff member will likely go with you to help you navigate any bank in town. This should also be done before applying for the residency card.

SHOPPING

If you can't find what you're looking for at the supermarket, it can be delivered through one of many China shopping sites, or you can take a bus or taxi to get supplies. The In-Time mall is close, and it has a movie theater, restaurants and a supermarket on the basement level of the mall. There is a new In-Time Mall opening summer of 2021 just southwest of campus within

walking distance, there will be a movie theater, restaurants and a supermarket. There are local markets around town, a large one is off the 15-bus line. Aegean Mall is also on a bus route, and has movie theaters, restaurants and a market. Pharmacies are stand-alone stores and identified by a green cross on the sign.

Taobao.com- groceries, clothes, household goods, electronics

JD. Com- groceries, clothes, household goods, electronics

Baopals.com- English site that searches JD and Taobao and gives you English results.

Amazon.cn- Can get items from overseas or local, need a residency card for customs for any items coming from overseas

To get help setting up an account with these websites, please see Caitlin Butala.

LOCAL CITY CARD

A local city card, called a “citizen card” in China, can be obtained with your passport or a photocopy of your passport from the student center. The student center can help you put money on the card so that it can be used for bus fare and to rent a bike at any of the bike docking stations around town. When using a bus, tap the card on the pad above the time. It will automatically deduct the 1RMB fare from the card.

When renting a bike, tap the card on the bike rack pad, and the bike will release. With a card, the first hour of bike use is free. You can return the bike at any bike rental location around town. When returning a bike, tap the card on the pad again and it will show you the amount owed/deducted. Anything after the first hour is 2RMB per hour.

The card can also be used to obtain a local library card. The library is in downtown Haining, and has a small selection of English books.

INTERNATIONAL SCHOOL OPTIONS

Yew Wah school in Tongxiang is the closest international school. Like ZJUI, it is a new campus and is growing year by year. There are international schools in Hangzhou and Shanghai as well, but they are much farther. Some visiting faculty have elected to be based in Hangzhou and use a school there. There is a guide about the Yew Wah international school and the Hangzhou international schools available; please email Caitlin Butala at Caitlin.18@intl.zju.edu.cn. There are two other international options in Jiaying, with some faculty members children attending.

CHINESE SCHOOL OPTIONS

Primary School is usually the school that is closest to your home, for professors living on campus, that school would be 硖石小学 Xiashi Primary School, only 1KM from campus. There is another school, 紫微小学 Ziwei Primary School, only 3.6KM away from campus, that is rated as the top primary school in the area.

宏达小学 Hongda School offers continuous education, providing kindergarten, primary, middle school, high school education, is a boarding school as well. 5.7KM from campus.

Middle school options are 海宁市第一初级中学 Haining No.1 Middle School which is 5.9KM from campus and 南苑中学 Nanyuan Middle School which is 4.5KM from campus.

High school options include 海宁市高级中学 Haining Senior High School , ranked number one, it is 2km from the campus. Their website is <http://hg.zjhnedu.cn/> . The other top rated high school is 海宁市第一中学 Haining No.1 High School and it is 6KM from campus. Their website is <http://hnyz.zjhnedu.cn/>.

OTHER HELPFUL INFORMATION

WeChat- (APP) It is the major form of communication in China, as it does calling and texting, and pays bills, orders groceries, buy movie tickets, pay at restaurants. You can sign up before you get your Chinese phone number, it will not change your profile to change numbers. After you get your bank card you can add it to WeChat. When adding your bank card, you will need to write your name in all caps or it will tell you that it doesn't match the bank's information. If you have any problems with that please see Caitlin Butala.

Alipay- (APP) pays bills, gets taxis, buy movie tickets, charge up your phone and can be used to pay lots of places. This will also allow you to top up your dining card.

DIDI- (APP) calls taxis to your location for a ride. Save the school address as your home location. You can message the driver through the app, it will be translated for you.

The above need a Chinese phone number to order, and a Chinese bank account or WeChat to charge to. You will receive messages and phone calls in Chinese about your deliveries, you can add instructions to text you instead of calling, and then you can translate the text.

There is also a new app for the university, INTLCampus ZJU. This app has access to emergency numbers, scheduling a seat on the campus shuttle, news on campus and many other features. (<http://app.intl.zju.edu.cn/>)

TRANSLATION APPS

These are several translation apps that have proven to be helpful.

Youdao, Baidu translate, Pleco , Google Translate with the offline language pack downloaded

On WeChat there is also a translate button in chats, it is very helpful to communicate with any friends you add to your WeChat.

CLIMATE

Haining has mild winters with only a few days a year having night-time lows below freezing. Summer highs can approach 100 F. Spring and summer are relatively rainy, with September as the wettest month. December is the driest month. By tradition, heat is not used in this region

unless the temperature falls below 50 F, and many people prefer to leave windows open all winter.

TRANSFERRING MONEY

Transferring money into or out of China can be difficult as there are limits to the amounts foreigners can transfer. It takes time to transfer, depending on your method of transfer can take 14 days or more. Transferwise.com and Western Union are options, or speak with faculty that are already here for more options. Until you have your bank account set up, you can use most foreign debit cards at the ATMs and use cash.

TAX

From the US side, if you have more than \$10,000 (approximately 65,000 RMB- depending on exchange rate) in a China bank account at any point in the year, you will need to fill out a US Treasury form, Report of Foreign Bank and Financial Accounts, even if you do not have to pay taxes. There is a higher level that requires additional reporting on IRS Form 8938. The Treasury form is available at <https://bsaefiling.fincen.treas.gov/NoRegFBARFiler.html> .

For faculty members who seek to invoke the US-China Tax Treaty, IRS Form 8802 is important to establish prior US residency. The US-China Tax Treaty prevents double-taxation on income: any tax paid to either country is credited against tax owed in the other. There is also a clause that avoids local tax on short-term visitors. The treaty can be found at <http://www.irs.gov/pub/irs-trty/china.pdf>.

CAMPUS SERVICES

LIBRARY

Library books can be requested from any of ZJU libraries, up to 12 at a time. The library website is lib.intl.zju.edu.cn and your login is your staff number (located on your ID card) and the initial password is 9999. After your first login you should change your password. If one of the libraries in the ZJU system does not have a book you are looking for, inform the library staff and they will order the book for you.

The library hours are 8:30- 22:30 everyday.

GYMNASIUM

The gym is open from 9-9, You can reserve a court at <http://www.intl.zju.edu.cn/en/head-nav/faculty-staff> and following venue booking. There are basketball courts, tennis courts, badminton courts, and table tennis tables as well as soccer fields that can be reserved.

INSTITUTE POLICIES

RESEARCH FUNDS-

For professors with research funds, Sharon Zhu is the Secretary for Research and she will help to coordinate the research proposal submission, and handle relevant research admin issues, her email: xinanzhu@intl.zju.edu.cn.

LEAVE

CAMPUS OR CLASSROOM ABSENCE AND TRAVEL REQUESTS

If illness or another unforeseen emergency requires classroom absence, faculty should inform Qiang Lu (qlu66@zju.edu.cn) and Nuojun Lin(zilinnj@zju.edu.cn). They in turn will notify students and help implement any proposed last-minute arrangements. This notice should be provided even if a last-minute faculty substitute can be arranged.

Any travel involving classroom absence needs to be requested at least one week in advance, along with a summary of the alternative arrangements for the class. Typical acceptable arrangements should include (roughly in order): a substitute faculty presenter; a suitable guest speaker; administration of a test or assignment by a TA or substitute faculty member; class led by a TA; rescheduling (but only if agreed by the students), including alternative activities such as field trips or evening meetings. These requests should be sent to Tony (zhouyf@zju.edu.cn) with copy to Qiang Lu.

Travel of any duration on ZJUI business (including conference travel), UIUC, or ZJU business, should be reported in advance, generally at least a week ahead. This report serves to document the request and establish the business purpose for reimbursement. However, we generally do not need reporting about trips to other ZJU campuses unless ZJUI reimbursement will be requested or class will be missed. Reports should go to Tony.

Campus absence of 5 days or more for any reason, including leave during breaks, personal time, etc. should be reported at least one week in advance, except in cases of a health emergency or death in the family that might require less notice. The purpose is to have a record of who is available on campus, and to help faculty and staff document leave time. The request does not need to be detailed about destinations or travel plans. Shorter trips can be reported as desired to help faculty and staff document leave time, although this is not required. Reports should go to Tony.

THINGS TO DO AROUND TOWN

IN TIME/ YIN TAI MALL

This mall has a movie theater and a large selection of restaurants. There is Pizza Hut, Hotpot, sushi and a variety of other dining options, most on the top floor. There are also a few arcades with in the mall and plenty of shopping options.

Address: No.365 Haichang road Tel: +86 573 87500000

Hours: Sunday to Thursday 9:30~ 21:30 Friday & Saturday 9:30 ~ 22:00

NANGUANXIANG

Nanguanxiang is the old town, it has restaurant options, tea and coffee shops, and beautiful scenery. There are also some new stores going in (opening summer of 2018) that have been built to fit the look of old town. There will be a Starbucks, McDonalds, Dairy Queen, Prada, Coach and other high-end stores.

OASIS BREWERY AND AUSTRALIAN STEAKHOUSE

Oasis is an Australian bar and grill serving western style foods. They also brew their own selection of beers. Professors can get a discount card by talking to the owner and letting him know that you teach at the university.

185-69 Wenzong Road South Tel: +86 573 8760 6362

ROSEMARY'S ITALIAN RESTAURANT

Rosemary's is an authentic Italian restaurant in the heart of Haining, serving pastas, pizzas, and other Italian goods.

No.23 Wenli Road_ Tel: +86 86 573 8780 9992

AEGEAN MALL

Aegean Mall is another mall with a movie theater, restaurants and shopping. There is a grocery store on basement level. It is accessible by taking the 202 bus.

No.58 workers Road (Gong Ren Road) Tel: +86 573-87285777 Hour: 9:00 ~ 21:00

DONGSHAN PARK

Dongshan is a scenic park with a garden atmosphere and beautiful Chinese architecture. The Pagoda that can be seen lit up at night is at this park. It is located close to campus, and is off the 15 bus route.

JUAN LAKE PARK

Juan Lake Park is just south of campus. There are bike and walking trails around the entire lake perimeter. The park has several sculptures and viewpoints for the lake and the surroundings.

WUZHEN

Wuzhen is a water town in the nearby city of Tongxiang. It is about an hour to get there by taxi from the university. There are two sides of Wuzhen, the East side and the west side. To enter either side you need to buy a ticket, it is 150RMB for both sides for the day, West Area is 120RMB, East Area is 100RMB. Both sides have beautiful canals, restaurants, and views. The biggest highlight of East Area are the folk performances, such as shadow plays, Huagu Opera, martial arts performances on boats, and bamboo pole climbing. West Area has been rebuilt and renovated in the original style with many charming architectural features: colonnades, small bridges, balconies, piers, wooden windows and doors, and gray stone walls and paving. Xi Zha has few local residents and is instead given over to accommodation for visitors.

THINGS TO DO IN HANGZHOU

WEST LAKE

West Lake is the most famous attraction in Hangzhou. Walk, bike, or boat around West Lake to relax in an extensive example of China's classic garden style. The landscape of West Lake is so iconic that it's printed on the one yuan note.

QINGHEFANG OLD STREET

This is a good place to experience the life of Old Hangzhou, because it is the epitome of historic Hangzhou. It is a place for shopping, eating, and sightseeing. You can see the well-preserved old buildings, explore the interesting stores, and buy some souvenirs. It's just east of West Lake, about 10 minutes' walk.

LINGYIN TEMPLE

The Lingyin (Souls Retreat) Temple is one of the most famous Buddhist Temples in China. It was constructed in 326AD at the foot of Lingyin Mountain by an Indian monk named Huili with a history of more than 1,600 years. The temple has the Front Hall, the Hall and the Hall of Herb Masters. China's largest wood-carving of sitting Buddha Sakyamuni sits in the Magnificent Hall.

MAIN CAMPUS

The main campus has many dining options, a large library, and has the convenience of the shuttle bus to our campus. The shuttle bus stops at two of the five Hangzhou campuses of Zhejiang University, Zijiangang campus (main campus) and Yuquan campus. Seats on the shuttle bus can be reserved on the ZJU app or online at

<http://cocapp.intl.zju.edu.cn/web/en/buslist.html>

UNIVERSITY ADDRESS

ZJU-UIUC Institute, International Campus, Haining, Zhejiang, China

718 East Haizhou Road, Haining, 314400, Zhejiang Province, China

浙江省海宁市海州东路 718 号

Note that this is the street address based on the main south gate.

CONSULATES AND EMBASSY

Chinese Consulate in Chicago- <http://www.chinaconsulatechicago.org/eng/>

1 East Erie Street, Suite 500, Chicago, IL 60611 Office hours: 9:00am -12:00pm 1:00pm- 2:30pm

Services these states- Colorado, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Wisconsin

Chinese Embassy in Washington DC- <http://www.china-embassy.org/eng/>

Chinese Consulate of New York – <http://newyork.china-consulate.org/eng/>

Chinese Consulate in San Francisco- <http://www.chinaconsulatesf.org/eng/>

Chinese Consulate in Los Angeles- <http://losangeles.china-consulate.org/eng/>

Chinese Consulate in Houston- <http://houston.china-consulate.org/eng/>

SECRETARY OF STATE'S OFFICE LIST

Federal Documents need to be authenticated through -

<https://travel.state.gov/content/travel/en/legal-considerations/judicial/authentication-of-documents/office-of-authentications.html>

Alabama- 334-242-7200 <http://sos.alabama.gov/administrative-services/authentications>

Alaska- 907-465-2530 <http://ltgov.alaska.gov/notaries-public/authentications-and-apostilles/>

Arizona- 602-542-3230 <https://www.azsos.gov/services/authentication-and-apostille>

Arkansas- 501-682-1010
<http://www.sos.arkansas.gov/BCS/Pages/apostilleCertification.aspx>

California- 916-653-3795 <http://www.sos.ca.gov/notary/authentication/>

Colorado- 303-894-2251 <https://www.sos.state.co.us/pubs/notary/apostilleHelp.html>

Connecticut- 203-566-3216 <http://portal.ct.gov/SOTS/Legislative-Services/Authentication-of-Documents-and-the-Apostille>

Delaware- 302-739-4111 http://corp.delaware.gov/apost_info.shtml

District of Columbia- 202-727-7278 <https://os.dc.gov/service/authentications>

Florida- 904-488-9000 <http://dos.myflorida.com/sunbiz/other-services/apostille-notarial-certification/>

Georgia- 404-656-2817 <https://www.apostille.us/services/state/georgia.shtml>

Hawaii- 808-586-2727 <http://ltgov.hawaii.gov/the-office/apostilles-and-certifications/>

Idaho- 208-334-2300 <https://sos.idaho.gov/notary/apostille/index.html>

Illinois- 217-782-7880
<http://www.cyberdriveillinois.com/departments/index/apostilles.html>

Indiana- 317-232-6576 <http://www.state.in.us/sos/business/2377.htm>

Iowa- 515-281-5204 <https://sos.iowa.gov/business/pdf/APCERT.pdf>

Kansas- 913-296-2236
http://www.kssos.org/business/notary_public/certifications.html

Kentucky- 502-564-2848 <https://sos.ky.gov/bus/businessrecords/Pages/Apostilles-and-Authentications.aspx>

Louisiana- 504-925-4704
<https://www.sos.la.gov/NotaryAndCertifications/Certifications/AuthenticateSignaturesOfLouisianaOfficials/Pages/default.aspx>

Maine- 207-287-3676 <http://www.maine.gov/sos/cec/forms/apos-auth-request-form.pdf>

Maryland- 410-225-1330 <http://sos.maryland.gov/Certifications/Pages/default.aspx>

Massachusetts- 617-727-9640 <https://www.sec.state.ma.us/pre/precom/comidx.htm>

Michigan- 517-334-6206 http://www.michigan.gov/sos/0,4670,7-127-1638_8734--00.html

Minnesota- 612-296-2803 <http://www.sos.state.mn.us/notary-apostille/apostille-authentication/how-to-get-an-apostille/>

Mississippi- 601-359-1333 <http://www.sos.ms.gov/BusinessServices/Pages/Apostilles-Authentications.aspx>

Missouri- 314-751-1310 <https://s1.sos.mo.gov/business/notary/notary/certify>

Montana- 406-444-3665 <http://sos.mt.gov/notary/apostilles>

Nebraska- 402-471-4079 http://www.sos.ne.gov/business/notary/not_auth.html

Nevada- 702-687-5203 <http://nvsos.gov/sos/businesses/apostille>

New Hampshire- 603-271-3242 <http://sos.nh.gov/certs.aspx>

New Jersey- 609-530-6400 <http://www.state.nj.us/treasury/revenue/apostilles.shtml>

New Mexico- 505-827-4508
http://www.sos.state.nm.us/Business_Services/Apostille_Information_Overview.aspx

New York- 518-474-4752 <https://www.dos.ny.gov/licensing/apostille.html>

North Carolina- 919-733-4201 <https://www.sosnc.gov/authen/>

North Dakota- 701-328-4284 <https://sos.nd.gov/notaries-public/authentications-apostille-and-certification>

Ohio- 614-466-3910 <https://www.sos.state.oh.us/records/apostilles-certifications/submission-information/>

Oklahoma- 405-521-3911 <https://www.sos.ok.gov/business/apostilles.aspx>

Oregon- 503-986-2200 <http://sos.oregon.gov/business/Pages/how-to-get-authentication-apostille.aspx>

Pennsylvania 717-787-1057
http://www.dos.pa.gov/OtherServices/Certifications_Apostilles/Pages/How-Do-I-Obtain-an-Apostille-or-Certification.aspx

Puerto Rico- 787-722-2121 <https://estado.pr.gov/en/certification-of-documents-and-filing-regulations/>

Rhode Island- <http://sos.ri.gov/divisions/Business-Portal/Certifications-Apostille-Goodstanding> 401-277-2357

South Carolina- <http://www.scsos.com/Apostilles> 803-734-2158

South Dakota- 605-773-4845 <http://sdsos.gov/general-services/apostilles-authentications.aspx>

Tennessee- 615-741-2286 http://www.tn.gov/sos/bus_svc/apostilles_info.htm

Texas- 512-463-5555 <https://www.sos.state.tx.us/authinfo.shtml>

Utah- 801-530-4849 <https://authentications.utah.gov/>

Vermont- 802-828-2386 <https://www.sec.state.vt.us/archives-records/certifications-fees/apostilles-authentications.aspx>

Virginia- 804-371-9141 <https://commonwealth.virginia.gov/official-documents/authentications/>

Washington- 360-725-0377
<https://www.sos.wa.gov/corps/apostilles/HowtoobtainanApostilleorCertification.aspx>

West Virginia- 304-558-8000 <http://www.sos.wv.gov/business-licensing/apostilles-authentications/Pages/default.aspx>

Wisconsin- 608-266-3590 <http://www.sos.state.wi.us/apostilles.htm>

Wyoming- 307-777-7311

<http://soswy.state.wy.us/Services/DocumentRequirements.aspx>