



Location and Course Information Beijing, China

The following contains very important information to help you pack and prepare for your stay in Beijing, China as well as details regarding the training location and training course itself. Please read this thoroughly and keep it for future reference.

Deposit

If you have not yet paid a deposit and received confirmation of payment, you are not yet "officially" registered for a course. Should you still need to make a deposit, please review the available payment methods in your original acceptance letter.

Final Payment

You have the following options for final payment:

A. Bank Transfer

This can be arranged either before or upon arrival.

Beneficiary Name: **Beijing Na Bao International Language Training Center**

Beneficiary's Account No: **0200080609200098250**

Name of Beneficiary' Bank: **Beijing CBD Sub-Branch Office, Industrial & Commercial Bank of China**

Swift Code: **ICBKCNBJ**

Sub-Branch Code (BIC Code): **806**

B. Cash payments on arrival

If payments have not been received by the end of class Wednesday afternoon of the first week, you must gain permission from henry@teflife.com to remain in the course.

Visa and Passport Information

All visitors to China are required to carry a passport valid for at least six months after arrival date.

Under recent legislation, you need to apply for an **F visa (business visa)** to attend the course, as if you were attending a business seminar. This process takes about 2~3 weeks. Once your place has been confirmed, we will give you all the information you need to process the visa application.

Please note that currently, American passport holders are unable to obtain visas at the Chinese border and airports.

For more information on obtaining visas please visit one of the following PRC Embassy websites: <http://www.china-embassy.org/eng/hzqz/t84229.htm>

Washington D.C. <http://www.china-embassy.org/eng/hzqz/default.htm>
New York <http://www.nyconsulate.prchina.org/eng/>

**As this information is subject to change at any time, we advise everyone to contact your local consulate for current travel regulations prior to planning your trip.*

Working in Beijing

If you are planning on seeking work in Beijing, please bring along your original diploma and transcripts from College, Technical School or High School, as well as a copy of your birth certificate.

TEFL International has been very successful in assisting our course graduates locate teaching job opportunities and vacancies.

Transportation upon Arrival

The training center hosted by Noble Int'l Language Training Center and is located at:

TEFL International Beijing Office

Exit C of Guo Mao (Beijing Int'l Trade Center) Subway Station (By Line 1 or Line 10)
Room 501, Tower B, Jian Wai SOHO
East 3rd Ring Road
Chao Yang District, Beijing, China
Phone Number: (+8610) 58690073
Fax: (+8610) 58690079

Address in Chinese: 北京市朝阳区东三环中路39号建外SOHO B座501室

Contact Number: **+8613910659968 (Henry Yan)**

If you arrive anytime on Saturday or Sunday prior to the start of the course an airport transfer will be arranged to meet you at the airport. Those not arriving on these days will be responsible for their transportation.

Important Note:

Regardless of your arrival day and time, we ask that you assist us in preparing for all arrivals by providing us with your travel arrangements via email at henry@teflife.com – essential if you plan to use the provided airport transfer on Saturday or Sunday. Please do so as soon as your travel plans are confirmed and at least one week prior to your scheduled arrival time. Help us help you by providing this information!

Should you have any problems with transportation or meeting the airport transfer, please feel free to reach us thru the mobile number below:

Henry: +86 13910659968/(8610)58690073

Accommodation Details

Your accommodation is available starting on the Saturday before the course begins through Friday (5:00 p.m.) following the final week. We hope you will plan to arrive in Beijing by

Saturday as this will give you a chance to relax and get accustomed to your surroundings before the course begins. All accommodations will be available at 3 p.m. on the Saturday before the start of the course. Students must move out before 12 p.m. on the Saturday after the course.

Note: If you are planning on arriving early, we recommend staying at the Beijing Zhao Long Hostel. It is close to the school and located in the center of the city near our center - about 20 minutes by subway to the school.

The Housing Options:

Standard Local Apartment: Please do not expect your accommodations will look like a hotel or a palace; it is a very ordinary Chinese style apartment. As Beijing is an enormous city, most people commute to work, it usually takes about 45 minutes to 1 hour from one place to another during rush hour. Our school is located in the Central Business District, so it takes about 40 minutes from your accommodations to the school.

- a. **Single room - US\$ 300:** furnished apartments with 2 or 3 bedrooms, standard kitchen and bathroom. You will need to purchase your own sheets, pillows and toiletries.
- b. **Shared room - US\$ 200:** furnished, standard kitchen and shared bathroom. Couples coming together and sharing an apartment would receive a 10% discount on accommodations. You will need to purchase your own sheets, pillows and toiletries.

Accommodation at Beijing Zhao Long Youth Hostel

There are many hostels in Beijing, this one has one of the best ratings and is close to the school - about 20 minutes by subway.

Rates are as follows:

Single room: 180 RMB per night

Double room: 160 RMB per night

One room with 4 beds: 70 RMB per night

One room with 6 beds: 60 RMB per night

The hostel's address: *No.2, Gong Ti Bei Lu, Chaoyang District, Beijing, China. 100027*

Phone: (8610) 65972266

Website: <http://www.zhaolonghotel.com.cn/qingnianen.asp>

Home stay – US\$ 450

Live with a Chinese family and learn the local culture and language. This option does not include meals. This needs to be arranged 1 month in advance.

Internet

There is internet access at the school available from 8:30 a.m. to 9:00 p.m.

Mail

Outgoing mail can be left at the front desk and will be posted the following morning. We simply charge you the same price that the post office charges us.

First Aid

All minor injuries can be treated at the training location. Medication for food poisoning - including antibiotic drugs - is available at local pharmacies. In the case of food poisoning or other

stomach problems trainees are advised to temporarily avoid eating. Drink only bottled water until the symptoms subside and then gradually introduce other foods into your diet beginning with steamed rice.

If there is any serious injury, please inform the Course Director or one of the staff and transportation will be provided to a local hospital for treatment. An emergency contact list is posted in the classroom.

Meals

Food is one of the things Beijing is proud of. People here love to eat and the restaurants show it. The local places are inexpensive and vary from western food to traditional Beijing local food.

Laundry

A washing machine will be offered in all the accommodations.

Smoking and Drinking Policy

Smoking is not allowed anywhere inside the school facilities or inside any of the hotel rooms. Should you wish to smoke, smoke away from the school property.

Possession or the use of drugs is illegal. We have a zero tolerance rule pertaining to drugs, on or off of the premises.

There is also a strict "No Drinking" policy while on school grounds. What you do in your spare time is your business. However public intoxication at the school will not be tolerated.

COURSE ADMINISTRATIVE INFORMATION

Training Course Schedule

The first class will take place Monday morning at 9:00 a.m. The course schedule will be provided on Monday morning. Sessions generally run between 9:00 a.m. and 4:30 p.m. with appropriate breaks.

Trainees are expected to attend all input and other sessions included on the schedule unless they are sick and require medical treatment. This is particularly important for Teaching Practice (TP). It is very difficult to arrange an alternate TP time and there will be an additional fee for rescheduled TP.

Course Dress Requirements

For all input and tutorial sessions at the training location, there are no specific dress requirements, yet we ask that you be mindful of your peers and respectful of the fact that you are a visitor in another country.

During Teaching Practice, however, there are specific dress requirements that adhere to the local working culture and basic ideas of professionalism. All trainees are expected to dress "casually smart".

Resources

Please bring a pen and a notebook for taking notes during class. All relevant forms and instructions will be provided, as well as notes from the input sessions.

Various books are provided for use by trainees. However, no books should be removed from the classroom without specific permission from the Course Administrator. Signing in and out of all books is required.

You will be required to prepare materials for your Teaching Practice. The school keeps an initial supply of basic tools necessary to make student materials.

A photocopying machine is available for use by all trainees without charge.

TRAINEE COURSE FEEDBACK SESSIONS

There will be a trainee feedback session at the end of the course and we try to schedule after the first two weeks as well. These sessions are aimed to give trainees the opportunity to provide feedback regarding anything to do with the course, accommodations, and so on. We welcome your open and honest feedback so we can continue to improve the training course and the facilities provided at the training location. Although there are scheduled feedback times, please feel free to give feedback to the Course Director or the Academic Director at any time. Of course, we welcome all positive comments as well!

Problems and Complaints

If any trainee has a personal problem which may interfere with course studies, please talk to one of the trainers.

If any trainee has a complaint about any aspect of the course or about any of the trainers, please see the Course Director. If you feel that you would like to keep your complaint anonymous, please write or type your complaint and leave it in the suggestion box at the front desk.

*****ADDITIONAL INFORMATION*****

Basic Introduction

Beijing offers some of the most dynamic culture, rich history, and amazing food in the world. Beijing is the capital of the People's Republic of China. The city is the center of politics, culture, and international exchange, as well as one of the largest metropolises of industry, finance and trade. Living in Beijing offers an amazing lifestyle for a foreigner teaching English. It's cheap and has everything you want. The nightlife in Beijing is one of the best in Asia.

Things to do in Beijing

- **Daily life:** If you really want to experience the real side of Beijing, take a trip to the Hutongs (traditional Chinese areas), here you can find traditional Beijingers living the Beijing lifestyle, playing chess in the streets or just relaxing with an afternoon drink. Locals are extremely friendly to foreigners and always want to involve them and having a good time. Beijing allows you to live a modern lifestyle but still be able to step back in time and experience the past with ancient relics, areas and food. For a foreigner it's easy to live a great lifestyle and enjoy your time in Beijing.
- **The nightlife:** One big difference between Beijing and other Asian cities is the nightlife. From bars to nightclubs you can stay out all night and have a lot of fun. Bars range from local spots to glamorous clubs. You can get it all here. Some of the hot spots are: Houhai, the Sanlitun Bar Street and Chao Yang Park.

- **Shopping:** You'll be shocked when you go shopping in the “Yashow” and “Silk Market” in Beijing. You can buy an array of designer brands for next to nothing. Polo shirts can start at 4 dollars. Beijing offers all products of the world for ridiculous prices. DVDs run from 1 Dollar, cloths and electronics all at good prices. You'll never get tired shopping here.

Working in Beijing

Teaching English is a rewarding experience. While working in Beijing you will meet lifelong friends, live in luxury and gain skills such as communication and public speaking ability. This experience will be beneficial for any carrier you choose in any field. You will have the ability to work with all ages and levels. For a qualified teacher who likes a challenge, to learn and likes adventure Beijing is the city for you.

Get Acquainted!

Before your arrival, we highly recommend you purchase a descriptive guide book or do some online research to familiarize yourself and get acquainted with Beijing and all it has to offer.

We look forward to meeting you to the fascinating city of Beijing!

FREQUENTLY ASKED QUESTIONS **Beijing, China**

General Questions

- 1. What does the tuition for the program include?**
Tuition, course materials, certification and moderation fees. Airfares and food are not included.
- 2. How much money will I need to bring with me and can I use my ATM card?**
Foreign ATM cards and credit cards are widely accepted in Beijing but not as widely accepted China; therefore, do not depend on cards for access to cash outside of Beijing. Wire or bank transfers usually take up a week to process. During the four-week course you should have access to about 350 USD to cover general living expenses such as food and transportation. Plan on limiting the amount of money you convert to local RMB, as it cannot be converted back to foreign currencies.
- 3. What is an average program day like?**
Class time is generally 9:00 am to 4:30 pm, with mid morning and afternoon breaks and a lunch break. In the morning the student will learn methodology and teaching techniques; in the afternoon there will be teacher practice as well as feedback sessions.
- 4. How many students on average are in the program each month?**
The maximum class size in the Beijing course is 35, however it is split up into two groups. Normally we've been having somewhere around twenty trainees, with ten per group. Most of the participants are American, British, Canadian or Australian, although we do accept non-native speakers of English who have a high proficiency in the language.
- 5. What are the teaching practice students and classes like?**

We use local Chinese students for the trainees' teaching practice. Chinese students are very keen and enthusiastic and because we don't charge them to attend, all students come to classes purely because they want to.

6. What are the program's accommodations like?

Your accommodation is available starting on the Saturday before the course begins through Friday (5:00 p.m.) following the final week. We hope you will plan to arrive in Beijing by Saturday as this will give you a chance to relax and get accustomed to your surroundings before the course begins. All accommodations will be available at 3 p.m. on the Saturday before the start of the course. Students must move out before 12 p.m. on the Saturday after the course.

Accommodation Details

Note: If you are planning on arriving early, we recommend staying at the Beijing Zhao Long Hostel. It is close to the school and located in the center of the city near our center - about 20 minutes by subway to the school.

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Standard Local Apartment: Please do not expect your accommodations will look like a hotel or a palace; it is a very ordinary Chinese style apartment. As Beijing is an enormous city, most people commute to work, it usually takes about 45 minutes to 1 hour from one place to another during rush hour. Also our school is located in the Central Business District, so it takes about 40 minutes from your accommodations to the school, but hey, you are here to learn and experience the culture, so be prepared.

- c. **Single room - US\$ 300:** furnished apartments with 2 or 3 bedrooms, standard kitchen and bathroom. You will need to purchase your own sheets, pillows and toiletries.
- d. **Shared room - US\$ 200:** furnished, standard kitchen and shared bathroom. Couples coming together and sharing an apartment would receive a 10% discount on accommodations. You will need to purchase your own sheets, pillows and toiletries.

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Home stay – US\$ 450

Live with a Chinese family and learn the local culture and language. This option does not include meals. This needs to be arranged 1 month in advance.

7. Can I have things shipped or mailed to me at the school?

Yes! Below is our address:

TEFL International Beijing Office

Exit C of Guo Mao (Beijing Int'l Trade Center) Subway Station (By Line 1 or Line 10)
Room 501, Tower B, Jian Wai SOHO
East 3rd Ring Road
Chao Yang District, Beijing, China
Phone Number: (+8610) 58690073
Fax: (+8610) 58690079

Address in Chinese: 北京市朝阳区东三环中路39号建外SOHO B座501室

8. Can I bring my laptop?

Yes, WIFI is available in the school. Starbucks also has a wireless connection, which is only five minutes' walk from where we are. There are also 3 computers with internet access in the center for lesson planning and assignments for trainees free of charge.

The job market and teaching in China: Paperwork and documentation

1. What is the TEFL job market in China like? Will I have trouble getting a job?

The TEFL job market in China is excellent at the moment. Finding employment is only difficult if you wait until the last day of the course to start looking for a job. With just a little patience, you will certainly locate work in no time, usually in the area of your choice.

2. When do I need to start looking for work in China? Where do I start?

We suggest you begin setting up interviews and sending resumes in the second or third week of the course.

3. What will TEFL International do to help me secure employment?

We can give you a list of schools in China and help you with resume and interview preparation. We guarantee job placement assistance, but please note that TEFL International doesn't "guarantee" its graduates employment in China as such. This job placement assistance program is an integral part of the course and is available for as long as you may require it.

4. What is the average salary like?

The average salary's in China range greatly depending on the city and how much you want to work. The average salary in Beijing is about 8,000 to 10,000 RMB per month. However, we have had graduates making as much as 20,000 RMB. This depends on what type of school or company you work for and whether you work full time or part-time.

5. Do most schools provide accommodations for their teachers?

No, but there are schools that do this. For example, some schools may provide a room for you, either shared or single, probably in an apartment with other teachers and it may or may not be on the school's premises.

6. How many of the TEFL graduates actually find work in China?

Most of our course graduates who have wanted to work in China have been able to secure teaching positions.

7. What documents do I need to bring?

All visitors to China are required to carry a passport valid for at least six months after arrival date. Under recent legislation, you need to apply for an F visa (Business Visa) to attend the course. This process takes about 1-2 weeks. Once your place has been confirmed, we will give you all the information you need to process the visa application.

Please note that currently, American passport holders are unable to obtain visas at the Chinese border and airports.

**As this information is subject to change at any time, we advise everyone to contact your local consulate for current travel regulations prior to planning your trip. If you are planning on seeking work in Beijing, please bring along your original diploma and transcripts from your college, technical school or high school.*

8. Do schools provide health insurance?

Generally, no. Under some circumstances it may be provided.

9. What is a typical teaching position like?

It varies from school to school, but you may be expected to teach a variety of courses, ranging from children to business professionals at all levels, in groups or in private sessions.

10. Can I return to my own country and teach with my certificate?

Yes, it's possible though the requirements for working in ESL or TEFL in many western countries are different and sometimes need graduate education in ESL or TEFL.

Questions about Beijing: Living in China

1. How much does it cost to live in Beijing?

The cost of living in Beijing ranges. For entertainment, food, transportation and daily activities it is very low. Housing in Beijing as in all major cities varies based on how close you live to the city center. The average person in Beijing makes around RMB 2,000 (USD 260) while English teachers make around RMB 10,000 (USD1,600). On average a good lifestyle will cost about 4,000 RMB to 5,000RMB per month depending on what your interests are.

2. What if I get sick in Beijing? Are there western-standard medical facilities?

If you find yourself requiring medical attention, Beijing has numerous hospitals. There are two types Chinese hospitals and foreign hospitals. The local hospitals are clean and affordable but can be very crowded. The foreign hospitals have an entirely foreign staff and they are very clean.

3. What's the public transportation system like?

Beijing is a typical international city. Buses and subways are the main means of transportation. Subways are 30 cents depending on where you want to go. There are numerous bus routes all over the city.

4. What's the climate like? What kind of clothing will I need to bring?

The climate is similar to New York City. The autumn is the best season and is called the golden season by the locals. Clothes are very inexpensive in China, so you may want to travel fairly light. Many visitors to China like to take advantage of the numerous markets and stores in Beijing. Beijing is truly a shopper's paradise.

Please do not hesitate to contact us should you have any other questions or concerns.

Thank you for choosing TEFL International!