



Location and Course Information Shanghai, China

Please find below the Location and Course Information Guide. This guide will be very useful to help you pack and prepare for your time abroad.

FINAL PAYMENT

You have the following options for final payment:

1. Cash on arrival is NOT an acceptable method of final payment and is only accepted under unusual circumstances. If you feel that your case warrants an exception to this policy Email us immediately at applications@teflife.com and we can review your situation. If you fail to gain a special exemption beforehand, cash payments will be charged an additional 10 percent handling fee.
2. Pay by credit card either before or upon arrival. Go to our secure server at <https://teflife.com/payments.html> and follow the instructions. You will only need to fill in your name, email address and credit card details in the billing section. We will usually respond within 12 hours confirming receipt of payment.

3. Pay by personal check to:

TEFL International
1200 Belle Passi Rd
Woodburn, OR 97071 USA

Personal checks MUST BE drawn on a US bank from a US account and it must arrive 2 weeks before the course start date.

*Please write your name, the course location, course dates, and your Email address on the back of the check. This is very important so that we can immediately notify you when the check has been received.

4. Pay by bank transfer:

Bank of America
Routing No. 02600959-3
Swift Code BOFAUS6S
Account No. 004541342524 FOR WIRE IN ONLY

CREDIT: TEFL INTERNATIONAL
Bank of America, N.A.
110 South Pacific Hwy
Woodburn, OR 97071
Tel. No. 503 982-2265

They should send in US DOLLARS. Your local bank should convert the currency. IF THIS IS IMPOSSIBLE they can ask for other instructions at applications@teflife.com

Please arrange to send the bank transfer 2 weeks before the course start date. Kindly send us a scanned copy of your bank receipt at applications@teflife.com Please do not forget to bring and show the bank receipt to the course administrator upon arrival at the training center.

5. We apologize for repeating ourselves but cash on arrival is NOT an acceptable method of final payment. If you do not gain our approval beforehand by sending us an email at applications@teflife.com your cash payments will be charged an additional 10 percent handling charge.

If payments have not been received by the end of class on the first Wednesday, you must gain permission from applications@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.

You can apply for an **L visa (Tourist visa)** to attend the course. You need to make sure that you allow **4 weeks for the entire length of the course from your entry date**. Relevant information will be provided for a visa extension if needed under specific situations. We don't guarantee a successful extension and we recommend you to plan well for your time abroad.

Visa application process takes about 2 weeks. To obtain an L visa, you need to prepare passport, photos and money. You could obtain a visa in your local Chinese consulate or embassy or you could apply via China Visa Center Service (CVCS). There is a CVCS in Huston <http://www.mychinavisa.com/page3.html> that offers delivery services.

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/>

You could also obtain an F visa (Business visa) to attend the course. Please email shanghai@teflife.com for further information and assistance in applying an F visa.

**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.*

Directions going to the TEFL Office

It takes about an hour from Pudong International Airport to the office and half an hour from Hongqiao Airport by taxi.

Our office is on the first floor of College of International Education at Chen Yuan Guesthouse. Please print out the following directions to show a taxi driver: **从梅路州路理工大学去,延一路直走到底,迎路右拐至晨**. (Please take me from the side gate on Meilong Road and Long Zhou Road to Chen Yuan Guest House.)

Mailing Address:

TEFL International Shanghai China
Ground Floor of Chen Yuan Guesthouse
College of International Education
East China University of Science & Technology
130 Meilong Road, Shanghai
P.R.CHINA 200237

Availability of Accommodation

If you plan to avail the dormitory-type room provided at the university, you will be required to pay **US\$ 300 IN CASH** upon arrival. To reserve a room, please email shanghai@teflife.com **AT LEAST 2 WEEKS** before the course starts.

Please email shanghai@teflife.com of your arriving time at the TEFL office on the proceeding Sunday one week before the course starts. Check-in time is between 12:00pm and 3:00 pm. If you arrive earlier than this time, you may stay in a hotel at your own expenses OR pay US\$10 per night in cash upon arrival to stay at school accommodation. Please email shanghai@teflife.com two weeks before your starting date to make special arrangements.

COURSE ADMINISTRATIVE INFORMATION

Training Course Schedule

The TESOL certificate course is a 120-hour intensive teacher training programme targeted at a wide range of people from experienced teachers looking for insights on teaching English as a foreign language to people with little or no teaching experience. Class time is generally from 9:00am to 4:00pm from Monday to Friday, with mid morning and afternoon breaks and a lunch break. The focus of the course is the practicality and quality of each trainee's classroom experience. For approximately two weeks, you will be teaching each morning and having feedback with trainers and preparing your materials in the afternoons. The rest of the time on the course is devoted to acquiring necessary knowledge and skills about teaching in order to be successful in a language classroom. Times for the days we have teaching practice will vary depending on local students' circumstances and requests. We will need to observe Chinese national holidays and other situations for teaching practice purposes so we might work during weekends to make up for the days off during the week.

This course is not strictly graded, but you **MUST** attend all scheduled sessions. Missing classes means you will pay extra fees for trainers to help you catch up or you will not pass the course (if you miss too many). If you are severely ill and therefore not able to come to school, you must call to inform us first and then present a doctor's certificate to us.

Trainees are expected to attend all inputs and other sessions included on the schedule unless they are sick and require medical treatment. This is particularly important for Teaching Practice (TP) as it is very difficult to arrange alternate TP times and making up the missed classes. There will be an additional fee for rescheduling TP and making up input lessons.

Course Dress Requirements

You are required to dress in clothes representative of your teaching position. Dress code is neat, formal, professional and appropriate during all class hours including input sessions and teaching practice time. Jeans, shorts and flip-flops are NOT allowed at all time. For men: Long dress pants, short- or long-sleeved button shirts with collar, a tie for teaching practice. Close-toed shoes and dark socks. Long hair must be tied back neatly. For women: dresses or skirts, blouses that cover the shoulders, tailored business trousers with appropriate tops. No low-cut necklines or spaghetti straps. No mini-skirts, see-through fabrics or bare midriffs. Make-up and hairstyles must be moderate.

Resources

Please bring a pen and a notebook for taking notes during classes and basic stationery for lesson preparations. Relevant course books and course materials will be provided. You will be required to prepare your own materials for all your teaching practice and you will need to buy additional tape, markers, etc. at a local stationery store.

This is a course to train educated students to work in a classroom with foreigners that want to improve their English communicative abilities. Therefore, you are expected to write with a pen for your assignments instead of relying on a printer. We will do everything possible to make sure you get enough practice writing and spelling words with your own hands. There is nothing on this course that requires lengthy papers, but each component requires trainees' actual performance in real life situation with local students / learners present. We train you to develop your original ideas, not to copy the thousands of lesson plans available online.

Trainee Course Feedback

Feedback from trainees is requested at the end of the course. We welcome your open and honest feedback so that we can continue to improve the training course and the facilities provided at the training location. Your thoughts are truly valuable and appreciated.

Problems and Complaints

Should any trainee have a personal problem that may interfere with course studies, or a complaint about any aspect of the course, please speak to the Course Administrator as soon as possible.

Additional Information

Internet Access

Internet access in China is fairly stable and reasonably fast. There are many public Internet cafes on the campus the cost is about \$0.40 per hour.

Internet can be arranged in your room by paying \$50 in cash upon arrival. To apply for that, we need a copy of your passport to be send to shanghai@teflife.com a month prior to your starting date. It will be installed within 20 days after registration. We'll apply to China Telecom for an Internet connection as close as possible to your starting date. However because China Telecom is so busy we can't guarantee a definite starting date for the connection so it could be a few days before or after.

Telephone Calls

There is a telephone in your room and you need buy the local telephone card to make local and international phone calls.

Health and Emergency

Pharmacies and medical services are easy to come by. Be sure to carry with you any prescriptions you normally use. We can assist you to see a doctor if necessary. Costs are not very high.

Local Weather Conditions

Sunshine and heat characterize Shanghai's climate for summer. January and February are normally the coldest months with an average temperature of 1-5°C, and June through August the hottest with an average of 30°C.

As this description is an average, we highly recommend that you check current weather conditions prior to departure to assist you in your travel preparations.

Get Acquainted!

With China's varying and beautiful landscape, fascinating architecture, and centuries of culture, tradition and history right in front of your eyes, you should never be bored during your free time. Before your arrival, we highly recommend you purchase a descriptive guidebook or do some online research to familiarize yourself and get acquainted with Shanghai and all it has to offer. For more information on Shanghai and the country of China, we recommend the following sites:

Lonely Planet Online www.lonelyplanet.com/destinations/north_east_asia/china
Oriental Travel www.orientaltravel.com
Peter M. Geiser Travel www.pmgeiser.ch/china

Learning Mandarin?

Our hosting university offers both long and short term Mandarin courses. Let us know if you're interested in learning mandarin we'll put you in contact with the university directly. More details: <http://ies.ecust.edu.cn/index.htm>

FREQUENTLY ASKED QUESTIONS Shanghai, China

1. What does the tuition for the program include?

- US\$ 500 - Non refundable deposit
- US\$ 990 - Final payment (excluding accommodation)
- US\$ 1,290 - Final payment (including accommodation)

Total fees:

- **US\$ 1,490 (deposit + final payment excluding accommodation)**
- **US\$ 1,790 (deposit + final payment including accommodation)**

This amount includes tuition, course materials, certification and moderation fees. Airfares, food and accommodation are not included. If you wish to avail the accommodation at the dorm at the university the

cost is **US\$ 300** for the whole duration of the course payable **in cash upon arrival**. Email shanghai@teflife.com two weeks before the course starts o reserve your room.

2. How do I pay for the course? By this stage, you should already have paid the \$500 deposit either online by credit card or via bank transfer.

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4. Pay by bank transfer:

Bank of America
Routing No. 02600959-3
Swift Code BOFAUS6S
Account No. 004541342524 FOR WIRE IN ONLY

CREDIT: TEFL INTERNATIONAL

Bank of America, N.A.
110 South Pacific Hwy
Woodburn, OR 97071
Tel. No. 503 982-2265

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3. How many students on average are in the program?

Small groups of 6 -- 10 is the usual size however the number may go up in summer. 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.

4. What are the teaching practice students and classes like?

We offer English classes for Chinese students who are interested in improving their English language abilities. Trainees will be scheduled for observed teaching practice on or off site depending on students' circumstances. Chinese students are usually very well behaved in the classroom. They're interested and excited about learning English with a foreigner. Class sizes range from 10 to 25. Trainees will be teaching lessons of 30 to 50 minutes according to student's timetable.

5. What is the program accommodation like?

There are single-bed rooms at the university which consist of a bed, TV, AC, refrigerator, telephone, desk, chair, closet and a balcony. Trainees have the room to himself/herself for the entire length of the course. All the rooms have a bathroom en suite with hot water. A shared kitchen and laundry facilities are provided per floor. It takes 5 minutes to walk to the classroom.

There is a gym, running track, sport courts, swimming pool, ATM machine, fruit stall, bakery, laundry/dry clean shop, supermarket, Internet cafes etc on campus. There are all-together six canteens and a couple restaurants available on campus. Two of the canteens are right next to the TEFL office in Chen Yuan Guest House others are located near the student living area. 3 meals are served a day, however some trainees take care of their own breakfast since they are not used to Chinese breakfast.

6. Where do I eat on and off campus?

There are many different kinds of cheap or expensive restaurants outside campus for you to choose from.

7. How much money should I bring with me for the course to pay for living expenses?

During the four-week course you should have about \$350 - \$700 USD to cover general living expenses, such as food and transportation, depending on your spending habits. Currency exchange can be easily done at a nearby bank.

8. What do I need to take for this 4-week TEFL course?

Please know that you MUST have your passport with you for registration with us and the university on the Sunday of your arrival.

Bring your laptop for lesson preparation, a watch or cell phone to time yourself when teaching and a MP3/4/iPod or any other device to record a 10-15-minute audio for one student when teaching one of the one-on-one sessions. You will also need a flash drive (USB disk) to have materials printed for your lessons.

Enough sets of clothes. For men: Long dress pants, short- or long-sleeved button shirts with collar, a tie for teaching practice. Close-toed shoes and dark socks. Long hair must be tied back neatly. For women: dresses or skirts, blouses that cover the shoulders, tailored business trousers with appropriate tops. No low-cut necklines or spaghetti straps. No mini-skirts, see-through fabrics or bare midriffs. Makeup and hairstyles must be moderate. Please note that Jeans, shorts and flip-flops are NOT allowed at all time.

9. What do I need to know about working in China?

Finding employment is only difficult if you wait until the last day of the course to begin looking. Foreign English teachers are always in great demand at various institutions and schools around China.

We recommend you to locate teaching job opportunities and vacancies for future employment before or as soon as you start your course. You may set up interviews when you're in your home country and visit your interested schools or other organizations while completing the course. During the 4-week training, there is a class of 1 hr and half scheduled on the course to give you more information about ESL jobs and school information in China but you are solely responsible for preparing your own resume and setting up interviews to apply for a teaching position.

If you are planning on seeking work in China, please bring along your original diploma and transcripts from University, College or Technical School. Although a university degree is not an absolute MUST for an

English speaker to work in *some* organizations in some cities in China, any kind of documentation regarding your educational background or work experience will be useful, especially if you want to work in a decent institute. A TEFL certificate alone enables your future employer to get you a legal work visa in less developed areas (eg: relatively small cities). In cities like Shanghai, Beijing and Shenzhen, you must have both Bachelor's degree and TEFL certificate for your future employer to get you a legal work visa. Job prospects throughout China and Asia are very good and available for professionals of all nationalities though native speakers between 22 and 60 years old with equal qualifications are preferred.

10. What is the average salary like in China?

The average salary's in China range greatly depending on different cities, local cost of living and how much you want to work. The average salary range from 4,000-15,000 RMB per month. However we have had graduates make as much 20,000 RMB per month. This varies depending on the type of schools, training institutions or company you work for and whether you work full-time or part-time.

11. Do most Chinese schools provide accommodations for their foreign English teachers?

It depends on different schools. Some provide fully furnished apartment some give you an allowance every month if you choose not to take the provided accommodation.

12. What do I need to know about Chinese working visa?

Most Chinese schools assist you to apply for a working visa. Some will pay for you to do a health check in order to apply for your working visa.

Please bring along your original diploma and transcripts from University, College or Technical School. Although a university degree is not an absolute MUST for an English speaker to work in *some* organizations in some cities in China, any kind of documentation regarding your educational background or work experience will be useful, especially if you want to work in a decent institute.

A TEFL certificate alone enables your future employer to get you a legal working visa in less developed areas (eg: relatively small cities). In cities like Shanghai, Beijing and Shenzhen, you must have both Bachelor's degree and TEFL certificate for your future employer to get you a legal working visa. Job prospects throughout China and Asia are very good and available for professionals of all nationalities though native speakers between 22 and 60 years old with equal qualifications are preferred.

13. 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.

14. What are the average housing and living expenses in China?

The cost of living in Shanghai ranges. For entertainment, food, transportation and daily activities it is very low. Housing in Shanghai as in all major cities varies based on how close you live to the city centre. The average person in Shanghai makes around RMB2000 (US\$250) while English teachers make around RMB12000 (US\$1500). On average a good lifestyle will cost about 4,000RMB to 5,000RMB per month depending on what your interests are.

15. What if I get sick in Shanghai? Are there western-standard medical facilities?

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

16. What's the climate like in Shanghai?

The climate is similar to New York City. Autumn is the best season and is called the golden season by locals. Specific weather information can be found on the Internet (Dec, Jan and Feb are the coldest seasons

in Shanghai; the temperature would be as low as 1 or 2 Celsius degree. June, July and August are the hottest seasons. The temperature is between 25-35 degrees.) There are air conditioners in both classroom and your bedroom. Bring all your vitamins and whatever medicine you will need. While Chinese medicine is effective and plenty, it is hard to find what your western doctor has prescribed for you.

Should you have any other questions or concerns please do not hesitate to contact us.

We look forward to seeing you in the fascinating city of Shanghai!!

Email: applications@teflife.com

Live Call/Live Chat at www.teflife.com

Thank you for choosing TEFL International!

**TEFL International Shanghai China
Ground Floor of Chen Yuan Guesthouse
College of International Education
East China University of Science and Technology
130 Meilong Road
Shanghai, 200237
P.R. CHINA**

Chinese Address:

中国上海梅 路 130 号 理工大学国 教育学院晨 一楼 TEFL 公室

Email: shanghai@teflife.com

Tel: 0086-21-6425-1043

Fax: 0086-21-6425-2280

Mobile: 0086-150-0082-5069