



THE OHIO STATE UNIVERSITY
OFFICE OF INTERNATIONAL AFFAIRS

中國指南

China Travel Guide



TABLE OF CONTENTS



Ni Hao!	4
Services	5
Before Your Arrival	8
Visas	9
Flights and accommodations	14
Communications	14
Transportation	15
Money abroad	15
Time and other conversions	15
During Your Stay	16
Airport arrival	17
Etiquette	18
Recommended sites (China Gateway location)	24
Emergency and local contacts	29
Reconnect with China	32
Stay in touch	33
FAQ	34

NI HAO!



Services

Thank you for deciding to travel to the Middle Kingdom! Your visit to China is very important as in-person meetings are highly valued in this culture and face-to-face interaction is very likely to initiate partnerships and build long-term relationships. We are excited about your visit and we wish to do all we can to assist with your adjustment to China.

We understand that traveling in a foreign country can be daunting without knowing its language, culture or socially acceptable manners. However, you shouldn't worry because the **ChinaGateway** is here to help with your travel.

To best facilitate an enjoyable visit, we offer the following services:

Pre-arrival

- Invitation letters
- Visa application guidance
- Itinerary planning
- Site recommendations
- Accommodation recommendations and/or reservations
- Meeting/conference arrangements
- Translation (business cards and materials)

Upon arrival

- Airport pick-up
- Transportation arrangements

In-country

- Interpreters
- Navigation assistance
- Local culture advice
- Connection establishment (setting up meetings and connections with universities, governments, alumni and students)
- Accompany and support to and during the meetings

Departure

- Meeting/event follow up
- Message delivery in China

These services exist to aid you in establishing your research collaboration, teaching pedagogy and travel efficiency. As China Gateway staff we are glad to provide these services to you. We are eager to meet you and learn your field of interest. Our team consists of staff members who are bilingual and have lived and studied in both China and the United States. Our physical office is located in the central business district of Shanghai and we are well-connected with our Ohio State China alumni network, universities and corporate partners. To best assist you, please let us know your needs in advance so that we can make the best possible arrangements.

China Travel Guide

In addition to the services we provide, this China Travel Guide serves as an information toolkit for you to better understand your travel process, orient yourself in the local culture and obtain the most out of your trip abroad. It provides guidance on your pre-departure and post-arrival arrangements. It contains practical information such as selecting appropriate visa type, how to enjoy a meal with the local Chinese and who to contact when there is an emergency. The guide also includes answers to the questions we most frequently receive from faculty and staff that we have assisted.

We hope you will find this guide useful for your travel in China, and we welcome your feedback and suggestions. Email us at china.gateway@osu.edu if you have any questions.

Last, but not least, we would like to give our special thanks to Jeff Chan, assistant director of the Institute for Chinese Studies and Mark Bender, professor in Chinese and chair of the Department of Eastern Asian Languages and Literatures, for their contribution in the making of this guide. We would also like to thank many individuals who have visited China. This guide is inspired by constant interaction with our visitors, either by conversations in a car ride to a meeting, interpreting at a banquet, or bargaining at an open-air market. The guide is gaining more variety in content because all of you who have been part of it. Sincere thanks to you all!

Go Bucks!
ChinaGateway team





BEFORE YOUR ARRIVAL

Pre-departure Orientation

VISA

For the Visa application process, you may consult with travel agencies or obtain a visa yourself by following one of the processes below.

Obtain your visa through available agencies

The most frequently used method to obtain a visa is to go through an agency. The recommendations below are offered simply for your convenience and are completely optional.

Available agencies:

- Travia (travia.com)
- Washington Passport and Visa Service (wpvs.com)

How to obtain a visa

Recommended steps:

1. Identify the type of visa you need

What is the main purpose of your visit to China and which is the most appropriate visa category for your application?

Visa Categories	Description of Visa
C	Issued to foreign crew members performing their duties on board of an international train, airliner, oceanliner or freighter, or to the accompanying family members of the crew.
D	Issued to those who intend to reside in China permanently.
F	Issued to those who intend to go to China for exchanges, visits, study tours and other activities.
G	Issued to those who intend to transit through China.

Visa Categories	Description of Visa
J1	Issued to resident foreign journalists of foreign news organizations stationed in China. The intended duration of stay in China exceeds 180 days.
J2	Issued to foreign journalists who intend to go to China for short-term news coverage. The intended duration of stay in China is no more than 180 days.
L	Issued to those who intend to go to China as a tourist.
M	Issued to those who intend to go to China for commercial and trade activities.
Q1	<p>Issued to those who are family members of Chinese citizens or of foreigners with Chinese permanent residence and intend to go to China for family reunion, or to those who intend to go to China for the purpose of foster care. The intended duration of stay in China exceeds 180 days.</p> <p>“Family members” refers to spouses, parents, sons, daughters, spouses of sons or daughters, brothers, sisters, grandparents, grandsons, granddaughters and parents-in-law.</p>
Q2	Issued to those who intend to visit their relatives who are Chinese citizens residing in China or foreigners with permanent residence in China. The intended duration of stay in China is no more than 180 days.
R	Issued to those who are high-level talents or whose skills are urgently needed in China.
S1	Issued to those who intend to go to China to visit the foreigners working or studying in China to whom they are 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.
S2	<p>Issued to those who intend to visit their family members who are foreigners working or studying in China, or to those who intend to go to China for other private matters. The intended duration of stay in China is no more than 180 days.</p> <p>“Family members” refers to spouses, parents, sons, daughters, spouses of sons or daughters, brothers, sisters, grandparents, grandsons, granddaughters and parents-in-law.</p>

2. Collect necessary visa documents

#	Basic Document
1	<p>Passport: Original passport with at least six months of remaining validity and blank visa pages, and a photocopy of the passport's data page and the photo page if it is separate.</p>
2	<p>Visa Application Form (Form V.2013) and Photo: One completed Visa Application Form with a recently-taken color passport photo (bare-head, full face) against a light background attached.</p>
3	<p>Proof of legal stay or residence status (applicable to those not applying for the visa in their country of citizenship)</p> <p>If you are not applying for the visa in the country of your citizenship, 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.</p>
4	<p>Photocopy of previous Chinese passports or previous Chinese visas (applicable to foreign citizens who were Chinese citizens and have obtained foreign citizenship).</p> <p>If you are applying for a Chinese visa for the first time, you should provide your previous Chinese passport and a photocopy of its data page.</p> <p>If you have obtained Chinese visas before and want to apply for a Chinese visa with a renewed foreign 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. (If your name on the current passport differs from that on the previous one, you must provide an official document of name change).</p>

Visa	Supporting Document
F Visa	<p>An invitation letter issued by a relevant entity or individual in China. The invitation should contain:</p> <ol style="list-style-type: none"> 1. Information on the applicant (full name, gender, date of birth, etc.). 2. 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). 3. Information on the inviting entity or individual (name, contact telephone number, address, official stamp, signature of the legal representative or the inviting individual). <p>This is the visa category applies to most faculty and staff visit.</p>
J1 Visa	<p>Visa Notification Letter issued by the Information Department of the Ministry of Foreign Affairs of China and an official letter issued by the media organization for which the journalist works.</p> <p>Applicants should contact the press section of the Chinese Embassy/ Consulate General in advance and complete relevant formalities. We kindly remind you that:</p> <p>Holders of J1 Visa shall, within 30 days from the date of their entry, apply to the exit/entry administrations of public security organs under local people's governments at or above the county level in the proposed places of residence for foreigners' residence permits.</p>
M Visa	<p>Documents on the commercial activity issued by a trade partner in China, or trade fair invitation or other invitation letters issued by relevant entity or individual. The invitation letter should contain:</p> <ol style="list-style-type: none"> 1. Information on the applicant (full name, gender, date of birth, etc.). 2. 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). 3. Information on the inviting entity or individual (name, contact telephone number, address, official stamp, signature of the legal representative or the inviting individual).

More info to be found: <http://www.china-embassy.org/eng/visas/t1071018.htm>

#	Special Reminder
1	The invitation letter may be in the form of fax, photocopy or computer printout, but the consular officer may require the applicant to submit the original of the invitation letter.
2	If necessary, the consular officer may require the applicant to provide other proof documents or supplementary materials, or require an interview with the applicant.
3	The consular officer will decide on whether or not to issue the visa and on its validity, duration of stay and number of entries in light of specific conditions of the applicant.
4	For further details, please visit the website of the relevant Chinese Embassy or Consulate General. www.china-embassy.org/eng/visas/P020130830084172690840.pdf

3. Apply for visa

How to apply

- Locate the visa office of the embassy or consulate-general that holds consular jurisdiction over the state in which you reside. You may either submit your application in person, or you may entrust someone else, such as a travel/visa agent, to submit your application at the visa office.
- If necessary, the applicant should go to the embassy or consulate-general for an interview or verification of the signature on application documents (upon notification by the embassy or consulate-general).

Please note:

- Mailed applications are not accepted.
- No appointment is required.
- With regular service, visas can be obtained on the fourth business day after submitting the application. With express service, visas can be obtained on the second or third business day (approval required).

FLIGHTS AND ACCOMMODATIONS

Flights and hotel reservations can be made online or via the phone. You may book a hotel at the official website or via a hotel and flight search directory. The following websites are easy to use:

- *english.ctrip.com*
- *agoda.com*
- *booking.com*
- *expedia.com*

COMMUNICATIONS

Calling and messaging

- If you have an unlocked phone, you can purchase a SIM card in the local China Telecom/China Mobile store. It is recommended that you unlock your phone before traveling abroad.
- You can also purchase a basic phone and charge the amount you need. Disposable phones cost approximately 200 RMB. Domestic calls cost approximately 0.2 RMB/min.
- For calling and messaging internationally, you can sign up for an international phone plan from any U.S. calling company.

Telephone companies

There are three major telephone companies in China, and your local number will likely fall into one of them. All the telephone companies provide services in English for free; below are their service numbers. Know your phone's company brand to select the correct one.

China Unicom: 10010
China Telecom: 10000
China Mobile: 10086

*When you use China Mobile service to make international calls, you will need to add 12593 before the number you are calling and 17951 when making national long distance calls.

Options to obtain Internet connections

- It is recommended that you bring a travel router, as hotel Wi-Fi is not as common in China as it is in the U.S.
- You can get phone data plans from the U.S. calling company.
- You can get a SIM card for your iPad or tablet on a monthly plan.
- You may bring an Ethernet cable for internet connections. While some hotels have the LAN lines and there are Internet bars and cafes, you must have your passport handy for registration purposes.

TRANSPORTATION

Public transportation in China is great! Buses, subways, city-to-city high-speed trains, and domestic and international flights are well-developed and connected throughout China. Most tickets can be obtained online or at the ticket booth close to the station. Taxis are available 24 hours a day; the starting rate is about or below \$2.30 in total for the first three kilometers. Rental car services with drivers can be arranged through the **ChinaGateway**. If you travel to the major cities, you may check out the following metro options for your travel. All of the metro signs are in both English and Chinese.

Shanghai Metro	http://www.exploreshanghai.com/metro/
Beijing Subway	http://en.wikipedia.org/wiki/Beijing_Subway
Guangzhou Metro	http://en.wikipedia.org/wiki/Guangzhou_Metro

MONEY ABROAD

Chinese people carry a lot of cash with them because credit/debit cards are not accepted everywhere. It is useful to carry some cash with you. There are ATM machines in the big cities so bringing a debit card is highly recommended. Chinese currency is called RMB or CNY with the symbol “¥”. Usually 500RMB-1000RMB will be sufficient for two to three travel days for regular meals and transportation in an average city in China. The two main RMB units are Yuan and Jiao. Yuan (元) and Jiao (角) are pronounced as Kuai (kwhy) and Mao (as in Mao Zedong) in the colloquial forms. 1 Yuan = 10 Jiao. 6.19Yuan=1 USD (exchange rate as of 28 July 2014).

Below lists some of the major banks in China. Almost all of these banks provide English self-service, some provide staffed service in English as well. Calling the numbers below will charge a small fee.

Bank of China	95566
Standard Chartered	3893000
Citibank	800-830-1880
HSBC	800-820-8878

TIME AND OTHER CONVERSIONS

There is only one time zone in the entire country. China Standard Time (also known as Beijing Time) is 12 hours ahead of the Eastern Standard Time (daylight saving time). Military time is often regularly used so do not be surprised when you are scheduled for a meeting at 15:30.

Other differences include measurement in length, space, voltage and temperature. You may download conversion apps on your tablets or bring an adapter if your device only supports U.S. sockets. Chinese voltage is 220V. Normally, laptops and other electronics allow 110V-220V.

DURING YOUR STAY



When in China

AIRPORT ARRIVAL

Upon your arrival in China, you will go through the following customs procedures, just as in other countries. To save time, you will be given some forms to complete on board the plane before landing. They include the Entry Registration Card, Health Card and Custom Luggage Declaration Form.

Health Check

On arrival, the first checkpoint you will pass through is the Quarantine Checkpoint. At the checkpoint, you will show your passport and the form you filled out on board. Anyone with listed diseases, such as yellow fever, cholera, VD, leprosy, infectious pulmonary tuberculosis or AIDS, will be forbidden to enter or will be sent to the airport clinic for further examination. Those who are from areas with epidemics must show their valid certificates of inoculation against these diseases. Those with symptoms of fever, diarrhea, vomiting or rashes must declare this information accurately. Those who will be staying longer in China must show their quarantine certificate issued by an authorized health department abroad.

Border Entry

After passing through the Quarantine Checkpoint, you will come to the border control area (equivalent to immigration control in the West), where you will show the officer your passport and the Entry Registration Card. Your passport should have a valid Chinese visa if your final destination is China. Starting Jan 2014, six cities in China implemented the 72-hour visa-free transit policy. The six cities are Shanghai, Beijing, Guangzhou, Chengdu, Shenyang and Dalian. For questions regarding the 72-hour visa free policy, please refer to Ministry of Public Security's official website.

Customs

After collecting your luggage, you will pass through Customs. There are two channels: red and green. If you have nothing to declare, go through the **green channel**; otherwise take the **red channel**. If you have brought with you items listed on the Customs Luggage Declaration Form in the red box, such as computers, cameras, video cameras, gold and silver, printed or recorded materials, or anything more than you need during your travel in China or that you will not take out of China when you leave, you must fill in the Customs Luggage Declaration Form. Take the red channel, where the customs officer will check this form to see whether you have to pay duty or deposit items at Customs, or whether you can take them into China but have to take them out on your departure. **Please keep the stamped form with you and do not lose it; you will be asked to give it back to the customs officer on your departure.** If you do not take all the items that you have brought into the country out of China, and you completed the form, you will likely be asked to pay a duty fee. After passing through customs, please proceed to the exit where you will either meet with a **ChinaGateway** staff member or a driver with a sign with your name on it if you contact us ahead of time.

ETIQUETTE

Now that you are physically and legally in China, let us introduce you to important cultural etiquette so you can present yourself as a well-informed visitor.

What is the best conversation starter in China? Eating! Instead of using the greeting “How are you?” you might be greeted by someone saying, “Have you had your meal?” Eating plays a big part in the Chinese culture. The following dining etiquette information has been provided by Mack Bender, chair of the Department of East Asian Languages and Literatures at Ohio State. Dr. Bender has extensive knowledge about Chinese regional culture and has lived and interacted with the locals.

Eating

In China you may be asked to eat a meal at a private home, be invited to a banquet, or more informally, be taken out on the town to eat street food offered in small shops and stands. Customs vary quite widely according to ethnic groups. The following advice is generally useful throughout China, though some of the practices are more specific to general situations in predominantly Han Chinese areas. Although specific to a meal in a family home, it is also the basis for behavior at banquets – although banquet protocol can be somewhat more complicated and may involve the drinking of alcohol (for those of legal age).

If asked to eat in a private home (say by a classmate or friend) make sure you bring a small gift. This might be something from your own country, or a box of snacks, or several pounds of fruits. Very likely your friend or someone in his or her family will pick you up and take you to the home (which may turn out to be their parent’s apartment). Respond cheerfully when you are greeted at the door by your hosts. Once inside you will be asked to take a seat in the sitting room and will be given a cup of tea or soft drink, and a plate of fruits that are washed, peeled and cut. It is customary to politely refuse anything offered – you will usually be offered it again. This protocol can be kind of tricky, so until you are used to it, just accept whatever is offered with a smile and a “Thank you!”

Also, it is better not to drink your tea right away, as it may need several minutes to steep and allow the tea leaves to soften and expand (tea bags are not commonly used – the best tea is dropped in loose pieces into a cup, then covered with scalding hot water to release the flavor).

Never be too quick to grab anything that is offered and never take more than a small quantity of what is offered (it may seem greedy). Depending on the number of people around you may suddenly be left alone for some time while your hosts prepare the meal – don’t fret – they have not forgotten you. It is not necessary to ask if you can help. Your only duty is to sit there and enjoy your tea.

When you are called to the table, do not just sit down anywhere you like. Simply stand there politely and you will be directed to your seat. Do not just start picking up spoons or chopsticks. As always, it is best to go slowly and respond to the directions of the host. Several family members may be present at the table. You may pleasantly acknowledge them with a smile and a slight nod of the head.

Traditionally, the dinner table for a big group of people is round. In restaurants, a smaller round turn-table is set on the dinner table so that people can turn it and reach all the dishes. These types of turn-tables are not usually seen in homes.

As you sit down you will probably notice that there are between eight and 12 plates of food on the table. These are to be eaten from communally. Do not pick the plates up and start passing them around! And never, ever pick up a dish and scrape or slide portions of food into your bowl. Leave the serving dishes where they are! Thus, no need to say “Please pass that plate” – as there is nothing to pass! Since round tables are common, you will need only to extend your arm. If things are out of reach, don’t worry, someone will solve that problem for you. But we are getting ahead of ourselves.



Tips for eating (these will come in handy at banquets)

1. The host will pick up his/her chopsticks as if to eat, but urge you to eat something first. Say a polite “Thank you” and use your chopstick to pick up a small piece of food from a plate near you.
2. Transfer the piece to your bowl (rice may already have been placed inside – if so place it on the rice). Wait a second, then pick it up and put it in your mouth. Do not grab it and put it directly in your mouth. Do not pick around in the dish – zero in on a small to medium-sized piece and take it – do not take the largest piece. You will be regarded as polite if you do it this way – and a greedy, unrefined “large child” if you do not.
3. Once the guest has taken a morsel, others will then start picking up pieces of food and eating them. You may proceed to get another piece from another plate. Do not keep taking from the same bowl – you must take a bit from each plate (unless you are specifically avoiding a certain type of food).
4. The trick is to go slowly – meals are to be enjoyed. There may be some light conversation, or people may concentrate more on the food. Praise the food for its good taste or nice presentation if it is homemade, because you are praising the hosts’ cooking skills. You don’t have to do this if eating in a restaurant. In many cases, if everyone relaxes, the atmosphere will be convivial and even exciting. If someone makes light jokes about you or teases you, be a good sport and laugh along with everyone else. You will endear yourself to your hosts.
5. As noted above, never, ever pick up a plate and shovel or scrape food into your bowl. It is disgusting and uncouth behavior! Your hosts will be shocked (though they probably won’t say anything – at least not while you are around!)

NOTE: You will have to use your hands when eating Beijing Roast duck. You are supposed to use the flat cake (very similar to a burrito wrapper) to wrap one or two pieces of duck, a piece of cucumber and some green onion, and then dip it into the sauce.

6. Never, ever lick chopsticks. Never pick up food with your hands, unless you see other adults doing it. In some cases you will see people picking up part of a piece of food (say a chicken leg, or crab) with chopsticks and lightly holding part of it between the thumb and forefinger – you may imitate this. (Tips on how to use chopsticks, [click here](#) (link to FAQ chopsticks section))
7. In some cases someone may put a piece of food in your bowl – in fact you may have your bowl filled up – especially if you are being polite and eating slowly. Don’t be upset if this happens. This custom shows that your hosts care about and respect you. Try to eat some of it. If this is your first visit to the home, you may be overwhelmed with such “food caring” behavior. You are not really expected to eat it all – but do your best. You do not have to try and reciprocate by putting food in anyone else’s bowl – though later this is a skill you will want to learn – once you figure out when it is appropriate.

NOTE: It is very common for a host to pour drinks and tea for the guest. A server usually helps out with tea, soft drinks, or alcohol in restaurants. If you are having dinner in a family

situation, do not expect any liquid except soup (though some families are exceptions). Alcohol may be served at festivals. In most of China, tea is not a normal table drink at home (it is consumed before or after a meal).

8. Always remember that your host has probably spent a small fortune on the feast — far more than a Chinese guest typically gets at an American home. This small feast is in your honor — giving face to both you and the host and acting as a bonding ritual. It isn't just about eating.
9. It is OK if you make small slurping sounds when eating the soup, which may be served first or last depending on local custom.
10. Be aware that fish, chickens, etc. are served with the bones (and often whole, including heads and tails). Small bones from fish, fowl, and ribs may be gracefully removed from your lips with the chopsticks and deposited directly on the table or on a small plate for that purpose (see what others are doing — methods for bone disposal vary. This is why it pays to go slowly and covertly observe!).

NOTE: Again, bones are usually not removed from the food to be eaten. People delicately remove them from their mouths while eating. (It takes a while to get the hang of this!)

11. Again, don't count on being served anything to drink during the home meal — in some families the soup (usually very thin) is the only "drink." You may spoon small amounts into your bowl after eating your rice. Always see what others do.

NOTE: Meals, especially banquets, take much longer than in the U.S. So pace yourself and don't fill up right away.

12. If alcohol is offered, first politely refuse. If the host persists, drink as little as possible. (It is easier for women to refuse drinking alcohol than men — however, much depends on the actual situation.) Don't allow yourself to get tipsy or drunk (signs of "inability"). Until you become more familiar with drinking protocol, take only very tiny sips if you are toasted — don't take the phrase "ganbei" — "bottom's up" — literally.) Try not to empty your cup — otherwise someone will fill it.
13. When eating rice, you may pick up your bowl and politely use your chopsticks to slide it into your mouth. Watch others. Many people — especially at banquets — eat little or no rice before the very end, when they top off the meal with a bowlful.
14. If at some point your host asks if you want more rice, say yes only if you think you can finish it. Don't leave a rice bowl half full — in fact, it is better to consume every grain. Some families still abide by the notion that, "Every grain of rice is a drop of sweat from a peasant's brow." On the other hand, you may observe that huge amounts of food are left on the table after a banquet. It is not your role to give an opinion on what may seem like wasteful behavior.
15. Chinese people do not have sweet cakes or ice cream as desert. Some fruit will probably be served at the end, or after the meal in the sitting room.
16. Again, go slowly and follow the lead of others. It will take a while to master the protocols.

If it takes a while to get used to the dining etiquette in China, you may find a number of western restaurants in the bigger cities and many of them are located in the popular area of the city (such as the city center). While table manners are important, there are many other types of social etiquette that are equally as important in business and formal settings.

Greetings

In China, handshakes and kind salutations are considered respectful.

Gifts

In formal meetings with Chinese government officials or college professors and administrators, gifts are commonly expected. University gifts such as T-shirts or U.S. local souvenirs are good choices. Scarlet and gray gift items are fine. Clocks and shoes are considered offensive in Chinese culture.

Forms of Address

A form of address is to some extent a reflection of the social climate. In China, various forms of address are used according to circumstances. Choosing the appropriate and correct form shows your knowledge and high respect to others. Generally for Chinese people, it should be in accordance with convention and care about the personal favor of the person being addressed.

Job Titles

You can call someone directly by his or her job title or put it before his or her surname or full name. This is often used in the workplace and on more formal occasions. Generally, you can call others by their family name or full name by putting the Mr. or Ms. in front. This is the general address most widely used in companies, hotels, stores, restaurants, karaoke, bars and other places.

Making Introductions

Being introduced

If someone else is making the introductions, it is considered disrespectful to introduce yourself. When it is your turn to be introduced, smile and look at the people also being introduced. After being introduced, you can shake hands with each other and give mutual greetings, sometimes with an exchange of business cards.

Introducing yourself

With regard to introducing yourself, there is little difference between China and elsewhere. It is considered polite to give your full name, job position and your place of business, especially on more formal occasions. Only your full name with a simple greeting is enough on informal occasions.

Exchanging business cards

In China, double-sided Chinese business cards should be printed with English on one side and Chinese on the other, even if the people you are meeting read and write English. When exchanging business cards, it is best to stand up, hold it with both hands on the edge of the card — a sign of respect — and make sure the translated side is facing up and facing your contact so that he or she can read it. During the introduction and exchanging of business cards, it is polite to study the card for a few minutes and then put it on the table next to you or in a business card case.

Dos and Don'ts

- Do prepare to haggle. Be psychologically ready to bring down the price sometimes by 20-60%, especially when there is not a listed price. If you are not accustomed to the culture or bargaining, there are always big box stores that have prices listed.
- Don't feel obligated to tip. Tipping is not a cultural norm in China, but if you would like to tip, take the time to explain why and you will either receive a look of surprise and appreciation or the person may kindly decline your offer.
- Do bring toilet paper just in case. Some public toilets do not have toilet paper and you are expected to bring your own. If you travel into small cities, make sure that you do NOT flush toilet paper into the toilet. There will be a trash can next to the toilet to dispose of toilet paper.
- Do not respond to beggars. While it is compassionate to spare some change to the beggars, many of them are professionally trained and target foreigners consistently. For your safety, simply look away.
- Do not be turned-off or frustrated if people do not queue in line. It is the country with the world's largest population. Count sheep while waiting or jump the queue the way they do and smile at someone who stares at you.
- Do not drink tap water. Always buy bottled water.



RECOMMENDED SITES

When you travel to China, please be mindful that the country is big and diverse. There are many differences in the climate, dialect and local traditions. Researching your destinations in advance is a good idea.

Map of China



Shanghai (China Gateway Office)

The Ohio State China Gateway office is in Shanghai, the largest city located on the southeastern side of the country. The office is located in the Puxi Area, west of the Huangpu River.

The Ohio State **China Gateway** opened in 2010, and is situated in the central business area and former French concession; it is an easy transit point to the major tourist areas in Shanghai. Below is a more de-tailed map of the surrounding area, which you can show to the local taxi driver.

If you stop by the office, we can share nearby places of interest as well as the destinations you might like to visit.



1



Here are some scenes of the city.



The Bund: waterfront area, symbol and landmark of Shanghai



Yuyuan Garden: classical Chinese garden located in city center of Shanghai in the Old City of Shanghai neighborhood

Beijing

Beijing, the capital of China, serves as the country's political, cultural and educational center. With the latitude close to the state of Ohio, the city is similar in climate to Columbus, but has very different characteristics tied to its history and traditions. As the second largest city (first is Shanghai) in China, many places are well-known and worth visiting.



Mutianyu Great Wall: One of the least touristy but most well-preserved parts of the Great Wall connected with many watch towers. One Chinese saying indicates: He who has never been to the Great Wall is not a true man.



Forbidden City

Xi'an



Terra Cotta Warriors: Gigantic mortuary objects buried with the first emperor of China in the third century BCE.

Hangzhou



West Lake: Freshwater lake listed as UNESCO World Heritage Site, inspired art and poetry in the ancient and modern periods of China.

If you are interested in reading more about traveling in China, you may ask us or visit China-related tourist sites, such as <http://www.lonelyplanet.com/china>

EMERGENCY AND LOCAL CONTACT INFORMATION

When an accident occurs, no matter if you know the language, always gather people's attention when you need help. It is better to rely on the people around you for immediate help. Take pictures of the accident or find a way to record the situation. Below is the phone directory for you to use.

Phone Directory

Police	110 (calling) / 12110 (text messaging)
Ambulance	120
Fire Alarm	119
Traffic Accidents	122

If no one is helping (very unlikely to happen) or you would like to confirm or ask for advice, our Gateway staff is always available to help you. We can be reached Monday through Friday, 9:30-18:30 and will respond to your requests as soon as possible.

ChinaGateway Office & Staff Contact

ChinaGateway Office Address in Chinese:
上海市太仓路233号新茂大厦12楼OSU
12/F Platinum, 233 Tai Cang Road, Shanghai
200020, China
Phone: +86 21 5175 1506

Phoebe You 由超 you.48@osu.edu
Director Phone: +86 21 5175 1506
China Gateway Mobile: +86 136 3638 9698

Tina Zhan 展天然 zhan.95@osu.edu
Business Manager Phone: +86 21 5175 1505
China Gateway

Ruth Lu 鲁兆佳 lu.329@osu.edu
Academic Coordinator Phone: +86 21 5175 1506
China Gateway

The U.S. Consulate Shanghai also provides emergency contact information.

Emergency assistance is available at the American Citizen Services Unit. No appointment is necessary. The office is located on the 8th Floor of the Westgate Mall, 1038 West Nanjing Road, Shanghai. In case of a genuine emergency involving an American citizen, such as an emergency with an American minor child, a hospitalization, death or arrest, you may call (86-21)3217-4650 during normal business hours. For questions regarding applying for a new U.S. passport, obtaining notary service, or any other non-emergency services, please review the U.S. Consulate website for detailed information.

After normal business hours, and if you have a genuine emergency, please call the office at (86-21) 3217-4650 and press “1” then “3” to speak with an emergency operator.

If the above number does not work after business hours, please call (86-10) 8531-4000.



RECONNECT WITH CHINA



Let's Stay In Touch

We hope this guide proves useful for your trip to China.

If you are leaving the country, we'd like to stay in touch with you. If you wish to be on the newsletter distribution list for Ohio State-China related news, publicize your Chinese trip and research progress or keep in touch with colleagues and friends in China, please do not hesitate to contact us.

Thank you for taking time to read this guide and we hope for many opportunities to reconnect and see you again in the near future.

Go Bucks!

FAQ



Appendix: Questions

The **ChinaGateway** opened in 2010 and we have received many great questions from faculty, students and staff from all departments of Ohio State. We are happy to share them, and we welcome your thoughts and ideas so we can better serve our future Ohio State visitors!

FAQ

With the GREAT service you provide, do you charge a service fee?

China Gateway does not charge fees for providing service to Ohio State colleges and departments. Upon request, the China Gateway office can prepay expenses during your visit in China and then bill back to your department or office after the completion of your trip. The service will enable your department to reimburse the expenses in USD to the Global Gateway office on campus. Please email China Gateway business manager **Tina Zhan** if you have any further questions.

What do I need to pack for the trip?

- Bring any prescription medication you might need.
- Medical history (blood type, allergies, known medical conditions, etc.) will be helpful if you need to see a doctor in China.
- Bring a copy of your international travel insurance policy and an emergency contact number.
- Take an international power converter and adapter plugs for your computer cords, phone charger, hair dryer and electric shaver, etc. China's electrical system operates at 220 volts.
- For women who wear size 8 shoes or larger, pack multiple shoes because it is somewhat difficult to find shoes above 8 or 9 in China. If size 8 or below there should not be any issues.

It is my first international flight, what should I prepare?

- Check the weather of your destination city before your trip.
- Keep all necessary documents with you and do not put them in your checked luggage (passport, visa, airline tickets...)
- If it is the first time you will take a flight for more than 10 hours, be prepared. It is tedious and tiring. *Advice: Drink a lot of water and try to walk up the aisle every hour.

How do I hold chopsticks?

Chopsticks are used every day in China. Before asking for a fork and knife, try chopsticks to impress the host. Because chopsticks are so common, mastering the skill will help. Practice the following steps to meet success.

- Step 1: Hold one chopstick with your middle finger and thumb.
- Step 2: Place another chopstick between your index finger and thumb.
- Step 3: Practice opening and closing the chopsticks, start grabbing food or things around. Remain patient and you will see improvement.



Step 1



Step 2



Step 3

How can I get around if I cannot speak or read Chinese?

In bigger cities where bilingual road signs are available, it is not hard to navigate. It is usually not hard to find people who speak simple English, especially younger generations. If you stay in a hotel, be sure to ask for an address catalog, or a local map, in both languages. If you live in an apartment or local residence, you may ask someone to write a note in Chinese with the needed destinations. People usually understand if you are having trouble with the language, but you will be amazed how well you can get by without knowing the language.

How safe is it to cross the street?

For a first time visitor, encountering traffic in China might be hectic, but soon you will view it as organized chaos. Always pay attention when you walk across the road, even when the lights are green as cars will still turn right and not necessarily yield the right of way to the pedestrians. Here is a Wiki definition of Chinese right-of-way:

“Compared to the western understanding of right-of-way, which refers to the legal right to proceed forward in a vehicle without fear of being found at fault for causing a collision, right-of-way in China means, for all intents and purposes, that the person who is in the way (first) has the right. In practice, this translates into motorists and cyclists turning or merging straight into the path of other traffic believing that the onus is on the other person to avoid a collision.”

Read more about Rules of the Roads in China:

http://en.wikipedia.org/wiki/Rules_of_the_road_in_China

How about air pollution? What if I get food poisoning or get sick?

Air pollution happens frequently in the fall and winter when the factories burn coal to provide indoor heating. For travelers who have respiratory issues, please prepare to bring a mask if you travel during the pollution-heavy season. You can also check the air quality index on U.S. Embassy's website <http://beijing.usembassy-china.org.cn/070109air.html>.

Food poisoning is preventable if you drink bottled water and avoid food from street vendors. Since most of the food is fried and the drinking water is boiled, your risk of getting food poisoning is low. You may also bring some medicine for your travel, e.g. Tylenol, Imodium, A+D, etc.

美国俄州大
中国代表处
张陆题

安牙路

Safe Travels!

Visit oia.osu.edu/China



美国俄州大中国代表处

ChinaGateway | OFFICE OF INTERNATIONAL AFFAIRS

地址：中国上海市太仓路233号新茂大厦12楼OSU
电话：+86 (21) 5175-1506
传真：+86 (21) 5175-7799
邮箱：china.gateway@osu.edu

人人网公共主页：美国俄州大中国代表处
新浪微博：美国俄州大中国代表处
微信平台：OhioStateChina