

Pre-departure Guide

Welcome to South China University of Technology!

<http://www2.scut.edu.cn/sie/newenglish/departureguide.html>



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WELCOME FROM OUR DEAN

Congratulations on receiving an offer from South China University of Technology! The university has a long history of welcoming international students from all around the world. We currently have students from over 90 different countries, so you will experience an international education into a multicultural environment.

The School of International Education (SIE) has produced this Pre-departure Guide in order to help you preparing yourself for your new life in Guangzhou, China. We realize that leaving home, possibly for the first time, and moving to an unfamiliar culture can be both exciting and yet difficult at the same time. So please try and take the time to read this document carefully.

This guide contains valuable information you need to know and do before you leave home, along with advice about: your arrival in Guangzhou, settling in, registering at SIE, getting organized and making the most out of your new student life.

You can also access this document now on our website:

www2.scut.edu.cn/sie/newenglish/departureguide.html

So welcome to study in South China University of Technology, we look forward to seeing you!



Professor AN Ran
Dean, School of International Education
South China University of Technology



Professor AN Ran

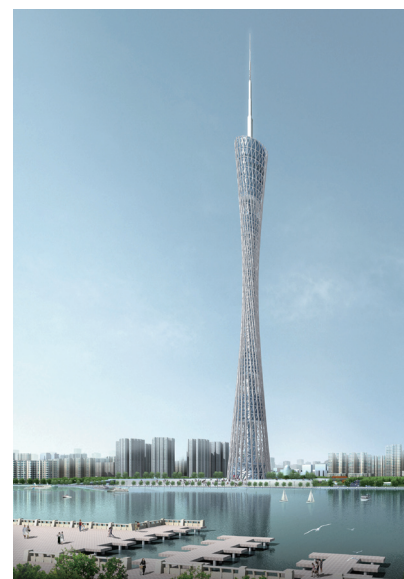
BEFORE YOUR DEPARTURE

➔ Preparing yourself

At SCUT we are very confident that you will enjoy studying and living in Guangzhou. Coming to a new country, for most students, requires a period of adjustment. It may be hard to leave friends and family behind and you may experience the feeling of a various range of emotions.

In order to help you adapting into your new Chinese life, please keep in mind the following suggestions:

- Do not hesitate to talk with others.
- Make yourself at home. Bring some of your favorite things with you, including photos of family and friends, and learn to cook some of your favorite dishes.
- Get familiar about the Chinese culture as soon as possible. Each semester we, at SCUT, arrange a variety of student activities, i.e., Tour of Campus and Neighborhood, Guangzhou One-day Trip, Story Sharing, etc, aiming to help the new students to adapt into their new lives. A Tourist Guidebook is an alternative way to acquire information about the Chinese local conditions and customs. You may also refer to the following website for more details.
 - » Ministry of Foreign Affairs of P.R.China
<http://www.fmprc.gov.cn/eng/default.htm>
 - » National tourism administration of P.R.China
<http://en.cnta.gov.cn/>
 - » Tourism administration of Guangzhou
<http://www.visitgz.com/>
- Please, make sure that you can **arrive on time** to register and participate to the International Orientation Program for all students. Attending the Orientation Program is the best way to ensure you will feel that you belong in China and at SCUT. You will learn important information, as well as meet other students, and make new friends.



Guangzhou Tower



CITIC Plaza



❗ **HANDY TIPS:** Print out the checklists at the end of this guide. You can add your own reminders too, and check in everything as you are packing.

➔ Preparing your departure

SCUT Campus location map



As an international student you will be studying at one of the two SCUT's campuses. The North Campus is located in Tianhe District of Guangzhou City and the South Campus is located in Panyu District of Guangzhou City. If you are not sure of which campus you are going to study to, please refer to your **Admission Letter**. It is important to know and remember at which campus you are going to study and live in as well as how to get there.

• North Campus

This is the old campus of SCUT and one of the most attractive campuses in China. It covers 1.8 square kilometers in a beautiful area surrounded by lakes and mountains, bluish greenery, luxuriant flowers, traditional buildings and modern architectures.

The North campus is located in the Tianhe District, a new CBD of Guangzhou City. The distance between Baiyun International Airport and this campus is 42 kilometers (about 39 minutes drive). Besides, the North campus is only 5 kilometers from the Guangzhou East Railway Station and it will take you about 10 minutes by taxi from there. You may enjoy a very convenient life in this campus.

• South Campus

The South campus is located in Guangzhou Higher Education Mega Center of Panyu District with an area of 1.1 square kilometers. It provides an ideal place for study and research with a beautiful environment and advanced learning facilities, as well as innovative mechanisms and professional management.

The South Campus is 61 kilometers from Guangzhou Baiyun International Airport and it takes you about 45 minutes by car to get there. It is also 25 kilometers and 35 minutes drive from the Gaungzhou East Railway Station.

! For future information about the campus and living in Guangzhou, please visit:
www2.scut.edu.cn/sie/newenglish/051.html www.gdfao.gov.cn/english/

Academic calendar

Important dates are listed in the appendix of this guide. Please refer to this calendar when booking your flights trip back home or making holiday arrangements.

We strongly suggest that you to confirm your class schedule before booking any flights trip or planning holidays as some courses may have different arrangement.

! You can also find the detail information on our website:

www2.scut.edu.cn/sie/english/publish/news/NewsEvents/13apb3udcp2ho.html

Student visas

• Do I need a student visa?

If you come studying for a course lasting more than six months, you will normally need to use the following documents to apply for a student visa (X visa), at your nearest Chinese Embassy or Consulate:

- Your Admission Letter (issued by SCUT if you meet the entry requirements)
- Visa application for Study in China (JW202/201 Form)
- Your health check

If you are coming to China to study for a maximum of six months, you may qualify to apply a visit visa (F visa). You will not need to obtain a student visa (X visa) in advance of travelling.

! We cannot guarantee you a successful application of student visa. You need to consult your nearest Chinese Embassy or Consulate for detailed information.

• How can I apply for a Residence Permit?

Once arrived in China, students with X visa are required to apply for Residence Permit within 30 days of their entry to China. Violation to this will lead to a fine by the Division of Exit & Entry Administration Department of Public Security of Guangdong Province (Immigration Office).

All students are required to submit the *Foreigner Physical Examination Form*, *two 2-inch passport photos*, *photocopy of passport (Including main page, Chinese valid VISA page and the page with the Immigration entry stamp)*, and fill in the *Visa and Residence Permit Application Form* at the International Student Office of SCUT before applying for the Residence Permit at the Division of Exit & Entry Administration Department of Public Security of Guangdong Province (Immigration Office).

Required documents for application for Residence Permit include:

- Foreigner Physical Examination Form
- Visa and Residence Permit Application Form
- Visa Application for Study in China (JW202/201 Form)
- Admission Notice of SCUT
- Resident Certificate of Temporary Residence for Visitors
- Study Visa (X)
- Two passport photos(Official photo with barcode)
- Photocopy of passport (Including main page, Chinese valid VISA page and the page with the Immigration entry stamp)

* The physical examination is taken at Guangzhou International Health Center (GIHC). Those who already had physical examination in their own countries should re-take blood test at GIHC.

Students who have obtained Residence Permit in other cities of China must come and register in SCUT before the expired day, and go through the procedures of visa extension with Study Statement or Course-Completion Certificate issued by your former school.

! The university is obliged to notify Division of Exit & Entry Administration Department of Public Security of Guangdong Province (Immigration Office) if you breach any visa conditions, change your course, intermit (request a leave or absence), discontinue your studies or make any changes affecting the duration of your study.

! Both self-supported students and scholarship holders should pay for any fees related to visa issues.

Insurance

You are required to join the Health Insurance if you study for more than six months at SCUT. The insurance premium is 300RMB/semester or 600RMB/year. If you have joined in other similar insurance plan in your home country or in China, please present the related documents when register. Scholarship awardees of Chinese government are NOT required to pay for the insurance.

! Notice for payment

- Every new student is required to pay for the registration fee RMB 450 when register.
- Students of degree programs studies are required to pay in one single installment every academic year.
- Students of language studies may pay for the tuition every semester.
- All fees must be paid in RMB.
- If you have been awarded the Chinese Government Scholarship, you will be NOT required to pay for the tuition when register.
- You can make the payments by either of the following ways:

1. *Direct Payment when register: you can get a Payment Notice from the International Student Office when register and pay for the fees at Industrial and Commercial Bank of China which is located on campus.*
2. *International Transfer: You can transfer the fees to our bank account before you come to China, please **include your name and passport number when transfer** and **present the transaction record when register on campus.***

Bank Details:

Account Name: South China University of Technology
Account Number: 3602 0026 0900 0733 759
Name of Bank: Industrial and Commercial Bank of China, WuShan, Guangzhou
Swift code: icbkcnbjgdg

Living costs

The table below shows the estimated average annual costs for a single student living on campus. Please note total figures are for the academic year(10 months) only, and that we have excluded the cost of clothing and travel expenses for leisure purposes.

	North Campus		South Campus	
Fees for body check and visas	1,200			
Food, internet, telephone, inner-city transportation, and other necessary costs	12,000			
Insurance	600			
Accommodation fee	Air-conditioned single room 13,600	Air-conditioned Double room 8,800	Air-conditioned single room 9,000	Air-conditioned Double room 5,000
Total estimate	27,400	22,600	22,800	18,800

Airport Pick-up Service

We could offer pick-up service upon request at your own expense. It costs about RMB 300 from airport to North Campus whilst RMB 500 to South Campus. You can make a reservation by email to sieweb@scut.edu.cn for both campuses and need to provide the following details:



1. Your Name
2. Nationality
3. Date of Birth
4. Email Address
5. Arrival Date
6. Arrival Time
7. Airline
8. Flight Number into Guangzhou
9. Accompanist/s



*Airport pick-up reservation must be received by SIE at least **three days** before your flight date; otherwise we will be unable to make the necessary arrangement. When you step out of the arrival gate, please proceed to the Meeting Area of Guangzhou Baiyun International Airport where you will recognize the staff of SCUT holding a banner with the name of our university.*

Checklist for your journey

Once your trip preparations are completed, you should ask yourself the following questions:

- Do you have your travel tickets?
- Did you e-mailed your flight detail information to us three days before the flight date, if you would like to enjoy our Airport shuttle Pick-up Service?
- Do you have your Admission Package (Admission letter, JW202/201 Form, this Pre-departure Guide) along with you?
- Do you have your Chinese Study Visa (X visa) or any other valid Visa, required to come to China?
- Do you have with you enough money to pay your fees when you register?
- Or have you transferred your fees to our bank account and took the transaction record along with you?



UPON YOUR ARRIVAL

➔ Living and studying in Guangzhou

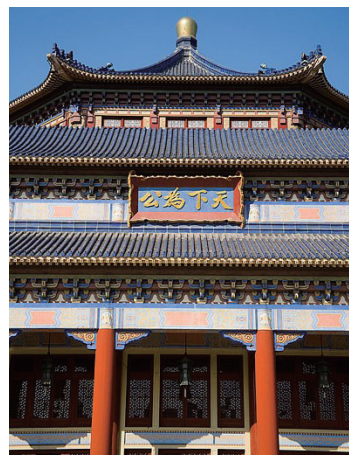
Guangzhou, the capital of Guangdong Province, is the bustling regional hub of Southern China. The Pearl River provides easy access to the nearby South China Sea, and it is conveniently located near both Hong Kong and Macau. Superior geographical location and vital transportation and communication facilities make Guangzhou China's "Southern Gateway" to the world. The 16th Asian Game was held in Guangzhou in November 2010.

Leisure at Guangzhou

Guangzhou is one of the first groups of 24 historical cities nominated by the State Council and China Top Tourist Cities. With over 2,200 year of history, Guangzhou is rich in antiquity, unique customs and deep cultural imprints.

For more details, you may visit the homepage of the Tourism Administration of Guangzhou Municipality <http://www.visitgz.com/en/>

Near the North Campus, in the Tianhe CBD district of Guangzhou, you may find many shopping malls, like Grandview Mall, Teem Mall, Grandbuy, TaiKoo Hui. Besides, the Beijing Road and Shangxiajiu Shopping Street account for the most time-honored and famous shopping areas in Guangzhou.



Sun Yat-sen Memorial Hall

Climate



Guangzhou is located in the South of China and enjoys a sub-tropical temperate climate with four distinct seasons: spring (March to May), summer (June to August), autumn (September to November) and winter (December to February). As for most of the country the hottest months are June to August, and the coolest months are December to January. The temperature range from 3°C, 60% humidity at night in January to 40°C, 90% humidity in August.

If you are arriving for the spring semester, you may wish to keep a jacket or coat handy with you.

When you first arrive

Contact home! Your family and friends would appreciate to know that you have arrived safely.

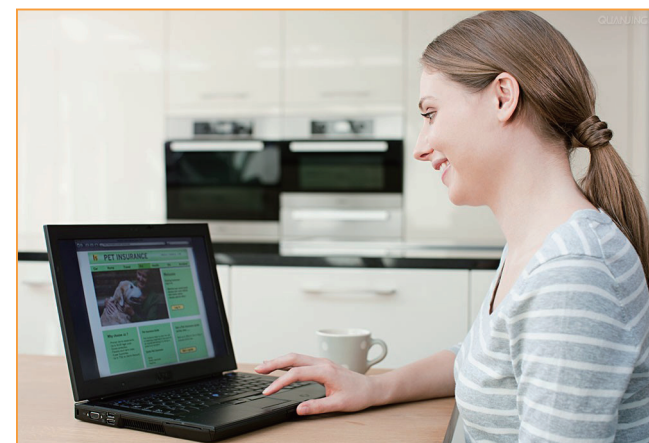
It is very important to contact someone from your home as soon as possible after your arrival.



• International phone calls !

You can buy an international phone cards in many shops inside the campus as well as off-campus, including supermarkets, newsstands and post offices. Some paid telephones at the airport can be operated using a credit card.

If you are planning to bring your mobile phone with you to China, you may need to buy a new SIM card. It can be easily brought at the airport or in some campus shops. Please ask some tips from students who have been in SCUT or other universities in Guangzhou for some time, regarding what should be the best phone company and network to use.



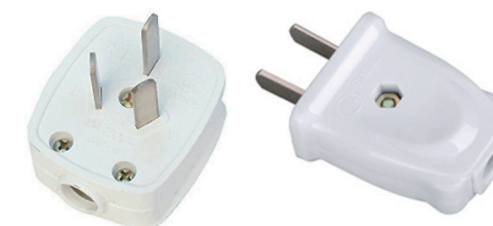
• Internet !

Internet access subscription is available in every room of our dormitory and each library of both campuses.

The internet fees, for students who live on-campus are: RMB100 for setup and activation RMB 50 per month.

• Voltage !

Domestic electricity in China is 220 volts/50 Hz. You may need to purchase an adaptor plug for any electrical appliances (e.g. laptop computer, mobile phone...) that you bring with you. Transformers and adaptors are easily obtained from electrical appliance stores or travel goods stores in China. The power outlet layouts used in China are being shown at the right side.



➔ Getting to the university

Public transportation information

Both of SCUT's North and South campuses are well serviced by the metropolitan public transport system, which incorporates metro (subway) and bus services.

• North Campus

Students arriving at the airport could come to SCUT by themselves by either one of the following ways:

- Taxi will costs you about RMB 120-130 (this might be the only option if you have a very late night arrival);
- No.4 Air-line bus costing about RMB 18, get off at the bus stop of "Hua Gong" (SCUT), then take a taxi to our campus;
- No.6 Air-line bus costing about RMB 20: get off at the end stop of "Tianhe Dasha", then take a taxi to our campus;
- Metro, first take Line 3 at "Airport South" to the station of "Tiyu Xilu", then take the interchange with Line 3 towards to "Tianhe Coach Terminal" at "**Wushan**" station. This trip will require about one hour of traveling time.

! Campus Address:

International Student Office, School of International Education, Building no. 32 Room No. 208,
South China University of Technology, Tianhe District, Guangzhou, P.R.China, 510640
Tel: +86 (0)20 87110592 Fax: +86 (0)20 87114728 E-mail: sieinfo@scut.edu.cn



• South Campus



Students arriving at the airport could come to SCUT by themselves by either one of the following ways:

- Metro, take Line 3 to the "Zhujiang New Town" station, interchange with Line 5 to the "Chebei South" station, then take Line 4 to the "**University Town South**" station; This trip will require about 1 1/2 hour of traveling time.
- Taxi will costs you about RMB 220.
- Line 1 New Airport Express at the airport; get off at the bus stop of "Bianjian Station", interchange Bus Line 298 to the "Guangyuan Zhongzhan Station", then take Bus Line 1 to "Huagong Station" in the University Town.

! Campus Address:

Building no.B1, Room No.208, Admission Office, School of International Education, South China University of Technology, Guangzhou University Town, Panyu District, Guangzhou City, China, 510006
Tel: +86 (0)20 39381048 39381029 Fax: +86 (0)20 39381058 E-mail: sieinfo@scut.edu.cn



➔ Registration

As soon as possible after your arrive in Guangzhou, please come in and register with SIE. You will be ask to fill in a simple registration form and you will receive important information about what to do to start your journey in China. As SIE and most other university offices are closed on weekends, we recommend you to arrive on a weekday. If you do plan to arrive in China on a weekend, you can come to your dorm first. The international student dorm on the North Campus is **Xi Yi** and **Xi Wu**. They are located to the southwest and northwest side of the Xihu Bridge respectively. Building **C15** is the South Campus international student residence hall, located near the Student Canteen No 2.

• Registration Procedure

1. Registration at Student Affairs Office

- » Register with your Admission Letter, passport information page and visa page (original & copy versions), two passport-size pictures and others materials as required.
- » Fill in 3 forms: *Student Record*, *Security Responsibility Agreement*, and *Registration Schedule for New Students*.
- » You will receive an invoice, to be paid at the bank, for your tuition fees, accommodation fee, insurance fee, etc.

2. Payment at ICBC Bank

- » Pay your fees at ICBC bank by presenting the invoice received from above and the required money (or bank transfer)
- » Once the fees are paid. return the bank receipts to the Student Affairs Office.

3. Accommodation

- » Register at the Student Affairs Office if you wish to get an accommodation.
- » Check in with the help of the Dorm receptionist at C15(South Campus) or Xi Yi and Xi Wu (North Campus).

You can also find further information on SCUT's policies and guidelines for international students at <http://www2.scut.edu.cn/sie/>

! Students Affairs Office:

- North Campus** » Building 32, Room208, , opens from Monday to Friday: 8:00am to 12:00am, 2:30pm to 5:30pm.
- South Campus** » B1-208, opens from Monday to Friday: 9:00am to 12:00am, 2:00pm to 5:00pm.

SETTLING IN

➔ Accommodation

North Campus

The international student dorm on the North Campus: Building Xi Yi and Building Xi Wu, are located to the southwest and northwest side of the Xihu Bridge respectively. The students' office of the School of International Education (SIE) is in Building No.32, Room 208, Office hours: 8:00am to 12:00am, 2:30pm to 5:30pm, from Monday to Friday.

The dormitory has tolling washing machines, refrigerators and microwave ovens for public use on the first floor. Students must buy some coins at the front office of the dorm to use the washing machines. Each wash load costs 3 Yuan. Kitchen equipments are free of charge.

The campus hospital is located near the East Gate of SCUT and students may go there for medical service. In case of emergency, please ask the staff in the front office to call the hospital emergency phone at 87112375 or the city medical emergency: line 120.

A branch of the Industrial and Commercial Bank of



China (ICBC) and Bank of China (BOC) are located on the first floor of Xihu Hall, which faces the dormitory. There are branches of the Bank of China, Industrial and Commercial Bank of China, and other banks located in Wushan, past the east gate of SCUT. Students may open a bank account with their passport. The maximum amount that can be withdrawn is US\$10000 per day. Foreign currency can be exchanged to Chinese Yuan at the current daily rate.

! The students office of the School of International Education (SIE) is in Room 208, Building No. 32. Office hours: 8am to 12am, 2:30pm to 5:30pm, from Monday to Friday. Tel 87112940, 87110592.



South Campus



The international student dormitory of the south campus is located in the living area in building C15 (in University Town). Students can take the bus No. 2 from the main gate of the North Campus to University Town.

Each dormitory is equipped with an internet connection. Students who wish to use the internet must apply and pay the fees at the Internet Center (located on the first floor of the Library; Telephone: 39382101).

The Building C15 student dormitory offers five washing rooms, communal kitchens and recreation rooms. Each wash load costs 3 Yuan.

In University Town there are branches of the Bank of China (BOC) and of the Industrial and Commercial Bank of China (ICBC) located in the South Shopping Center, and a branch of the



Agricultural Bank of China in the North Shopping Center. Students may open a bank account with their passport. The maximum amount that can be withdrawn is US\$10000 per day. Foreign currency can be exchanged to Chinese Yuan at the current daily rate. There is an ATM located on the first floor of building D4 of SCUT.

Students that require health care may go to the south campus clinic, located near the building C15. They should bring their student card. In case of emergency, please ask the staff in the front office to call the hospital emergency phone or the city medical emergency: line 120.

Students can buy goods at the Shibo Supermarket on the campus site. In University Town there is also the Huarun Supermarket in the North Shopping Center and the Hongcheng Supermarket in the South Shopping Center. The bus No.381 goes to both shopping centers.

! The Office of International Student Affairs is in Room 208, Building No. B1 Office hours: 8:50am to 12:00pm, 1:50pm to 5:00pm, from Monday to Friday. Contact Number is: 39381030 or 39391020.

! Contact home

Your family and friends, back home, may be expecting to hear from you! Public phones can be found around the campus. You may also use your new mobile phone's SIM card or send an email home by using one of the computers in the Library.

APPENDIX A

2011 Academic calendar

2011 Fall Semester	
Registration	26-27 Aug.
School Begins	28 Aug.
Orientation Program	26 Aug.-3 Sept.
Mid-Autumn Day	12 Sept.
National Day	1 Oct.-3 Oct.
Sports Competition	12 Nov.-13 Nov.
School Anniversary	17 Nov.
New Year's Day	1 Jan.-3 Jan.
Lectures End	31 Dec.
Examinations	2 Jan.-15 Jan.
Winter Vacation	16 Jan.-19 Feb.
2012 Spring Semester	
Registration	17-18 Feb.
School begins	20 Feb.
Orientation Program	20 – 24 Feb.
Tomb-Sweeping Day	4 Apr.
Labor Day	1 May
Dragon Boat Festival	23 June
Lectures End	22 June
Examinations	25 June - 6 July
Summer Vacation	9 July- 2 Sept.

! Please note these registrations and holidays dates are subject to change. Please regularly check this website page for any change of dates: www2.scut.edu.cn/sie/english/publish/news/NewsEvents/13apb3udcp2ho.html

APPENDIX B

Your pre-departure checklist

Upon acceptance and before leaving home

- ☐ Get your Chinese student visa.
- ☐ Apply for a credit card and /or manage to have access to sufficient funds.
- ☐ Plan and organize your travel arrangements.
- ☐ If you are arriving at Guangzhou Baiyun Airport, book your airport to SCUT shuttle transportation at least 3 days in advance.
- ☐ If you still have further questions, please send us an email to sieinfo@scut.edu.cn. Please note that this email will only be accessed during normal university working hours.

What to bring with you

- ☐ This pre-departure guide.
- ☐ A valid passport for one year minimum and a current student visa (or Visitor's visa if you take a less than a six-months course).
- ☐ Your Admission Letter from SCUT and the JW202 or JW201 form.
- ☐ Receipts for any payments already make to SCUT.
- ☐ Some Chinese currency (CNY) for the first few days.

When you arrive

- ☐ If you have requested an Airport shuttle to SCUT , please follow the instruction under the chapter above entitled: "Airport to SCUT shuttle transportation" by sending us the detailed request information , or make sure that you are able to manage your own way to SCUT .
- ☐ Contact home (phone or email)! Your family and friends would appreciate to know that you have arrived safely.
- ☐ Register yourself at SCUT, School of International Education as soon as possible.
- ☐ After being register, follow the instructions given to you by the registering staff on how to apply for the Residence Permit.
- ☐ Open a bank account with your passport.
- ☐ Attend the International Welcome Orientation.

APPENDIX C

