



CLE: Chinese Language Education

The Right Way to Learn Chinese!

Mandarin Chinese Program Student Handbook

Beijing, China 2010

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1. Student Life at CLE:

a. Chinese Language Classes:

All CLE language classes are designed to provide an enjoyable and effective curriculum by combining core Chinese language or Business Chinese classes with guided real life language practice.

Current class schedules for Small Group Classes (short term, semester, and academic year programs) are as follows:

Weekday Classes:

M-F 8:30-12:30 or 14:00-18:00 (20hours/week)

M-F 8:30-12:30 and 14:00-16:00 (30hours/week) – Intensive Program

Evening Classes:

M&W or T&Th 19:00-21:00 (4hours/week)

Weekend Classes: (Saturday and Sunday)

10:00-12:00 or 13:00-15:00 (4hours/week)

10:00-12:00 and 13:00-15:00 (8hours/week)

Students can select from the above listed class times according to their own schedule and class availability. Private class times are flexible, but must be worked out with CLE and your professors in advance. Classroom availability for Private classes is on a first come first serve basis with priority given to group classes. Additional Small Group class times may be available. Please contact CLE for details.

b. Proficiency Level and Placement Tests:

All students for Small Group Classes will initially be placed in classes based on the level of Chinese language proficiency they have stated on their application. Upon arriving in Beijing, each student with Chinese language experience will be given a placement exam. This test will be used to ensure the class placement is correct. If necessary, students are free to apply to have their class assignment changed in order to find the pace that is right for them. CLE will also continually monitor student progress and may periodically make changes to class assignments to ensure students of the proficiency level and rate of progress study together.

c. Attendance:

Although attendance is not required, students are expected to attend class and maintain proper pace with their class. Failure to attend class for a significant period of time, without explanation to CLE staff, could result in dismissal from the program and withholding of the program completion certificate. Refunds are not granted for lack of attendance or program dismissal. Program attendance can be deferred by applying to CLE staff for necessary and urgent absences over two weeks in duration.

In instances of absence, small group students are expected to make up missed course material, so as to not interfere with the pace of other students. Since our class sizes are small, it is important that all classmates progress together. CLE will assist in any way possible to help make up missed course work. Students also may call CLE staff to receive missed coursework and assignments. After-class tutors are also available for year, semester and Gold Package students to review any coursework. A leave of absence is available for extenuating circumstances, provided that CLE staff is notified in advance. Once you return to your program, CLE will again place you in the best available class for your level of Chinese.

Private Program students have flexible course times and dates, and can determine their schedule with CLE and their language professors. Private students are also expected to meet with their professors at the scheduled times. Refunds and reschedules are not provided for missed classes. Private students, however, are able to reschedule class times as long as they work out with the details with CLE and their professors at least one day prior to missing the class.

Changes can be made to program structure and course availability at any time. Please view www.chinaledu.com or ask CLE staff for complete details. Students moving from a group class to a private class will receive a prorated credit applied to the appropriate number of private class hours. A 1000 RMB processing fee is also charged for changes in course structure.

d. Exams:

Several small exams will be given to Small Group and Private students throughout their course. Exams are primarily used as a review tool for students and to also help language teachers understand student progress. Some students find it valuable to have more exams and quizzes and are free to request them at any time.

e. Course Certificate:

All semester or longer students will be evaluated by their instructors and given a Certificate of Course Completion after they have successfully completed their program. Evaluations will consist of classroom participation, exam results, attendance, and general Chinese language proficiency.

f. HSK:

CLE also has programs to help students to prepare for and take the HSK examination. The HSK is the national Chinese Language proficiency test. Students that wish to take the HSK should make CLE aware at the beginning of their program. Based on your level of Chinese, CLE will help you set appropriate goals for the HSK examination. All Gold Package students will be enrolled upon request to take the HSK exam, if a testing time is available during their program. Gold students will also have access to HSK preparation seminars. Students are not required to attend seminars or HSK testing, but it is highly encouraged. CLE also encourages all other students to take the HSK at some point during their language training. Our staff can assist with any information necessary for testing.

g. Language Partners:

Language Partners are a great way to quickly enhance your Chinese language, gain cultural understanding, and meet new Chinese friends. If applicable to your program, Language Partners will be introduced upon request toward the beginning of the program. Please let CLE staff know if you would like to request a Language Partner. It is recommended that Language Partners meet frequently to practice language. A typical exchange would include one hour of Chinese and one hour of English, but this can be structured anyway the Language Partners would like. We do our best to match proficiency levels and ages when assigning Language Partners.

h. After-class Tutors:

CLE has after-class tutors available to assist all semester, year and Gold package students with any questions or problems they may have. After-class tutors are also a great information resource for students to find things in and around Beijing.

i. Electives, Social Events, Seminars, and Trips:

CLE frequently holds elective, trips, and events courses for all Silver and Gold Package students that wish to attend. Sample elective programs include:

Free Chinese Club
Mahjong Lessons
Chinese Cooking Classes
Calligraphy
Tai Chi
Chinese Music
Acupuncture

Gold Package students will also have Chinese Club events that include social nights and seminar series. Other students may also join Chinese Club events for a fee per event.

j. Student Lounge:

A student lounge area is provided for students to relax, study, and socialize. Only students, staff, and authorized guests are permitted in the student lounge. All students are expected to treat the area with respect. Alcohol, drugs, smoking, illegal activities, and all forms of disruptive behavior are not tolerated. Any damage caused to school property is the responsibility of the student. CLE is not responsible for theft, loss or damage of student belongings. Misuse of CLE property, including computer access, can result in language program dismissal.

3. Daily Life in Beijing:

a. Accommodation: CLE offers a variety of accommodation options for both Silver and Gold package students. Including:

- Home Stay –

The best option for students wanting to quickly master the Chinese language and experience Chinese culture is our Home Stay accommodation option. Home Stay students are given the opportunity live and learn with a Chinese Host family. Each Host Family is selected based on a number of factors, including: convenient location, comfort and cleanliness of the home environment, quality of the meals provided, educational background, and lifestyle.

For privacy and convenience all Home Stay options provide a private room. Each room is furnished with new and modern furniture including a bed, desk, chair, and closet. Additionally, two meals (breakfast and dinner), electricity, gas, and water are all included in the Gold Package fees. International telephone calls will incur additional charges and are to be paid by the individual.

- Private Apartment –

Each modern apartment is equipped with a bedroom, a living room, a bathroom and a kitchen. The living room has sofa, coffee table, TV (including cable), chairs, Internet access, telephone and DVD player. Each bedroom has a bed, desk, chairs, and large closet for clothes and personal belongings. The kitchen is equipped with a refrigerator, microwave and basic cooking utensils.

- Shared Apartment –

All of our modern apartments are fully furnished and comprise of two bedrooms, a living room, a bathroom and a kitchen. The living room has a sofa, coffee table, TV (including cable), chairs, internet access, telephone and DVD player. Each bedroom consists of a bed, desk, chairs, and a large closet for clothes and personal belongings. The kitchen is equipped with a refrigerator, microwave and basic cooking utensils. Private room occupancy is provided.

- Utilities - It is the student's responsibility to monitor utilities and notify CLE if they are running low (particularly electricity). CLE will do its best to make sure that all utilities are monitored. Please refer to apartment rental agreement for specific details.
- Accommodation Changes - Students living in HomeStay are granted a free accommodation change if they are not happy with their home environment or family (per availability). Students wishing to change accommodation type (e.g. Homestay to Apartment) can do so by contacting CLE and waiting for the earliest possible move date (usually corresponding with the first of the month). A 1000 RMB processing fee will be charged for changes in accommodation type.

b. Electricity:

Electricity in China is 220 volts. Plugs in most apartments and buildings are both the two pin style (but without the ground wire) and the three angled pin style. Extension cords and surge protectors that fit nearly all style of plugs can be easily found in all supermarkets. If you need power (voltage) converters, however, please bring them with you. They can be difficult to find in China. If you come from a country that uses 110 volt power, please check that your electronics are dual voltage (both 110 and 220 volt compatible). If they are not, you will need to use a power converter.

c. Internet:

Free internet access is available at CLE in the student lounge. These computers are only for basic internet access, therefore, changes to computer settings and/or downloads are not allowed.

Additionally, internet service, for those with computers, is available in each CLE sponsored apartment and is included with Gold Package programs. Please let us know when you arrive at CLE if you will require internet service and we will have it set up for you.

It is important that all students recognize Chinese laws and partake in responsible internet use. If any student is found to be using the internet for anything that is unethical or contradicts Chinese law, internet service will be immediately suspended and dismissal from the program may be possible.

d. Laundry:

All apartments and Home Stay accommodation options have a washing machine and a place for line drying clothes. Clothes dryers are not typically available in China.

Additionally, there are several inexpensive professional laundry and dry cleaning services around CLE and the private apartment complexes.

e. Phones:

- Landline Phones – All accommodation options are equipped with a landline phone for making local calls (by request only for apartments). Telephone fees are included with Gold Package programs. Students wishing to make international phone calls from their landline phones will need to purchase an IP Card. IP Cards can be bought almost anywhere, including the small convenience markets around the apartment complexes. The selling price of an IP Card is usually about half of the card's face value (e.g. 100 RMB card generally sells for around 40 RMB). We recommend using Skype for making international calls as it is the most convenient and inexpensive method.

- Mobile Phones – Most students elect to purchase a mobile phone and phone number when they arrive in China. If you have an international compatible GSM phone, you can just purchase a phone number (SIM card). If you do not currently have a compatible GSM phone, phones can easily be purchased for between 500-3000 RMB.

Monthly service subscriptions are not needed when signing up for mobile phone service. Both Chinese mobile phone operators use the pre-paid billing method, where you purchase airtime and load it onto the account for your phone number. Cards can be purchased in 50, 100, 300, and 500 RMB denominations. Mobile phone numbers (SIM cards) also need to be purchased. Please be aware that phone numbers with lots of 8's and 6's will be more expensive as they are considered lucky in China; whereas, numbers with lots of 4's will be less expensive as they are considered unlucky.

Please be aware that there are two mobile phone companies in China: China Mobile and China Unicom. China Unicom is less expensive, but has lower service quality.

f. Climate:

Beijing weather changes drastically from season to season. Summer months are hot and humid with a light rainy season from May to August. Fall is the most comfortable time of the year with mild and cool temperatures. T-shirts, shorts, and other light clothing is the most suitable for summer and fall. Winter temperatures, however, come quickly around late October/early November. Winter temperatures are cold and dry, so dressing in multiple layers is appropriate. December through February may require long-underwear, wool sweaters and down jackets. Spring brings mild temperatures, but strong winds, and dust storms can still make temperatures a bit cold.

g. Clothing:

Spring: Light jackets, jeans, long-sleeve shirts – days can be warmer, while nights may still be a quite cool.

Summer: T-shirts, shorts, light pants, summer dresses, and other light clothing

Autumn: T-shirts, long-sleeve shirts, jeans, and jackets or sweaters for the evening.

Winter: Long underwear, jeans, long-sleeve shirts, sweaters (preferably wool), down jackets, overcoats, scarves, gloves, and earmuffs or caps.

Clothing is both cheap and easy to find in Beijing, so it is advised that you pack light. Anything you will need, for any season, will be readily available.

h. Fitness:

There are many fitness centers to choose from in the area near CLE. The quality is generally up-to-par or superior to Western standards, however, the

price is usually more than you would expect to pay. The following is a list of fitness centers and their approximate monthly price in RMB. Keep in the mind that prices will decrease per month if you buy a longer membership.

Bally Total Fitness	中体倍力健身中心
SOHO Building 2 First Floor	建外 SOHO 2 号楼 1 层
Tel: 58690666	电话: 58690666
Approx. Monthly Price: 800 Yuan	
R & F Club (inside Fu Li Cheng Apts.)	富力 Club
No. 59 Dong San Huan Zhong Lu	东三环中路 59 号
Tel: 58622277	电话: 58622277
6-month approx. price: 2800 Yuan	
Beijing Jinbu Jianshen Zhongxin	北京进步健身中心有限公司(大北窑)
No. 2 Dabeyao Dong San Huan Nan Lu	大北窑东三环南路 2 号
Dabeyao Merchant's Center	大北窑物业中心
Tel: 65670266	电话: 65670266
Approx. monthly price: 800 Yuan	
O-Zone Fitness Center (Xian Dai Cheng)	北京奥力健身俱乐部 (现代城店)
No. 88 Jian Guo Lu, Xiandaicheng Building D	北京建国路 88 号现代城 D 座
Tel: 85806900	电话: 85806900
Approx. monthly price: 300-400 Yuan	

i. Food:

Chinese restaurants near CLE and in the greater Chaoyang District can be found in all price ranges and styles. At local hole-in-the wall eateries, meals typically cost 5-10 RMB (\$0.60-\$1.25). Nicer Chinese restaurants can range between 20-40 RMB (\$2.50-\$5.00). China is both a large and diverse country, and this is especially reflected in the different types of regional foods. If you aren't already familiar with Chinese food, you will soon learn that Sichuan style food is very different from, for example, Shanghai style cooking. Every region of China has its unique cooking style, and in Beijing you have the opportunity to sample food from all of them.

One of the best aspects of Beijing is its wide variety of international cuisine. Restaurants specializing in nearly every kind of international fare can be found near CLE and both apartment complexes. Examples of international restaurants include German, French, American, Japanese, Middle Eastern, Indian, Thai, Spanish, Korean, and Italian. At restaurants offering foreign cuisine, you can expect prices to be higher than most Chinese restaurants. International cuisine generally starts at around 40-80 RMB (\$5.00-10.00) and can be much higher depending on the restaurant.

Supermarkets and small grocery stores are also readily available in the area near CLE. Large supermarkets typically have a section selling only imported goods if you are missing a specific product from home. Jenny Lou's, a small

grocery store specializing in imported products, is also located in Jianwai SOHO building 4.

j. Health:

- Climate - Many students when they first arrive in Beijing suffer from colds, coughs and sore throats until they can get used to their new climate and environment. Part of this is due to the fact that the temperature in Beijing can change drastically from day to day (especially during the winter months). During most of the year the climate in Beijing is very dry and dusty. It is therefore very important to keep yourself both warm and hydrated.
- Food and Water – Nowadays in Beijing you can eat almost anywhere without having any digestion problems. However, for those with an easily upset stomach, it is advised to choose the places you eat very carefully. It is also advised to avoid street vendor food, at least until you have become accustomed to the local diet. Water from the tap in Beijing is safe for brushing teeth, but it is not advised to drink without first boiling. Tap water is also fine for making both tea and coffee.
- Medicine – Chinese pharmacies are easy to find and are very cheap if you are in need of cold or other types of medicine. You can often find many medications that would require a prescription in other countries for sale over-the-counter. If you do not feel comfortable using Chinese medicines or have specific allergies, there are also western pharmacies available that offer most over-the-counter drugs. Watson's is the closest to CLE, located on the bottom floor of the World Trade Center shopping mall. The International SOS clinic has English speaking doctors on staff, as well as, an on-site pharmacy if you should find yourself in need of a prescription. If you have any concerns about prescriptions please contact CLE staff and we will do our best to locate the medicine for you.

k. Insurance:

Medical and accidental insurance is not required to enter China or to attend CLE language courses, but it is highly recommended. Please check with your current insurance provider to see if it will cover you while overseas. If not, it is advised to purchase medical and accidental insurance before starting the program. CLE offers medical and accidental insurance to all Gold Package students for the duration of their stay with CLE. Other students can also purchase insurance through the CLE program. Please contact CLE for rate details.

l. Safety:

Beijing is an extremely safe place to both live and visit. In most cases, the worst thing that can happen is you meet a pickpocket. You can help to avoid any possible trouble by always paying attention to yourself, your property and

your surroundings. This includes not flashing money or personal valuables, or inviting trouble in anyway. It is also advised to always keep your belongings locked up in a safe place when you do not have them with you. If you should encounter any trouble, please immediately let CLE know and we will help direct you to the appropriate police bureau to report the crime.

m. Transportation:

There are several transportation options available in Beijing from which you can choose, depending on your budget and time restraints. These include: walking, bicycle, subway, taxi, and private driver. Please use caution however, when riding a bicycle or walking throughout the city. In most situations the pedestrian does not have the right of way, and minor accidents between vehicles and pedestrians are common. By paying attention and using common sense it is possible to avoid any problems.

- Bicycle – Riding a bicycle around Beijing is both easy and effective way to travel. You can purchase a used bicycle for around 150 RMB (or approx. \$15-20). New bicycles are a bit more expensive, and it is not recommended to purchase one as they are often stolen. Typically the most average looking bicycle is the best.
- Bus – Bus tickets range from 1 RMB to 3 RMB depending on distance. There are several bus routes in Beijing, with bus stops in nearly all locations. Buses with air-conditioning generally start at 2 RMB. Bus cards are available for 20 RMB offering up to a 60% discount on rates.
- Subway – The Beijing Subway is one of the easiest and fastest modes of transportation in the city; although, it may be a bit crowded during rush hour. There are several basic subway lines, and 1 light rail line currently in use, with more on the way. Subway tickets are 2RMB for the main subway lines.

Access to the subway is located at the intersection just north of CLE (about a 3 minute walk from the school).

- Taxi – Taxi's are available in Beijing anytime day or night, and are by far the most comfortable means of transportation. The basic fee for taxis is 10 RMB before 11pm and 11 RMB after 11pm. This fee includes approx. 4 km. The charge per km after the initial 4 km is 2RMB. A sign should be clearly posted in the window of the taxi showing the rate. Please be aware of private taxis that do not have a visible rate sign, license and/or meter. These taxis may try to charge you much more than the going rate.

Please Note: As of December 2009 taxi trips over 10 RMB will have an additional 1 RMB fuel surcharge. This additional fee will not be reflected on the meter and the taxi driver will ask you for the additional fee separately.

- Private Driver – If you are looking to take a trip outside of the city or have special need, private drivers can be hired relatively cheap in Beijing. Many students choose to rent a car and driver for trips to the Great Wall and other areas just outside of the city. Driver’s can be found in the Beijing classifieds, and CLE can also assist with recommendations to reputable drivers.

n. Mail:

All CLE students are able to have their mail sent the school address for ease of delivery. Students can collect their mail from the CLE reception area. Both packages and regular mail will be accepted for you. Students sending items to CLE should have their mail addressed as follows:

Student Name
C/O Chinese Language Education
Jianwai SOHO B-1003
No. 39 Dong San Huan Zhong Lu
Chaoyang District, Beijing, China 100022

It is also important to note some differences when mailing letters from China. If the mail is domestic, the Recipient’s Name and Address are written in the upper left hand corner of the envelope, and the Sender’s Name and Address are written in the center of the envelope. International standards are accepted for letters sent outside of China.

- Domestic Mail

<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Recipient’s Name Address	Sender’s Name Address

The postal code must be written in the red boxes in the top left corner of the envelope to help ensure delivery.

- International Mail

Sender’s Name Address	Recipient’s Name Address
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o. Money:

There are three names for China’s currency: **Ren Min Bi (RMB)** is the formal name, **Yuan (元)** is the normal name, and **Kuai (块)** is the informal

name. In everyday life, “Yuan” and “Kuai” are both very common ways to refer to money. Yuan/Kuai comes in smaller denominations as well. 10 **Jiao** (角) make up 1 Yuan/Kuai, similar to a dime. In spoken language, (as opposed to written) a Jiao is called a **Mao** (毛). Ten **Fen** (分) make up one Jiao/Mao, similar to a penny.

- **Paper Notes** - include 1 Yuan, 2 Yuan (rarely found), 5 Yuan, 10 Yuan, 50 Yuan, 100 Yuan, 1 Mao, 2 Mao (rarely found), and 5 Mao. Paper notes of 1 Fen, 2 Fen, and 5 Fen are also printed but rarely found. 100 Yuan is the largest note printed, and the size of paper notes decrease with the value.
- **Coins** - are found in the following denominations: 1 Yuan, 5 Mao, 1 Mao, 5 Fen, 2 Fen, and 1 Fen.
- **Renminbi (RMB)** is the formal term that encompasses all monetary denominations in China.
- **Fake bills** are found throughout China, but are becoming more rare. To minimize your chances of receiving a fake bill, you should get change for 100 Yuan notes in legitimate stores, and use smaller change when buying from a street vendor or taking a cab. In the case that you have to use a 100 RMB bill in a less-formal setting, you should feel each bill that you receive to check their genuineness (fake bills usually feel like regular paper).

a. Changing Money

There are many places to change money in the Guomao area. There is no need to shop around for the best rates because they are uniform throughout China. Make sure that you bring your passport because it is required when you change money at a bank (for all transactions at a bank, you must have your passport). Not all banks change traveler’s checks.

b. ATMs

ATM’s are found throughout the Chaoyang Business District and most accept all foreign-issued credit and debit cards. ATM’s only dispense RMB, and the maximum cash withdrawal allowed per day is typically around RMB 2,500.

When a foreign-issued card is inserted into an ATM that does not accept foreign cards, the machine may keep the card (this is very rare). When this happens, a request must be made to bank personnel for retrieval of the card. Your passport needs to be presented for purpose of identification. When the ATM is not directly connected to a bank (although they usually are) the location of the ATM and bank name must be noted so the bank can be contacted afterwards for retrieval of the card.

c. Credit Cards

Although internationally issued credit cards are accepted in Beijing, they are accepted at a limited number of establishments, mostly better hotels and selected restaurants, malls, and shops. The most frequently accepted credit cards are Visa and MasterCard. The predominant mode of payment in most parts of Beijing is still cash.

d. Opening a Bank Account

There is no minimum deposit in Beijing for opening a savings or a checking account. Your passport must be presented to the bank when opening a bank account. Bank of China is highly recommended as in case of remittances from abroad, this bank has the fastest processing and shortest lead-time. If you would like assistance with opening a bank account in China, CLE will be happy to help you.

Please be aware that some international banks require that you set up wire transfers in person. So if you are planning to wire money to a new account in China, please verify any restrictions with your home bank before you arrive in China.

e. Western Union

Western Union money transfers can be sent and received at all Agricultural Banks of China and many post offices throughout Beijing. You need only to bring your passport to collect money transfers. Please note that the maximum amount collected at a time is USD 2000.

Near CLE, there is a Western Union on the east side of the 3rd Ring Road at the Agricultural Bank of China on the first floor of Top Fine Building.

Agricultural Bank of China, Western Union	农业银行，西联汇款
Top Fine Building, 1st Floor	朝阳区三环路 18 号
No. 18 East 3rd Ring Road, Chaoyang District	动换国际大厦 1 层
Tel: 8775-1342 Working Hours: 9am-5pm	电话: 8775-1324

p. Chinese Holidays:

CLE students can make use of Chinese national holidays for travel and recreation. The following Chinese Holidays that are recognized:

- January 1, New Years Day, No Lessons
- January 24-31, Spring Festival/Chinese New Year, No Lessons
- April 4 - 6, Qing Ming Festival, No Lessons (exact date TBD)*
- May 1-3, Chinese Labor Day, No Lessons (exact date TBD)*
- May 28-30, Dragon Boat Festival, No Lessons (exact date TBD)*
- October 2-4, Mid-Autumn Festival, No Lessons (exact date TBD)*

- September 29-October 3, National Day, No Lessons

* These holidays are all 1 day. Exact dates will be determined by the Chinese Government and will be posted after the official announcement date.

It is important to note that for Chinese New Year, International Labor Day and National Day, the holidays are usually scheduled to include a full week plus the weekend, so the total vacation period will range between 5 and 7 days. The extra days of vacation are usually made up during the weekend following the vacation period. Please check with CLE staff to confirm the exact dates. Also, please note that Christmas Day, December 25th is not a holiday in China, and if applicable, classes will be held.

q. Shopping:

You will find that almost anything you would ever need or want can be purchased in Beijing. In the upscale malls you can buy nearly every label imaginable, but expect the price to be equal to or more than you would pay back home. You can also find many quality Chinese brands in both malls and shopping districts at a much cheaper price. Free and open-air markets are also available in every district in Beijing, and offer name brand clothing at greatly reduced prices. You must use care, however, when shopping in Free and open-air markets to ensure the products you buy are both quality and authentic.

Additionally, almost all supermarkets now have a foreign foods section and carry many western brands for household goods and hygiene (at a much higher price of course). There are also a couple of grocery store chains that specialize in carrying foreign products.

r. Toilets:

While Jianwai SOHO, all CLE sponsored housing, and most new and modern buildings in Beijing use sitting toilets, the most common are still squat toilets. This is especially true once you get a little outside of Beijing. Toilet paper is not often available in public restrooms, so it is advised that you carry some with you at all times. Also, squat toilets are not designed to dispose of toilet paper like sitting toilets, so to avoid problems please use the garbage bin beside the toilet and do not flush the paper.

s. Visa Extension:

- Visa:

All students studying at CLE must first register for a tourist (L), F or X visa in their home country, whichever applies to their program. L visas can be requested for 1-3 months. If your stay at CLE is longer than your original visa, CLE will assist you in extending your visa. Gold Package students will not be required to pay the Visa Extension Fees. Other students will need to pay the extension fee, however, CLE will assist with the extension process.

*Please confirm with CLE regarding your visa requirements prior to arriving in China as the visa policy changes frequently and cannot be guaranteed.

The Visa Duration and Extension

Visa L: The L visa ranges from 30-90 days and can be extended once to an F visa. This policy changes frequently and L visas may not always be extendable to F visas. Please confirm with CLE prior to arrival if you are planning to use this method.

Visa F: The total extension time for F visas can add up to no more than 1 year. CLE will assist students that need an F visa once they arrive in Beijing.

Visa X: CLE will provide students studying in China for more than 6 months an X visa. Students applying for an X visa will also require a physical examination. The physical examination will include, but is not limited to: Medical History, Height, Weight, Blood Pressure, Vision, Heart, Lungs, X-Ray, ECG, Blood Test. CLE will assist students with the visa application and physical examination requirements.

- Student Registration with the Public Security Bureau –

All students are required to visit the local police bureau after their arrival and register for temporary residence. You will be required to bring your valid passport, visa, rental contract, and 1 passport size photograph. CLE will assist all Gold Package students with this process. You will need to retain your Form of Temporary Residence and submit it with any visa extension requests.

t. Contact Resources and Numbers:

The following phone numbers are available for needs you may have in China:

1. CLE Language Center - (8610) 5869 5800

Contact for:

Student Programs and Escalations
Chinese Language Program, Class Schedules & Payments
Housing & Visas Needs - contact Jessica Li
Student Electives and Events Information - Contact Jessica Li
General Program Inquiries

2. CLE 24 hour assistance* (Gold Package Only) - (86) 13522171218

*24 hour support is not a guarantee of issue resolution by CLE staff. CLE will provide students with the appropriate information and method to assist in resolving their problem. In escalated situations CLE will do all that is possible and reasonable to maintain the safety and comfort of students.

3. Police - Dial 110

4. Fire Department - Dial 119

5. Ambulance - Dial 120

6. Insurance through Seven Corners, Inc. - (1) 317-575-2256

a. Claims for reimbursement must be submitted within 90 days of service. You do not need to contact the insurance company prior to medical treatment in cases of emergency. You can file a claim for reimbursement of expenses after service.

b. Contact Seven Corners prior to service (if possible) to determine possibility of direct billing. Contact is required prior to major medical treatment. Please review insurance documents.

*All insurance claims and details should be handled directly by the student and Seven Corners, Inc. CLE is not responsible for facilitating any claims or services. Seven Corners offers a 24 hour answering service and can generate a billing number for major services. For minor services it is recommended to submit a reimbursement form within 30 days of treatment.

u. Patience:

We look forward to you starting your Chinese Language program. If this is your first time in China, we respectfully ask that you approach everything with patience and understanding. There are several process and culture differences that may be very unlike your home country. This is part of the beauty of China, but it does take some adjustment. Please be aware, that some things are efficient and easy, while other things may be less efficient and challenging. We will do everything possible to make your stay comfortable and enjoyable, but there are many things outside of our control and must be accepted as part of life in Beijing.