



Location and Course Information

Beijing, China

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

Deposit

If you have not yet paid a deposit and received a Confirmation of Payment email, then you have not yet "officially" registered for the course. Should you still need to make a deposit, please review the available payment methods in your original "Letter of Acceptance".

Final Payment: You have the following options for the Course Final Payment (1,090 USD):

A. Cash payments on arrival

If payments have not been received by the end of Wednesday afternoon of the first week, you must gain permission from henry@teflife.com or beijing@teflinternational.com to remain on the course. Cash in USD, GBP, Euros and local RMB are accepted. Exchange rates can be found on www.xe.com.

B. Payment by credit/debit card

The balance of the course can be also made by credit/debit card. (MasterCard, Visa, American Express, Diner's Club, Cirrus, JCB, etc.)

Visa and Passport Information:

You'll need a Tourist (L) Visa for attending this course. You could obtain it from your local consulate or apply with a local travel agent. You could find your local consulate's website through a Google search by typing in "Consulate General of the People's Republic of China in xxxxxx" for example. There might be new rules that just came out without any prior notice as all the Chinese Consulates state on their websites that "All regulations and costs are subject to change without notice". However, you will need to prepare these following documents when applying for a Tourist Visa:

- 1) A visa application form (This can be downloaded from the Consulate website).
- 2) One recent 2 x 2 inch portrait attached to the application form.
- 3) Original passport with at least 2 blank visa pages and valid for at least 6 months after the date of application.
- 4) Previous Chinese visa records (if any, together with their copies).

- 5) Visa Application Fee, this depends on the country where you come from.
- 6) Your passport, valid for at least 6 months after your planned arrival date.
- 7) **A hotel reservation letter might be required.** However, this also depends on your nationality. If you are requested to provide one, please email us at henry@teflife.com and we can get it prepared and send it to you via email. If you are asked to provide contact information in China, you may use our school's address on the website.
- 8) If you would like to stay in China after the course, you may want to apply for a 60-day or 90-day Tourist/Business visa, possibly with double-entry or multiple entries. The Course Administrator will be able to give you further details about this.

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

Transportation upon arrival:

The training center is located at: **TEFL International Beijing Office.**

Exit A of Wangfujing Station on subway Line 1

In characters: 地铁1号线王府井站 A 出口

Postal Address: Room 601, Wing 3, Oriental Plaza, No. 1, East Chang'An Avenue,

Dong Cheng District, Beijing, China.

Address in Mandarin: 北京市东城区东长安街 1 号东方广场 W3 座 601 室

Office Number: (+8610) 85185656

Mobile Number: (+86) 18601920788 Henry Yan

If you arrive anytime on Saturday or Sunday prior to the start of the course, an airport transfer can be arranged. Those who are not arriving on these days will be responsible for their own arrangements.

Note: Regardless of your arrival date and time, we would appreciate it if you could send us your arrival details and send them to henry@teflife.com – if you need an airport pickup on Saturday or Sunday. Please do so as soon as your travel plans are confirmed. Help us help you by providing this information!

Below are two ways of getting to the school to from the Beijing International Airport (from Terminal 1, 2, and 3):

1. Taking a taxi from the airport directly to the school:

We suggest that you show this: **北京市东城区东长安街 1 号东方广场 W3 座 601 室** to a taxi driver. When arriving at the airport, keep away from drivers who approach you in the terminal or outside as they will ask for much more than the actual price. There is a taxi line just outside the terminal. Drivers should use a meter - make sure that the driver puts down the flag after you get in. Taking a taxi from the airport to our center costs between RMB 90 and 130 depending on the traffic and time of the day. Bear in mind that keep a printed receipt in case you left something in the taxi.

2. Taking the Airport Express Train to the school.

It is very convenient and easy to find the entrance for the Airport Express Line both at T2 and T3. Buy a train ticket (RMB 25/person) at the ticket counter. The train leaves from T3, stops at T2 and you need to get off at Dongzhimen Station (**东直门站**); then transfer to Line 2 (there are signs all over the place) and get off at Jianguomen Station (**建国门站**) and lastly transfer to Line 1 and get off at Wangfujing (**王府井站**) then walk out from Exit A. We will meet you at the entrance. More details about the subway lines can be found on: (<http://www.beijingchina.net.cn/transportation/subway.html>)

Accommodation Details & Options:

Note: If you are planning on arriving early, we recommend staying at the Beijing City Central Hostel, it is close to our school. Reservations can be made on: www.centralhostel.com

Option 1: Single room in a shared local apartment: 350 ~ 400 USD/month

- Please contact us AT LEAST two weeks prior to the course start date to make a reservation.

Option 2: Beijing City Central Hostel: <http://www.centralhostel.com/en/hotelinfo.html>

There are many hostels in Beijing, this one has one of the best reviews and is very close to the learning center - about 15 minutes' walk. Rates are as follows:

- Single room with shared bathroom: 128 RMB/night (two beds in one room and we will try to arrange another student who is also taking the course to stay in the same room with you)
- Double room with shared bathroom: 160 RMB/night
- One room with 4/6 beds: 60 RMB/night
- Standard room: 288 RMB/night (less than 7 days); 240 RMB/night (7 days and longer)

Address: No.1-5, Beijing Zhan Xi Jie, Dong Cheng District, Beijing, China 100005

Address in Mandarin: **北京市东城区北京站西街 1-5 号**

Phone Number: (+8610) 85115050

Option 3: Beijing Mayson Serviced Apartments (www.huijiale.cn) and click on the link for "Chongwenmen" area

Professional serviced apartments in Beijing for people who are on a short training program, and traveling, visiting friends for a short period of time. Reservations can be made online, rates are as follows:

210 RMB/Day ----- 6,300 RMB (1,000 USD) / month: Amenities include: WIFI, fridge, wash machine, air-conditioning/heating, microwave oven, 24-hour hot water, 24-hour security, etc.

Mail

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

First Aid

All minor injuries can be treated at the training location. Medication for food poisoning - including antibiotic drugs - is available at local pharmacies. In the case of food poisoning or other stomach problems trainees are advised to temporarily avoid eating. Drink only bottled water until the symptoms subside and then gradually introduce other foods into your diet beginning with steamed rice.

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

Meals

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

Smoking and Drinking Policy

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

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

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

COURSE ADMINISTRATIVE INFORMATION

Training Course Schedule

The first class will take place on Monday morning at 10:00 o'clock. The Orientation as well as course schedule will be provided on Monday morning. Sessions generally run between 9:30 a.m. and 4:30 p.m. with appropriate breaks. Trainees are expected to attend all input and other sessions included on the schedule unless they are sick and require medical treatment. This is particularly important for the Teaching Practice sessions (TP). It is very difficult to arrange an alternate TP time and there will be an additional fee for re-scheduled TPs.

Course Dress Code:

For all input and tutorial sessions at the training location, there are no specific dress requirements, yet we ask that you be mindful of your peers and respectful of the fact that you are a visitor in another country. During the observed Teaching Practice sessions, there are specific dress requirements that adhere to the local working culture and basic ideas of professionalism. All trainees are expected to dress "casually smart".

Resources

Please bring a pen, notebook, and a binder for notes as well as assignments during class. All relevant forms and instructions will be provided. Various textbooks will be provided. However, no books should be removed from the classroom without specific permission from the Course Administrator. Signing in and out of all books is required. You will be required to prepare materials for your Teaching Practice. The school keeps an initial supply of basic tools/stationary items necessary to make student materials. A photocopy machine is available free of charge.

Trainee Course Feedback Sessions

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

Working in Beijing, China

If you are planning on teaching upon completion of the course in Beijing or other cities in China, please bring along your original diploma and transcripts from your university/college. TEFL International has been very successful in assisting our course graduates with teaching positions.

Additional Information

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

Things to do in Beijing

- **Daily life:** If you really want to experience the real side of Beijing, take a trip to the Hutongs (traditional Chinese areas), here you can find traditional "Beijingers" living the Beijing lifestyle, playing chess in the streets or just relaxing with an afternoon drink. Locals are extremely friendly to foreigners and always want to involve them and having a good time. Beijing allows you to live a modern lifestyle but still be able to step back in time and experience the past with ancient relics, areas and food. For a foreigner it's easy to live a great lifestyle and enjoy your time in Beijing.

- **The nightlife:** One big difference between Beijing and other Asian cities is the nightlife. From bars to nightclubs you can stay out all night and have a lot of fun. Bars range from local spots to glamorous clubs. You can get it all here. Some of the hot spots are: The bar areas at Houhai, Sanlitun Bar Street and the clubs at the West Gate of Chao Yang Park.
- **Shopping:** You'll be shocked when you shop at the "Silk Street" – Xiushui Jie in Beijing. You can buy an array of designer brands for next to nothing. Polo shirts can start at 10 dollars. Beijing offers all products of the world for ridiculous prices. DVDs run from 2 Dollars, cloths and electronics all at good prices. You'll never get tired shopping here.

Get Acquainted!

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

Email: centraladmin@teflife.com or Live Call/Live Chat at www.teflife.com

We look forward to meeting you in the fascinating city of Beijing, China.



1. What does the tuition for the program include?

A total fee of **US\$1,590**. This is comprised of: **500 USD** (Non-refundable deposit) and **1,090 USD** (or the equivalent amount for RMB, go to www.xe.com for current exchange rate) course final payment. This amount includes tuition, course materials, and certification and moderation fees. Airfares, food and accommodation fees are not included.

2. How do I pay for the course?

Final Payment: You have the following options for the Course Final Payment (1,090 USD):

A. Cash payments on arrival

If payments have not been received by the end of Wednesday afternoon of the first week, you must gain permission from henry@teflife.com or beijing@teflinternational.com to remain on the course. Cash in USD, GBP, Euros and local RMB are accepted. Exchange rates can be found on www.xe.com.

B. Payment by credit/debit card

The balance of the course can be also made by credit/debit card. (MasterCard, Visa, American Express, Diner's Club, Cirrus, JCB, etc.)

Money in China

Foreign ATM cards and credit cards are widely accepted in Beijing but not as widely accepted China; therefore, do not depend on cards for access to cash outside of Beijing. We suggest that you set up a local bank account at any major bank in Beijing. Bank transfers usually take up a week to process. During the four-week course you should have access to about 350 USD to cover general living expenses such as food and transportation. Plan on limiting the amount of money you convert to local RMB, as it cannot be converted back to foreign currencies.

3. What is an average program day like?

Class time is generally from 9:30 a.m. to 4:30 p.m., with mid morning and afternoon breaks and a lunch break. In the mornings students will learn methodology and teaching techniques and afternoons there will be teacher practice as well as feedback sessions.

4. How many students on average are in the program each month?

The maximum class size in the Beijing course is 30, however it is split up into two groups. Normally we average somewhere around 10 trainees each course. Most of the course participants are from the US, UK, Canada, Australia, Ireland, South Africa, and New Zealand. We do accept trainees that are non-native speakers, but they all have a high proficiency of the English language.

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

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

6. Can I bring my laptop?

Yes, WIFI is available in the school. There are computers with internet access in the center for lesson planning and assignments for trainees free of charge.

The job market and teaching in China: Paperwork and Documentation

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

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

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

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

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

We can give you a list of schools in Beijing as well as other cities in China and help you with resume and interview preparation. We guarantee job placement assistance, but please note that TEFL International does not "guarantee" its graduates employment in China as such. This job placement assistance program is an integral part of the course and will always be available whenever you need it.

4. What is the average salary like?

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

5. Do most schools provide accommodations for their teachers?

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

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

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

7. Do schools provide health insurance?

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

8. What is a typical teaching position like?

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

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

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

Questions about living in Beijing, China:

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

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

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

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

3. What's the public transportation system like?

Beijing is a typical international city. Buses and subways are the main means of transportation. A subway ticket costs 2 RMB, there are also numerous bus routes all over the city.

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

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

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

Email: centraladmin@teflife.com or Live Call/Live Chat at www.teflife.com

Thank you for choosing TEFL International!