



## ***Location and Course Information Zhuhai, China***

Please find below the Location and Course Information Guide. This guide will be very useful to help you pack and prepare for your time abroad, and includes destination information such as visa requirements, local climate, arrival transportation specifications and accommodation details.

### **FINAL PAYMENT**

Final payments must be received by first break on the first day of the course. Cash on arrival is NOT an acceptable method of payment.

You have the following options for final payment:

**Pay by credit card** either before or upon arrival. Go to our secure server at [HYPERLINK "https://www.teflife.com/payments.html" https://www.teflife.com/payments.html](https://www.teflife.com/payments.html) and follow the instructions. You will only need to fill in your name, email address and credit card details in the billing section. We will usually respond within 12 hours confirming receipt of payment.

**Pay by personal check to:**

TEFL International  
1200 Belle Passi Rd  
Woodburn, OR 97071 USA

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

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

**Pay by bank transfer:**

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

CREDIT: TEFL INTERNATIONAL  
Bank of America, N.A.  
110 South Pacific Hwy  
Woodburn, OR 97071

Tel. No. 503 982-2265

The bank transfer should be sent in US DOLLARS. Your local bank should convert the currency. IF THIS IS IMPOSSIBLE they can ask for other instructions at HYPERLINK "mailto:applications@teflife.com" [applications@teflife.com](mailto:applications@teflife.com)

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

IMPORTANT: As previously stated, cash on arrival is NOT an acceptable method of final payment and is only accepted under unusual circumstances. If you feel that your case warrants an exception to this policy Email us immediately at HYPERLINK "mailto:applications@teflife.com" [applications@teflife.com](mailto:applications@teflife.com) and we can review your situation. If you fail to gain a special exemption beforehand, cash payments will be charged an additional 10 percent handling fee.

## FREQUENTLY ASKED QUESTIONS

### Zhuhai, China

What kind of visa should I get? **How do I obtain it and what do I need to know for the application?**

You need a Tourist visa for attending this course. You could obtain it from your local consulate or a travel agent. You could find your local consulate's website through google by typing in "Consulate General of the People's Republic of China in xxxxx" for example. As all the Chinese consulates state on their websites that "All regulations and costs are subject to change without notice" so there might be some new rules came out without notice, however, in general at the moment, for obtaining a Tourist visa you will need following documents prepared:

1. One completely filled out HYPERLINK "http://newyork.China-consulate.org/chn/lszj/tbzj/sqbg/qzbg/P020080212235071721188.pdf" *Visa Application Form for the P.R. China*

*(Q-2007). No item should be blank or altered.*

2. One recently taken 2X2 inch photo showing entire face and without a hat on. Please affix the photo to the application form.

3. Original passport with at least 2 blank visa pages and valid for at least 6 months beyond the date of application.

4. Former Chinese visa records (if any, together with their copies).

5, visa fee, depends on your nationality

6, your passport is valid for at least 6 month after arrival date.

7, a hotel reservation letter might be required. However, it depends on your nationality. If it's required, please email us at **HYPERLINK "mailto:jenny@teflife.com" jenny@teflife.com** in a few days advance, so we can get it prepared and send it to you.

**8, Additional information for visa application about the school you attend:**

**Name of the school:** TEFL international at Gateway Language Village in Zhuhai, Guangdong Province.

**Address of the school:** 2<sup>nd</sup> floor, Building B, Xiangzhou Culture Plaza, NingXi Rd, Xiangzhou District, Zhuhai, PRC.

**Tel:** 0086 756 231 9716

**Fax:** +86 756 2319678

**Email:** [jenny@teflife.com](mailto:jenny@teflife.com) or [Zhuhai@teflife.com](mailto:Zhuhai@teflife.com)

[www.teflife.com](http://www.teflife.com)

## 2. What do I need to do or take for this 4-week TEFL course?

1, If you are non-Chinese, please know that you **MUST** have **ONE** passport photos prepared for us to submit to the local police on the Sunday of your arrival. If you do not give them to us upon arrival, we can not be responsible for legality matters regarding registration.

2. There is a preparatory course that you can complete online before the start of your TESOL course, which you may find useful. The course is available at [http://www.teflife.com/tesol\\_prep/register.php](http://www.teflife.com/tesol_prep/register.php). Please note that the preparatory course is not a requirement, and is totally optional.

3, Up to four sets of classroom teaching clothes, or enough to last you a week, (i.e. dress pants and collared shirts for men; dress, skirt or tailored business trousers with appropriate tops for women) and some other casual clothes, depending on the time of the year you are coming to Zhuhai. Specific weather information can be found on the Internet (Jan and Feb are the coldest seasons in Zhuhai, the temperature would be as low as 6 or 7 Celsius degrees. June, July and August are the hottest seasons. The temperature is between 25-35 degrees. However, there are air conditioners in both classroom and your bedroom). Bring all your vitamins and whatever medicine you will need. While Chinese medicine is effective and plenty, it is hard to find what your western doctor has prescribed for you. The Hepatitis A/B vaccination is recommended.

**Books?** You will not need to buy books for the course, as TEFL will provide all materials for your training here. You may like to take some white-out as the ones you get in China are very often a source of frustration.

**Laptop?** It's not essential, but if you have one, you could bring it with you for your personal use and searching some teaching materials when you do the Teaching Practice. However, laptops are banned during the input lessons. And if you don't have one, it's not a problem, as there is a computer hall inside the school building with internet access and one computer in the training room for black-white printing usage only.

You will need to buy your own bathroom items like shampoo and soap as well as a towel. Toiletries are very easy to buy in Zhuhai. If you want to live in a completely cockroach-free apartment, bring a tube of **Combat Roach Killing Gel** with you, it is NOT available in China and the local stuff isn't very effective. It is a good idea to take some hand sanitizer with you as well.

### What is the easiest way to get to Zhuhai?

If you are not in mainland China yet,

The easiest way to get here is by flying into Hong Kong.

When you arrive in Hong Kong,

**Option 1:** get to Zhuhai from HK airport by ferry, though there are only three ferries to Zhuhai per day, they depart at 11:15am, 14:15 and 17:00.

**Option 2:** after you pass immigration and pick up your luggage, you will enter the large Arrival Hall in the airport. Follow the signs to Bus Transportation. You will eventually cross the Arrival Hall, enter the Bus Transport area right in the middle of the hall and follow the walkway down the slope to your right.

At the bottom of the slope you will find yourself at a large bus stop. Buy a ticket for the City Flyer A11 bus line. After a 45 minute ride, disembark at the Macao Ferry Terminal.

**Option 3:** To reach the Macao Ferry Terminal is to take the airport express train from the airport and get off at its terminal on Hong Kong Island. From there you may follow signs to the MTR station and take the Island line two stops to the west where it terminates, or pick up a taxi for the short ride to the ferry.

Take a ferry from the Macao Ferry Terminal on Hong Kong Island, or from Kowloon at the China Ferry Terminal. Both are close to the airport express train (Hong Kong or Kowloon stations, respectively).

Please be aware that the last ferry from Macao Ferry Terminal to Zhuhai is 21:30 and the last ferry from China Ferry Terminal to Zhuhai is 17:30. For details, please read the ferry schedule attached.

See further information on-line at the Downloads page of TEFL International.

<http://www.teflife.com/ZhuhaiChina>. If you plan to stay in a hotel in Hong Kong, the following information will be helpful:

There's a hotel right at the CLK airport called Regal. If you're going to take the ferry from the Kowloon side there are many hotels you can choose from, like the Hong Kong Hotel (more expensive), Marco Polo Prince and Royal Pacific (the cheapest, but right next to the ferry). Cheap basic dorm rooms (backpacker style) are in Nathan Road, notably the infamous Chungking Mansions and Mirador. If you're going from the Hong Kong Island side, there are some expensive ones in the center like Ritz, Mandarin, and some cheaper ones like the Wesley Hotel, Emperor, Century & YWCA.

If you are already in mainland China,

Take a plane to Zhuhai airport; it is about 150RMB by taxi from the airport to our school. OR You could take the airport express from the airport (25RMB) to Gongbei, then take a taxi from Gongbei to our school (25-30RMB). If there is no flight to Zhuhai from your resident city, you can fly to Guangzhou, then take a bus from Guangzhou airport to Zhuhai, get off at the end at Gongbei, then take a taxi to the school (25-30RMB).

#### **4. When I get off the ferry, how do I get to the school? (18-25RMB by taxi)**

Hail a taxi, show the driver the name of "Ning Xi Rd, Xiangzhou Culture Plaza" in Chinese, which is "**Ning Xi Lu Xiang-zhou wen-hua guang chang**" in Chinese Pinyin and 柠溪路香洲文化广场 in Chinese character, where you will see a huge sign of GLV (Gateway Language Village). GLV is called "Ping He Yingyu" in Chinese Pinyin and 平和英语 in Chinese character. Come to the **second floor of Building B** (there is a building A on the KFC side.) And tell the receptionists that you are a TEFL trainee. If your computer doesn't read Chinese and messes up the Chinese words that I am sending you now, you can print the attached address.jpg document.

#### **5. When can I get into my apartment in Zhuhai?**

Please come to the school site first between 10:00am and 3:30pm on the preceding Sunday, and we will take you to your apartment after you register at the school. If you are arriving at other times, please email Jenny at **HYPERLINK "mailto:jenny@teflife.com" [jenny@teflife.com](mailto:jenny@teflife.com)** to make special arrangements so that you don't end up waiting for a long time at the reception.

#### **6. What if I arrive in Zhuhai a day or more in advance for whatever reasons?**

Stay in a hotel at your own expenses. There is a four-star hotel by the name of 2000 Year's Hotel, which is fifteen minutes walk from our school, it costs 268RMB(Monday to Thursday) per night if you ask us to book a room for you. You may also stay in Huanyi Hotel, which is a 3-star hotel across the road from our school and it costs 138 RMB per night if you ask us to book a room for you; otherwise, it will cost a little more.

#### **7. Any information about payment for the course and living expense?**

If you have not yet paid a deposit and received confirmation of payment, you are not yet "officially" registered for a course. Should you still need to make a deposit of **500USD**, please review the available payment methods in your original acceptance letter.

The balance of your course fees **1090USD including accommodation(890USD excluding accommodation)** should be paid online by credit card on the following site before or upon you arrival: **HYPERLINK "https://www.teflife.com/payments.html" <https://www.teflife.com/payments.html>** If you are not able to pay by credit card, your balance can be paid in USD or mainland Chinese currency RMB in cash. But you must email **HYPERLINK "mailto:applications@teflife.com" [applications@teflife.com](mailto:applications@teflife.com)** to get permission for paying in cash. All accounts must be settled before the course starts. You may make your final payment through bank transfer two weeks in advance or pay in cash upon arrival on Sunday. Please email Jenny right after you transfer the money to our bank so that we know to check with the bank and cross your name off the "need to pay balance" list. Visa or Master cards are normally accepted in China. Money transfer through Western Union is easy, fast and costly. Traveler's Checks are traceable and can be cashed in **ONLY** one branch office of Bank of China.

During the four-week course you should have about \$200 - \$500 USD to cover general living expenses, such as food and transportation, depending on your spending habits. Plan on limiting the amount of money you convert to local RMB, as it cannot be easily converted back to foreign currencies.

## **8. Is there anything I need to do before entering China if I want to work in China?**

If you are planning on seeking work in China, please bring along your original diploma and transcripts from University, College or Technical School. Although a university degree is not an absolute MUST for an English speaker to work in *some* organizations in some cities in China, any kind of documentation regarding your educational background or work experience will be useful, especially if you want to work in a decent institute. A TESOL certificate alone enables your future employer to get you a legal work visa in less developed areas (e.g.: relatively small cities). In cities like Shenzhen, Beijing and Shanghai even Zhuhai, you must have both Bachelor's degree and TEFL certificate for your future employer to get you a legal work visa. Job prospects throughout China and Asia are very good and available for professionals of all nationalities though native speakers between 22 and 60 years old with equal qualifications are preferred.

During the 4-week training, we will help to arrange as many interviews as we can for you to meet interested schools, but you are solely responsible for preparing your own resume for applying for a teaching position. However, there is a class of 1 hr and half scheduled on the course to give you more details of preparing a resume, interviews and contract with schools etc.

## **9. Any specific information about classes, accommodation, meals and host school facilities, etc during the four weeks training ?**

Normally all the classes are scheduled from 8:50am—5:30pm during the weekdays, however we will observe the Chinese national holidays, which means we might work in some of the weekends to make up the days off due to the Chinese national holidays that are the weekdays.

Accommodation in Zhuhai will consist of a private bedroom for you only and a shared bathroom, kitchen and sitting room in a three-bedroom apartment that is five minutes walk to the school. All apartments have a bathroom with hot water, and are comfortable and adequately furnished and there is AC in your bedroom as well. Each apartment is equipped with a washing machine. They are all located within easy access to various restaurants, bars and entertainment sites. Bedding is provided, although it is recommended that you bring a flat sheet. Limited cleaning services are available during the course.

Meals: You may partake of meals at our host school ( Gateway Language Village, Zhuhai, China. meals 3 times a day from Monday to Friday, Lunch on Saturday, and dinner on Sunday are available) in exchanging for attending their English Corner once every two weeks(8:30pm-9:30pm). Limited snacks are provided by Gateway School free. There are several local markets, including an extensive supermarket where you can buy ingredients and prepared foods. Some Western foods are available in expensive restaurants downtown. Please be assured that any special requests or requirements regarding your stay in Zhuhai will be taken into account, and TEFL International will make every effort to honor such requests.

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

## **SCHOOL LOCATION AND FACILITIES**

The TEFL International School in Zhuhai is located on the Pearl River Delta and offers complete immersion into the Chinese culture. The building is modern and fully equipped with spacious classrooms and all the services and resources required of a suitable learning environment, and you must wear the provided nametag at all times inside the building. No Chinese may be spoken on the premises.

Local and long-distance calls may be made, using easily available 200 cards (Local tel card). There is a post office near the school for all mail services, including express mail and packages. You may receive mail at our host school

GLV at this address: **TEFL International China, Ping He Yingyu, Xiangzhou Wenhua Guangchang, (P.O. Box 935) Ningxi Lu, Zhuhai, PRC 519001 (this address is good for mailing both letters or packages)**. It takes 5-20 days for mail to get here from overseas.

Smoking is not allowed anywhere inside the school facilities. You may go to the outside area in front of the school or on the roof should you wish to smoke. 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.

### **TRAINING COURSE SCHEDULE**

Trainees are expected to attend all inputs and other sessions included on the schedule unless they are sick and require medical treatment. This is particularly important for Teaching Practice (TP) as it is very difficult to arrange alternate TP times. There will be an additional fee for rescheduling TP and you will have to organize your own travel arrangements, if you miss any TP.

### **COURSE DRESS REQUIREMENTS**

For 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 and teacher in another country. During Teaching Practice, however, there are specific dress requirements that adhere to the local working culture and ideas about professionalism. All trainees are expected to dress "casually smart" according to the following guidelines:

#### **Women:**

Casual dresses or skirts, blouses that cover the shoulders, properly slacks with matching tops. No low-cut necklines or spaghetti straps. No mini-skirts, see-through fabrics or bare midriffs. Open-toed shoes and sandals are acceptable. Makeup and hairstyles must be moderate.

#### **Men:**

Long pants, but no ragged jeans. Short- or long-sleeved button shirts with collar. A tie is not required. Closed shoes and dark socks. Long hair must be tied back neatly.

### **RESOURCES**

please bring a pen and a notebook for taking notes during classes. All relevant course books and course materials will be provided. Various books are provided for trainees to use. However, no books should be removed from the school without specific permission from the Course Administrator.

You will be required to prepare materials for your teaching practice. The school has a basic supply of materials, but you will need to buy additional poster boards, markers, etc. at a local stationery store. You are allowed to make up copies for teaching at GLV. This is a course to train educated students to work in a classroom with people that want to improve their English communicative abilities. Therefore, you are expected to write with a pen for your assignments instead of relying on a printer. We will do everything possible to make sure you get enough practice writing and spelling words with your own hands. There is nothing on this course that requires lengthy papers, but each component requires trainees' actual performance in real life situation with local students / learners present. We train you to develop your original ideas, not to copy the thousands of lesson plans available online.

### **TRAINEE COURSE FEEDBACK**

Feedback from trainees is requested in the middle and the end of the course. We welcome your open and honest feedback so that we can continue to improve the training course and the facilities provided at the training location. Your thoughts are truly valuable to us, so please share them!

### **PROBLEMS AND COMPLAINTS**

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

## **ADDITIONAL INFORMATION**

### **Email Access**

Internet access in China is fairly stable and reasonably fast. There are many public Internet cafes nearby the school. The cost is about \$0.40 per hour. You are allowed to use the computer in our classroom or the computers in the Student Center at GLV, but please notice the schedule once you get here.

### **Health and Emergency**

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

### **Local Weather Conditions**

Sunshine and heat characterize Zhuhai's sub-tropical monsoon climate. 90% of the total yearly rainfall occurs from May to October. January and February are normally the coldest months with an average temperature of 5-10°C, and June through August the hottest with an average of 30°C.

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

### **Get Acquainted!**

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

Lonely Planet Online            [www.lonelyplanet.com/destinations/north\\_east\\_asia/China](http://www.lonelyplanet.com/destinations/north_east_asia/China)

Oriental Travel            HYPERLINK "<http://www.orientaltravel.com>" [www.orientaltravel.com](http://www.orientaltravel.com)

Peter M. Geiser Travel    [www.pmgeiser.ch/China](http://www.pmgeiser.ch/China)

### **Learning Chinese?**

We could assist you to find a tutor for you should you wish study Mandarin while you are on the course.

***We look forward to welcoming you to the fascinating city of Zhuhai!***