CAPS-Beida Semester
Orientation Handbook
北京学期指南

2018
Amazing Study Abroad Semester in China

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Orientation Handbook rev. June 29, 2018 (Contents Subject to Change)
Register on CU Abroad for the CAPS-Beijing semester at http://www.cuabroad.cornell.edu/?go=CAPS, and submit the following forms online by July 2:
- Hold Harmless Form;
- Academic Integrity and Commitment to Stay until the End Form;
- Medical Self-Disclosure Form;
- Your China internship decision (spring/summer/both) and send your resume and internship interest to Tom Qi (kq49@cornell.com);
- Your passport information;
- Your (tentative) Departing/Returning Flights information;
- Your winter address (We may send important visa documents to your winter address).

Register on PKU International Student Service System at http://www.studyatpku.com/member/login.do, and submit the following documents to the CAPS Office by April 27:
- A digital passport photo (see “Photo Requirements for Chinese Visa Application” on page 17);
- A photocopy of your passport information page;
- The completed “PKU International Student Registration Form”.

Before You Leave Campus:
- Obtain a passport and a Chinese visa (see “Chinese Visa Application” on page 15).
- Register your international travel on Cornell University International Travel Registry at http://www.travelregistry.cornell.edu. Book your flights to/from Beijing and email your itinerary to caps@cornell.edu no later than July 2, 2018 (and your designated arrival date is Tuesday, August 28, 2018).
- Read the Student Orientation Handbook and plan to take it with you to China.
- Contact Cornell Health Travel Medicine Clinic for information on recommended immunizations related to your travel plans.
- Make sure that your bursar bill is paid in full.
- Update your contact information on Just the Facts, and ensure that your permanent address is recorded.
- Cornell faculty, students, and staff are covered by UHC Global Solutions when traveling abroad on university business. The students will need to access Cornell’s portal for UHC Global Solutions to print a card with the Cornell ID#.
- Make housing arrangements for your return to Cornell.
- Complete as much of your job search file as possible and make proactive arrangements for job placement interviews. Look ahead towards grad school applications and necessary tests.
- Update your laptop computer with the latest anti-virus inoculations, and back-up your hard-drive.

When You Arrive in Beijing:
- Update CAPS (at caps@cornell.edu) with your local contact information in Beijing, including mailing address and local cell phone number.
- Report to the U.S. Embassy in Beijing (address in the Orientation Handbook).
- Make sure that you can access your Cornell e-mail account, alternately, forward it to the account you will use abroad. Cornell and CAPS will send reminders and information to your Cornell e-mail address.

Pre-enrollment for the Fall semester:
- PLAN AHEAD! Talk to your advisor, prepare course selections for your return to Cornell, write down your advisor’s email and postal address in the Handbook.
- Access the course and time roster at: www.cornell.edu/academics/courses.cfm.
**CAPS-BEIDA OFFICE CONTACT INFO & CALENDAR**

| Cathy Hao (郝鑫淼) | Executive Assistant | Email: gggknexm@pku.edu.cn | Mobile: 138.1000.1483 |
| Tom Qi (戚凯) | Internship Placement Coordinator | Email: kq49@cornell.edu; gikai1988@gmail.com | Mobile: 186.0114.4086 |
| Anna Wang (王春杨) | Chinese Instructor | Email: chunyang.wang85@qq.com | Mobile: 185.0019.2145 |

**Office Address:** Cornell Office, B102 SIS Building, Peking University, Beijing 100871, China  
北京大学国际关系学院 B102 康奈尔办公室

**Office Phone:** +86 (10) 6276-7887; Fax: +86 (10) 6275-9887

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**CAPS-BEIDA SEMESTER CALENDAR**

**Fall 2018**  
(Subject to Adjustments)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>August 28 (Tuesday)</td>
<td>Arrival in Beijing</td>
</tr>
<tr>
<td>August 29 (Wednesday)</td>
<td>Orientation &amp; Campus Tour</td>
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<tr>
<td>August 30-September 3 (Thursday-Monday)</td>
<td>Orientation Week – Field Trip</td>
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<tr>
<td>September 4 (Tuesday)</td>
<td>CAPS Instruction Begins</td>
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<tr>
<td>September 10 (Monday)</td>
<td>Beida Instruction Begins</td>
</tr>
<tr>
<td>September 24 (Monday)</td>
<td>Mid-Autumn Day Holiday (中秋节)</td>
</tr>
<tr>
<td>October 1-7 (Saturday-Friday)</td>
<td>National Day/Fall Break (国庆节/秋假)</td>
</tr>
<tr>
<td>October 8 (Monday)</td>
<td>Instruction Resumes</td>
</tr>
<tr>
<td>November 21-25 (Wednesday-Sunday)</td>
<td>Thanksgiving Recess (感恩节)</td>
</tr>
<tr>
<td>November 26 (Monday)</td>
<td>Instruction Resumes</td>
</tr>
<tr>
<td>December 14 (Friday)</td>
<td>Last Day of Classes</td>
</tr>
<tr>
<td>December 15-20 (Saturday-Thursday)</td>
<td>Study Period &amp; Exams</td>
</tr>
<tr>
<td>December 20 (Thursday)</td>
<td>Farewell Dinner</td>
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**Notes:**
1. Classes begin and end on the days different from those in Ithaca.  
2. Final examination period may be adjusted.  
3. There will be several in-city field trips during the semester. Details TBA.

**Cornell Academic Calendar | Fall 2018**  
August 23 – December 4 (December 5-15·Study Period & Exams)

**Beida Academic Calendar | Fall 2018**  
September 10 – December 30 (December 31-January 13·复习考试)

**CAPS at Beida Academic Calendar | Fall 2018**  
September 4 – December 14 (December 15-20·Study Period & Exams)
PREPARATIONS FOR DEPARTURE

PREPARING FOR THE CAPS-BEIDA SEMESTER

All of your previous experience and academic preparation as a CAPS major or minor will feed into your Beijing semester. The more knowledge you have gained from language, cultural and intellectual exposures through former study or otherwise, the more prepared you will be. Books, newspapers, magazines, Websites, TV, films and videos are all resources that can help you think about your personal goals for studying and living in China.

The best way to get candid information about China is to talk to people. Most people love to share their experiences, and will be happy to talk with you. Returned study abroad students, Cornell faculty and staff who have lived or worked in China, as well as people from China are all excellent resources for information and advice.

Cultural Adjustments

Living in another country for an extended period of time will give you an opportunity to develop an in-depth understanding of another culture, confront different customs and ways of thinking, and adapt to a new daily routine. While this experience is extremely exciting and rewarding, it can also be disorienting and challenging to be far away from your family, friends and cultural norms. For most people, the study abroad experience consists of a series of emotional highs and lows often referred to as “culture shock” or “cultural adjustment.”

When you first arrive in China, everything around you will probably be new, different and exciting. You may enjoy the distinct character of the sights, sounds, gestures and other aspects of Chinese culture. You should expect everything around you to be different during the first few weeks in your new environment. The initial period is called the honeymoon stage of culture shock, and it is characterized by feelings of fascination, excitement and a desire to learn more about the culture.

After several weeks, when you have settled into a daily routine, you may become aware of some of the subtle differences in gestures, manners, clothing, tone and rhythm of voices, banking, telephones, etc.
These cultural differences may be a source of frustration or make you feel out of place or miss everything about home. You may even feel disappointed in yourself if it is difficult to communicate, fit in, and enjoy every moment of your time abroad. As you learn more about China, develop friendships and establish a life for yourself, you will probably begin to feel more comfortable in your new environment. Some of the cultural differences that were frustrating or annoying may become a part of life that you accept or learn to tolerate. By the end of your stay, you probably won’t want to leave your new home. After returning from abroad, you may even experience some degree of re-entry stress or “reverse culture shock.”

The suggestions that follow may help you deal with culture shock and get the most out of your CAPS-Beida Semester experience.

- **Remember that the symptoms associated with culture shock are natural** and common reactions related to cultural differences and the adjustment process. Symptoms may include headaches, upset stomach, loss of appetite, irritation, fatigue, loneliness or difficulty concentrating. If you fail to admit that you are experiencing culture shock, adjusting to your new environment will probably be a long and arduous process.

- **Make the effort to meet local people.** It is easy to stay in the ‘bubble’ of fellow CAPS majors, and it usually requires more thought, effort and creativity to meet locals. Interacting with local students, however, will enable you to learn more about the culture, practice your language skills and develop lasting ties. Ways to meet people include anything from sitting in on a class of interest, going to pickup games of basketball or soccer, attending places of worship in the area, going out on the weekends, etc. Be confident—Chinese students are eager to make American friends!

- **Become familiar with the area.** Take some time to walk around and carefully observe your surroundings, the people, buildings, stores, etc. Find interesting places and frequent particular cafés, newsstands, and stores. You may get to know the waiters, proprietors and other regular customers. You will also feel more comfortable in your new home.

- **Read and speak Chinese** as much as possible to learn about local viewpoints and customs. Find a favorite newspaper (such as Global Times, Southern Weekend), TV show (lots of inexpensive DVDs), and/or magazine (music, sports, cars, etc.). Ask questions and don’t be afraid to make mistakes. Your efforts will help you integrate into the culture, and will help you to evaluate information relevant to your health, safety, and security. Chinese students have been more than helpful in this regard.

- **Keep a journal.** Record your experiences, thoughts and observations. Writing in your journal can be a time to reflect and assess your progress in understanding and adjusting to your host country. You will be glad to have a written account of your experiences to look back on when you return home.

- **Don’t glue yourself to email contact with the U.S. every day; unplug from home and plug into your host culture.**

- **Take lots of pictures** (and put them online! Great way for friends to track your journeys).

The majority of Cornell students find study abroad a period of tremendous personal growth in areas such as self-confidence, self-esteem, and independence. Very few experience serious personal problems beyond the usual cultural adjustment and some homesickness. Some students each year experience serious difficulties. These are usually students who have brought ongoing emotional or mental health issues with them from home.

If you are currently using professional help to deal with emotional or mental health problems, talk over your plans for the CAPS-Beida semester carefully with your psychologist or psychiatrist. The challenges of adjusting to a new environment, coupled with the absence of a familiar support system, may exacerbate existing problems. Going to another country will not solve personal problems and may make them worse. Above all, **if you think you are in trouble**, let your family, friends or the CAPS program staff know.

**Should you need professional services while in China,** contact the CAPS-Beida Office staff for a referral. With your authorization, a licensed psychologist abroad can request in writing any records that may be on file at Cornell Health, Ho Plaza. In case of an emergency, records can be requested by fax from the Cornell Health Counseling and Psychological
Services at (607) 254-5244, but the therapist must follow up with a letter. For further information, call Cornell Health at 607-255-5208, or go to https://health.cornell.edu/services/counseling-psychiatry.

**Disabilities**

In order to receive accommodations for your disability abroad, it is essential to disclose your condition, preferably prior to your departure. Work with Student Disabilities Services in the Center for Learning and Teaching and the CAPS program to provide documentation of your condition.

To learn more about Beijing before your departure, you can find information at http://www.ebeijing.gov.cn/.

**FINANCES**

**Estimated Student Budget**

CAPS prepares an Estimated Student Budget for the CAPS-Beida Semester. If you are currently receiving financial aid from Cornell (grant aid, loans, scholarships), a copy of the budget will also be sent to the Financial Aid Office. This budget is used as an estimate of funds needed – it is not a bill. The budget includes all fixed program costs and out-of-pocket expenditures in connection with your program.

**Cornell Bursar Account**

Your Cornell bursar account must be cleared prior to your departure for the CAPS-Beida semester to ensure registration here at Cornell in conformity with university policy. In the event that you have not paid your bursar bill by the final registration date for the Ithaca campus, CAPS is required to initiate the following process:

1. First, you will receive a letter requesting immediate payment; then, if your bill remains unpaid, CAPS-Beida will be asked to prohibit you from attending classes until the account is paid in full.
2. Your name will be removed from the list of registered students in the College of Arts & Sciences.
3. Your financial aid will be revoked.
4. You will be asked to return any financial aid funds already disbursed for the semester.

**Financial Aid**

All CAPS students are eligible for financial aid exactly as if they were studying on the Ithaca campus. Financial aid for CAPS is need-based, consistent with university and government policy. The same costs are included in financial aid for the CAPS-Beida semester (tuition, fees, housing, meals, books, and personal expenses) as for on-campus study, along with other program related fees such as visa and airfare.

Your financial aid package will be adjusted based on the CAPS-Beida Semester Estimated Student Budget. A revised aid award letter will be mailed to your permanent address. Even if you are not currently eligible for financial aid, you may be able to receive aid if your costs for a semester or year of study abroad exceed the costs for an equivalent period of study in Ithaca and you meet the eligibility requirements according to state and federal guidelines. Therefore, you should apply for Cornell financial aid if you think you may become eligible when you study abroad.

If there are substantial fluctuations in the US dollar exchange rate with the Chinese RMB yuan at the time of billing, Cornell University reserves the right to adjust financial aid awards and, in rare cases, obtain reimbursement from students.

Make sure that you complete all forms properly before you leave and provide the Registrar’s office with your permanent address for all University mailings. Your financial aid application forms for the following academic year will be sent to the
permanent address on file in the University Registrar’s office in early December. The forms are due in mid-April. Contact the Office of Financial Aid directly if you have questions or require specific forms. CAPS will assist you with financial aid matters whenever possible.

Failure to complete your CAPS-Beida Semester as a full-time student may result in a revocation of financial aid.

**Student Financial Aid Checklist**

1. Note for 2018-19: July 1, 2018, is the final deadline for current students to apply for financial aid for 2018-19. After the final deadline, students will not be eligible to apply for Cornell need-based financial aid for the 2018-19 academic year. Click here to see the financial aid application requirements for current undergraduate students at Cornell applying for or renewing financial aid for 2019-20. Verify completion of your application by checking the Student Services Center or by contacting the Office of Financial Aid and Student Employment. Please note that 30% of students are selected at random for federal verification after completing the FAFSA. Check the Student Services Center periodically to see if you are required to submit a Federal Verification Form. Files selected for federal verification are incomplete until the form has been received. Financial aid award letters are mailed starting in July for students who completed the application on time. The later your application is completed, the later your file will be reviewed. Late applicants will be awarded aid subject to funding limitations.

2. The charges to be billed to your bursar account are: $27,292 tuition & fees (verify current charges http://finaid.cornell.edu/cost-attend). Follow through with any steps necessary for your financial aid to credit to your bursar account in a timely manner (i.e. sign loan promissory notes, apply for any alternative loan directly with the lender of your choice, complete an Express TAP Application, and so forth). Please refer to the Frequently Asked Questions sheet included with your financial aid award notification for further instructions.

3. Update your home, local and bursar billing addresses as well as telephone numbers in the Student Services Center any time there is a change. Please do not put “Abroad,” or “Not Here.” While abroad, you should use your home address for both home and local addresses. If certain information needs to be sent to a different address, please provide details via a “Financial Aid Request Form” at the Office of Financial Aid and Student Employment.

4. If you are eligible for a refund, you will need to make arrangements with the Office of the Bursar, 260 Day Hall, to receive it. It is easiest to set up direct deposit before you leave campus, or leave self-addressed, stamped envelopes for refund checks to be mailed to you.

5. Be sure your bursar and CornellCard bills are paid in full each month for the current spring and upcoming fall semester (when due). You will not be registered for the fall semester unless your bursar and CornellCard bills are paid in full.

6. Verify that there are no other holds on your registration (from Gannett, the Judicial Administrator, your college, and so forth) prior to your departure.

7. Additional questions? Please contact the Office of Financial Aid and Student Employment, 203 Day Hall, Ithaca, NY 14853. Tel: (607) 255-5145; Fax: (607) 255-6329; email: finaid@cornell.edu; website: http://finaid.cornell.edu.

**Power of Attorney**

If you are a recipient of Financial Aid, CAPS recommends that you entrust a family member or another individual with power of attorney for the period of time that you will be abroad. Power of attorney will enable someone else to sign reimbursement checks and certain forms on your behalf. Obtaining power of attorney involves consultation with an attorney, and you should verify with the Financial Aid Office that someone else can execute the forms you require. Please Note: there can be no power of attorney for any loan notes (which require an original signature).

**Scholarship/Loan Procedures**

Outside scholarships must be reported to CAPS and the Financial Aid Office. Financial aid policy at Cornell allows students to apply 100% of scholarships from outside/non-Cornell sources to student loans. Make arrangements with the donor to have the check sent to the Office of Financial Aid. Checks for the outside scholarships must be endorsed before the money can be deposited into your account.
E-Billing

Effective July 2007, all registered students have begun receiving monthly bursar bills electronically through Cornell Net.Pay, our on-line billing and payment service. Cornell University has discontinued paper bursar bills as a means of providing fast, efficient service.

Net.Pay makes it easy to receive timely billing statements within as little as 24 hours after the bill is produced and provides a secure way to send E-payment, fast. You can view the current E-bill, as well as the prior 12 months of E-bills, 24 hours a day, 7 days a week, and pay your bills from anywhere in the world using a U.S. bank account. Payments will usually be posted to your account within 2 business days.

If your parents or others are paying your bill, you must set them up in Net.Pay as authorized payers in order for them to receive the monthly E-bill, and to be able to make payments. Those who chose to mail a check instead of making an E-payment can print a copy of the E-bill, and return the stub portion of the bill with their payment.

Get started by checking out the website: https://www.dfa.cornell.edu/bursar/students-parents/paying-your-bill/cashnet.

E-Billing – How It Works for Students

All registered students will receive monthly bursar bills electronically through Cornell Net.Pay, our online billing and payment service. Each month, you will be sent an e-mail to your Cornell e-mail address with the subject line “Your New Cornell E-Bill is Now Available.”

When you receive your e-mail notification, go to http://www.dfa.cornell.edu/treasurer/bursar/studentsparents/paying/netpay/index.cfm to open and view your bill. You will need your user name and password to access your account. If you have not yet set up your user name and password, please see the instructions below:

Setting up a username and password:
• Log on to Net.Pay and sign up for the service.
• Enter your Last Name, Cornell Student ID #, and Date of Birth to identify yourself as a Cornell Student.
• Select a special Net.Pay Username and Password to keep your account information secure and confidential.
• Your primary e-mail is your Cornell e-mail address. You may, however, add additional e-mail addresses.

If you plan to make payments from your own accounts (must be a checking, or savings account with a U.S. financial institution), you will need to enter payment account information.

How do I get my parents (or others) signed up to use Net.Pay?
• Invite other payers via Net.Pay by entering the payers e-mail address. The Net.Pay system will send an email to the payer with a special Activation ID#. The Activation ID# will enable them to sign up, and to associate them with that student. Parents (or others) can then enter their payment account information.

Through Net.Pay you may also:
• Print a copy of your bill by clicking on the button “Printable Version” on the bottom of the bill.
• Access and print prior month’s bills.
• Make a payment on-line.
• View payment history.
• View and print 1098T’s.

Student Refunds Direct Deposit Form

As a registered full-time undergraduate student, your student refunds and fellowship stipends can be deposited directly into any US bank account on which you, the student, are an authorized signer. Because you will be off campus, it is important that you set-up an infrastructure to best be able to access monies on-campus while abroad.
The Direct Deposit of Student Refunds form is used by students to request that refunds be deposited directly into their bank accounts rather than processed through a check.

Why Direct Deposit? Peace of mind. You have access to your money earlier, because the deposit will be credited on the payment date, thereby eliminating any mail delays and the chance of a lost or stolen check.

Visit the Cornell Bursar website at https://www.dfa.cornell.edu/bursar. Note: Please print the Student Refund Deposit Enrollment Form and submit it with a voided check to the Office of the Bursar, 260 Day Hall, Ithaca, NY 14853. Enrollment cards are also available at the Office of the Bursar. Once filed you do not need to complete a form unless your bank account information has changed.

**Travel Support**

In order for you to receive your travel grant for the CAPS-Beida semester for fall 2018, you will need to purchase your ticket up front, and then be reimbursed after returning from Beijing. **Once back on campus, submit a copy of your total cost and itinerary (not an estimate), and the ticket stub of your boarding passes to 105A Morrill Hall. Please see the Travel Reimbursement sheet for more details.**

Once you have submitted the necessary documentation, we will begin the process of your travel grant reimbursement. Once the Financial Aid Office receives the information, it can take up to three weeks to receive your refund.

If you are a financial aid student, please note that this will be built into your fall 2018 CAPS semester financial aid when your review is completed for the 2018-2019 academic year since travel is included in your budget. It will be listed as an aid component that will not credit to your bursar account since you will be receiving the monies early. This will not reduce any family contribution that may be determined at the time of your review. Since your work component will change to loan for the fall semester, this will replace loan first to reduce your loan indebtedness.

**Taking Money to China**

You will want to plan your financial needs for the CAPS-Beida semester carefully, in consultation with your family, your local bank, other travelers and CAPS. Keep the recommended funds of your CAPS Estimated Student Budget in mind, and heed the following tips:

Take traveler’s checks and cash to tide you over for a few days or a week upon arrival in China. Read the “Money – How to Get It, How to Keep it” section of this Handbook for additional tips.
IMMUNIZATION

Please be sure to schedule vaccinations as early as possible since some immunizations may have unpleasant side effects, and you don’t want to travel while dealing with them. Some immunizations also require a series of shots spread out over weeks or months.

Information on health precautions for travelers can be obtained in the United States from local health departments, private doctors, travel clinics, and the Centers for Disease Control & Prevention. The Travel Medicine Clinic at Cornell Health, (607) 255-5155, has information on prevention and treatment of common health problems in countries around the world. Registered nurses there can advise you of and administer the appropriate immunizations and prescriptions for medications that protect and treat travel-related illnesses. A fee is charged for consultation appointments, immunizations, and supplies. Six weeks or more may be required for your immunization schedule. Resources containing information pertaining to food and water precautions, mosquito-borne illness and other relevant concerns are also available. Additional information about health conditions abroad and inoculations is available from the Center for Disease Control Hotline at (404) 332-4559, (877) 394-8747 or www.cdc.gov.

Although current Chinese health regulations do not require vaccinations against Hepatitis A, Hepatitis B, tetanus, and typhoid, you should consider getting these vaccinations. An immune globulin shot may offer protection against Hepatitis A. Immunization for Japanese B Encephalitis is only recommended during the epidemic summer months for those people planning to stay longer than two or three weeks in infected areas. To summarize:

- Hepatitis A, and booster upon return
- Hepatitis B
- Tetanus, if recent shot has not been given
- Typhoid Fever
- Polio booster
- Japanese Encephalitis

You should bring a copy of your immunization record with you, as well as an adequate supply of any prescription or non-prescription medications that you might require. Any pre-existing medical conditions, especially upper respiratory and gastro-intestinal problems, will be exacerbated by living in China. If you become ill, you should seek medical attention immediately. It is a good idea to find out if you are allergic to penicillin, because it is often prescribed here, or other drugs.

For more information/updates on health concerns in the area, visit the Center for Disease Control at https://www.cdc.gov/.

SPECIAL MEDICINES AND MEDICAL CONDITIONS

Try to take care of foreseeable medical, dental, gynecological or optical needs before you go abroad. Take an adequate supply of any prescription medications you may need with you, and be sure to transport the medication in the original containers. If you are being treated for any preexisting medical problems and/or have to carry a large supply of medication, be sure to have a letter from your doctor describing your medical condition and any prescribed medications, including their generic name, and stating that the medication is for personal use. If you wear glasses or contact lenses take an extra pair or, at least, a copy of your prescription. Contact lens wearers are advised to take cleaning and wetting solutions, which may be expensive or unavailable overseas. Electrical disinfecting units may not function properly in China without an electric current converter.

Carry medications in your hand luggage packed in their original and labeled containers to avoid emergencies should your checked-in luggage go astray. If you require special medicines, please seek the assistance of the CAPS-Beida Office staff to see if they are available locally. If not, or you are in doubt, bring enough medicine with you to last for your entire stay. If you have a pre-existing medical condition, please inform the CAPS-Beida Executive Assistant, so s/he is aware of it, should an emergency arise.
MEDICAL INSURANCE AND EMERGENCY EVACUATION ASSISTANCE

CORNELL’S HEALTH INSURANCE REQUIREMENT

As you know from previous experience, Cornell University requires all students to have quality health insurance and participate in an annual enrollment/waiver process. What you may not know is this applies to all students, whether they are on the Cornell campus or engaged in a program off-campus such as the China and Asia-Pacific Studies Program.

Every student is enrolled automatically in Cornell’s Student Health Plan (SHP) unless s/he is approved to waive that enrollment. Only those students who can demonstrate that they have insurance meeting Cornell’s criteria will be approved for waivers. Read the Traveling Abroad with SHP section below.

Highlights of Cornell’s Student Health Plan (SHP)

- Provides extensive coverage at a reasonable cost for most on- or off-campus health care
- Provides coverage 24 hours a day, anywhere in the world
- New for 2018-2019: Includes 90% coverage in the national network with any Aetna participating provider
- For students in Ithaca, provides coordination of services by Cornell Health and a preferred provider network that includes the local hospital
- Covers pre-existing health conditions
- Guards against catastrophic expenses
- Continues coverage when students have to take a leave of absence
- Meets or exceeds all F-1 and J-1 visa requirements
- Meets or exceeds all Federal, State, and American College Health Association standards for health insurance [view SHP vs NY Exchange price and coverage comparison (pdf)]
- Meets the requirements of the U.S. Affordable Care Act (health care reform law)
- Includes world-wide travel assistance and emergency air transportation services
- Offers optional dental and vision plans
- Provides convenient assistance with enrollment and claims submission through the Office of Student Health Benefits
- Coverage dates: August 1, 2018 - July 31, 2019

Fall 2018 Coverage

All full-time registered Cornell students (as defined and reported by the University Registrar) are automatically enrolled in Cornell’s Student Health Plan (SHP)* each year, so you don’t have to do anything except print your ID card and learn how to use your plan. Your SHP coverage begins on August 1, 2018, and ends July 31, 2019. The premium will be posted to your July 2018 Bursar bill.

Eligible students may request to waive their automatic enrollment. Students who are not automatically enrolled may choose to enroll in SHP. If you have alternate health insurance that meets Cornell’s requirements, you may apply to waive your Fall 2018 SHP enrollment coverage between December 1 and December 31, 2018. (Exceptions: not available to international students or fully-funded graduate students.) The deadline to submit a waiver application was July 31, 2018. If you missed the deadline, you can submit a late application through September 30. Learn more in the Enroll or Waive section.

Remember to update your address. The Office of Student Health Benefits relies on information in the Cornell Registrar’s database for your contact information. Please use the Student Services Center to keep your address up-to-date.

Contact Information

<table>
<thead>
<tr>
<th>Student Health Benefits</th>
<th>Winter Session Office Hours:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cornell Health</td>
<td>Monday through Friday</td>
</tr>
<tr>
<td>110 Ho Plaza (Levels 4 &amp; 6)</td>
<td>8:30 am – 4:30 pm</td>
</tr>
<tr>
<td>Ithaca NY 14853</td>
<td></td>
</tr>
<tr>
<td>Phone: 607 255-6363</td>
<td></td>
</tr>
<tr>
<td>Fax: 607 254-5221</td>
<td></td>
</tr>
<tr>
<td>Email: <a href="mailto:studentbenefits@cornell.edu">studentbenefits@cornell.edu</a></td>
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<tr>
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<td>8:30 am – 4:30 pm</td>
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<tr>
<td>Phone Consultation:</td>
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<tr>
<td>Monday through Friday</td>
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<tr>
<td>9:30 am – 4:30 pm</td>
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</table>
Traveling Abroad with SHP

The Student Health Plan (SHP) covers your medical and mental health care needs when you’re traveling abroad. You can go anywhere you need to for care and your claims will be reimbursed at the Participating Provider level. SHP also includes Worldwide Travel Assistance with a 24/7 on-call center that can help you access doctors, hospitals, pharmacies, and other services.

- View your plan information
- Refer to the “Outside the United States” section of our Care Outside of Ithaca page for more information about using SHP abroad
- Download your SHP ID card – it’s important to carry it with you at all times (especially while traveling), and you can provide it as proof of coverage if required by your study abroad program

SHP meets all of Cornell’s health insurance requirements for those traveling abroad.

Requirements for those with other insurance

Cornell requires students who are traveling abroad to be covered by an active health insurance policy throughout the duration of their study abroad experience, and any periods of travel before or after. Your health care plan must:

- provide you with coverage for medically necessary care – not just emergency care – while abroad
- cover pre-existing conditions
- cover you in your host country and in other country where you might travel
- have a minimum benefit of at least $250,000 per year*
- provide inpatient and outpatient mental health coverage

*Note: If your health insurance in the US does not have an unlimited lifetime benefit, you should consider benefit limits higher than $250,000.

Ensuring you have appropriate coverage:

All Cornell students should already have insurance coverage that meets the requirements above (per Cornell’s annual insurance waiver process). However, some of these approved insurance plans may decrease the coverage when you are overseas. Please contact your insurance provider to verify that your level of coverage does not decrease when you are out of the country. If the level of coverage does decrease, you can ask your health insurance company whether you can purchase a rider to obtain the necessary level of coverage.

If your insurance company cannot provide you with the coverage that you are required to have while overseas, you can purchase supplemental study abroad health insurance through a study abroad health insurance provider such as HTH Worldwide, iNext, or CISI. It is important to note that if you purchase a supplemental study abroad health insurance plan, this plan does not replace your primary insurance; it works in conjunction with your primary insurance, so you must also maintain coverage under your primary insurance while you are abroad.

Note: Certain countries or programs may provide or require their own health insurance coverage. But in most cases, this coverage does not meet Cornell’s requirements, so you may need to be covered by two or three policies while abroad.

Understand your plan:

Your copayments and out-of-pocket costs might be different when using your insurance plan abroad. Before you travel, be sure to research what your plan covers, what costs you are responsible for (especially those you are responsible for paying up front), and how to file a claim for reimbursement if necessary. And finally, be sure to carry your health insurance card and contact information with you at all times.

Requirements for visiting international students:

Nearly all full-time registered international students are required to enroll in Cornell’s Student Health Plan (SHP).
Exceptions may be granted to international students who are covered by a U.S.-based, employer-sponsored, group health plan; please contact the Office of Student Health Benefits. (Ithaca students who are not covered by SHP pay a student health fee to support access to health services on campus.)

Visiting international students who are not enrolled in SHP and do not pay the Ithaca health fee should purchase insurance that meets the requirements listed above.

**Worldwide Travel Assistance**

Cornell’s Student Health Plan (SHP) includes worldwide travel assistance through UnitedHealthcare Global that allows mobile Cornell students to travel more confidently, knowing that a team of worldwide professionals is waiting to assist in a moment of crisis.

While Cornell travelers have access to the many services that UHC Global supplies when traveling on Cornell business abroad, we strongly urge careful pre-planning before you travel in order to minimize the need to utilize these services. Travel pre-planning should include completion of an Emergency Protocol and Procedure Form containing emergency contact information specific to your location and an emergency action plan. Backup plans are also advised and should include identification of a central meeting place if travelers are separated, identification of an alternate safe haven if the designated location is no longer safe, having a plan in the event that the faculty/staff supervisor are incapacitated, or determination of how to communicate if cell phones are lost, stolen, or non-functional.

The International Gateway Travel Resources provides most of the information you need. You may also contact the Office of Risk Management and Insurance for guidance by phone at: 607-254-1575 or by email at: risk_mgmt@cornell.edu or in person at 395 Pine Tree Road, Suite 220. For Travel Safety, check the Cornell Abroad web page for details.

**Program features**

Day or night, every day of the year, whenever you are more than 100 miles from your permanent address, you can access a wide variety of services including:

- Pre-trip planning
- Travel assistance services:
  - 24/7 emergency travel arrangements
  - Translation assistance
  - Emergency travel funds assistance
  - $1,000 bail bond benefit by international legal representative
  - Legal hot line
  - Lost travel documents assistance
  - Assistance with replacement of credit card/travelers checks
  - Operation centers with worldwide response capabilities
  - Hospital deposit arrangements

*NOTE: any third party expenses incurred are the responsibility of the participant.*


**Print and carry your UnitedHealthcare Global ID card with you at all times** so that if you are unable to call personally for assistance, someone else may call for you. Your parents or emergency contact person should have a copy of these numbers as well. Remember to notify CAPS (607-255-2654; caps@cornell.edu) as soon as medical evacuation is contemplated.

**Get assistance.** Day or night, 365 days a year, UnitedHealthcare Global agents are available to help you through a travel-related emergency:

- Call 410-453-6330, or call the country-specific number listed on your UnitedHealthcare Global ID card
- Email assistance@uhcglobal.com
- Refer to Cornell’s members portal
Emergency Evacuation Assistance

Cornell faculty, students and staff are covered by UnitedHealthcare Global Emergency Assistance when traveling abroad on university business. UHC Global provides emergency evacuation assistance, medical referrals worldwide, and travel-related assistance in emergency situations; it is not health insurance. All Cornell community members are covered by this emergency medical and travel assistance program from the first day the travel begins until the last day of the month in which their program ends.

Print a card with the Cornell ID# and carry it with you. Create a free account on UHC Global to access valuable health, safety and security information for each country in the world: https://studenthealthbenefits.cornell.edu/sites/studenthealthbenefits/files/pdfs/UHC-ID-card.pdf.

IF YOU NEED MEDICAL ASSISTANCE

- Seek care immediately
- Call UHC Global via country-specific toll-free number on card or collect at 410-453-6330. Provide the Cornell ID number (343211)
- UHC Global will evaluate the situation and will assist you. UHC Global will alert Cornell University

If you have a condition that may result in unconsciousness, please wear a medic-alert bracelet or necklace at all times.

Learn more about MEDICAL & SECURITY ASSISTANCE AND EVACUATION.

IF YOU ARE ABROAD AND HAVE URGENT HEALTH, SAFETY, OR SECURITY CONCERNS, you may also call the Cornell Police at 607-255-1111 (Know the country’s outbound international dialing code). Try to remain calm. Provide details about the situation, nature of your university travel (individual, group, etc.), your current location, and any concerns. The police will contact the appropriate individuals or organizations who can assist you.

PASSPORTS AND ABSENTEE VOTING

Passports

U.S. passports are valid for ten years from the date of issue, at the end of which time a new passport must be issued. If you already have a passport, make sure it is valid through six months beyond your intended stay in China. If it is not, you will not be able to obtain a visa that extends through your intended stay. Each member of a family must have his or her own separate passport.

Apply for your passport without delay, because the process for obtaining it may take anywhere from several days to a few weeks. To obtain application forms and information, please visit http://travel.state.gov/passport/passport_1738.html. The passport fee is $110 for a renewal and $145 for an original.

To obtain a U.S. passport, go to a Department of State Passport Office or, in some cities, a Federal Courthouse (or County Clerk’s Office). Application forms are also available in many Post Offices. You must present certification of birth in order to prove your U.S. citizenship, or naturalization papers if you are a naturalized citizen. Take along two duplicate photographs of yourself, not more than six months old. They must be passport size: 2x2 inches.

Passports should always be mailed by registered mail, whether within the United States or while you are overseas. You will be required to show your passport when entering or leaving a country or crossing international borders. Don’t leave home without it!

American citizens and permanent residents should register with the U.S. Embassy soon after arrival in China. This will make it easier to have a new passport issued in the event that yours is lost or stolen. You can do it online. Citizens of other countries should register with their Embassy.
**Absentee Voting**

All registered US voters, including those overseas, are eligible to vote while abroad. The Federal Voting Assistance Program, [https://www.fvap.gov/](https://www.fvap.gov/) will provide you with information on all aspects of voting from overseas. Basic Procedures:

- To vote as an absentee, you must complete and return a Federal Post Card Application (FPCA) to request that election materials be mailed to you overseas.
- Some states allow you to print out and mail in the Online Version of the Federal Post Card Application, which can be found at [https://www.fvap.gov/](https://www.fvap.gov/), others require that you request and complete the official version of the postcard.
- All voters should complete and return the application card a minimum of one month prior to the election to ensure that the materials arrive on time.

If you encounter difficulties or have questions, please e-mail the Federal Voting Assistance Program at vote@fvap.ncr.gov.

**OBTAINING A CHINESE VISA**

You MUST obtain a Chinese visa in order to travel to and study in China. The type of visa you should apply for is a student visa (X2), issued to those who intend to study in China for a period of no more than 180 days. Obtain your visa through the following steps:

1. You must attend a pre-departure orientation meeting to register on PKU’s International Student Service System and fill out an International Student Registration form. You also need to submit a digital passport photo and a photocopy of your passport information page to the CAPS office.

2. Peking University will then issue each student a letter of acceptance and a JW202 form to obtain a student visa (X2). The CAPS-Beida office will forward your acceptance letter and JW202 form to you through the CAPS main office, along with further instructions regarding your visa application.

3. After receiving your acceptance letter and JW202 form, download a fillable Chinese visa application form (Form V.2013), fill it up, print the complete form, and save it to your device or Acrobat.com.

4. When applying for a student visa (X2), you or a designated agent (e.g. travel agent) will need to go personally to the Visa Office of the Chinese Embassy or consulate general based on your State of residence and present the following:
   - Your passport, signed and valid at least 6 months beyond the end of your stay in China;
   - Your completed visa application form (V.2013) with a recently-taken color passport photo (bare-head, full face) against a light background attached (see the “Photo Requirements for Chinese Visa Application”);
   - Your JW202** (which CAPS forwarded to you);
   - Your Letter of Acceptance from Peking University** (which CAPS forwarded to you);
   - You must pay the visa fee once your application upon collection of your visa.

5. Non-U.S. passport bearers, if applying a Chinese visa in the U.S., must provide the original and photocopy of your valid certificates or visa of stay, residence, employment or student status, or other valid certificates of legal staying provided by the relevant authorities of the country where you are currently staying. You may also want to consult your embassy about any other issues over obtaining a Chinese visa in the U.S.

**Make copies of these documents, as well as your passport, should any discrepancies arise while in China. If you anticipate needing to renew your visa or apply for a double-entry visa while in China, be sure to keep your**
original JW202 and Letter of Acceptance and bring them to China. Detailed instructions on how to renew your visa or change your visa status from one-entry to double-entry will be provided when you arrive in Beijing.

Please check whether there is a visa stamp issued by the Chinese Embassy in your passport when you receive your passport from the Embassy, Consulate, or travel agent. A former FALCON student had to delay her arrival in Beijing because she assumed she had received the visa from her travel agent, only to discover on the way to the airport that there was no China visa in her passport.

Visa Fee

1. Regular Service

<table>
<thead>
<tr>
<th>Number of Entry</th>
<th>U.S. Citizen</th>
<th>Non-U.S. Citizen*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Entry</td>
<td>$140</td>
<td>$30</td>
</tr>
<tr>
<td>Double Entries</td>
<td>$140</td>
<td>$45</td>
</tr>
</tbody>
</table>

*Visa fee for certain non-U.S. citizens may vary from the list above based on reciprocal agreements. Please check with a Visa Office for special fees.

2. Express service: an additional fee of $20 per visa
3. Rush service: an additional fee of $30 per visa

Methods of Payment

- Credit card (Visa or Mastercard only), money order, cashier’s check or company check.
- Make your check or money order payable to Chinese Embassy” (for applications submitted to the Embassy), or to "Chinese Consulate in XXX"(for applications submitted to the Consulate General in XXX city)


The Consulate General of the People’s Republic of China in New York

Address: 520 12th Ave, New York, NY 10036
Tel: (212) 244-9392
Website: [http://newyork.china-consulate.org](http://newyork.china-consulate.org)

Office Hours: 9:00 am – 2:30 pm
Monday through Friday (except holidays)
Photo Requirements for Chinese Visa Application

General Photo Requirements
- Resolution: The digital photo should be between 354 pixels (width) x 472 pixels (height) and 420 pixels (width) x 567 pixels (height). The paper photo should be 60mm (width) x 48mm (height).
- Color Space: sRGB (ICC 24931 True Color).
- Image Compression: JPEG and the image file size: 400-1000 KB.
- Facial Requirement: The applicant is required to present the frontal view of the camera with the entire head and face clearly visible. The facial expression must be neutral, with eyes open, mouth closed, and ears visible. There should be no visible distortion of the facial features. There should not be any objects such as hand or cap on the eyes, sunglasses, or frames obstructing the eyes. The head position is 30° or within the range of 30° ± 5° for up to down (90°).
- Head Coverings: Hats or other head coverings are only allowed for religious reasons and if they do not obstruct any facial features.
- Photo Quality: The photo should be free of scars, marks, moles, or other marks on the face. The face should be centered in the photo with all the features clearly visible, and the lines of the face. The image distance should be 7-15 millimeters.
- Head Size and Orientation for Digital Photo: With the digital photo of 354 pixels (width) x 472 pixels (height), as an example, the head should be horizontally centered in the image with the face within 354 pixels (width) x 472 pixels (height). The eyes should be centered horizontally in the image with the horizontal line passing through the center of the eyes. The vertical line should be within 10-30 points. The vertical distance from the bottom edge of the image to the horizontal line through the center of the eyes should be 7-25 pixels. In special cases, when the face is too high, the measures can be extended to ensure the size of the face.
- Head Size and Orientation for Paper Photo: The head width should be between 25 mm and 32 mm, and the head height, measured from the base of the chin to the crown of the head, should be between 35 mm and 45 mm. The space between the eyes and the upper edge of the photo should be between 8 mm and 9 mm. The space between the two eyes and the bottom edge of the photo should be 7-15 mm.
- Background and Revisions: The background of all photos should be white or close to white with no wrinkles around the edge of the image.
- The photo should be recent, taken within 6 months.

TRAVEL ARRANGEMENTS

Students are responsible for their own travel arrangements (see “travel support” on page 10). There are non-stop flights between several cities in the U.S. and Beijing. You may also transit in Tokyo, Seoul, Hong Kong or cities in Europe. U.S. citizens stopping in Hong Kong for 90 days or less do not need a Hong Kong visa. Round trip tickets are normally valid for a six-month or twelve-month period, but you should double check to be sure. While we do not endorse any particular travel agency, here are some possible sources of discount or student rates for international travel:

STA Travel
The largest student discount travel company in the world, with branches all over the U.S.
1-800-781-4040
Email: go@statetravel.com
www.statravelgroup.com/where

Also worth checking out are student discount cards, especially for travel. Two of the more popular ones can be obtained from www.studyabroad.com/os/oscards.html.

PACKING AND WHAT TO BRING

Do not pack more than you can carry by yourself for at least two blocks unless you have enough money for taxis. The most common mistake returned students report making is taking too much with them. Pack light! You may accumulate a lot of clothing, gifts and souvenirs while abroad, and you will want to bring everything home. Save some extra room in your luggage. In order to maximize the amount of stuff they can bring to Beijing, though, some students use double-thickness “dish-pack” boxes (rather than suitcases), which you can buy from moving, storage and equipment rental companies. They can be taped shut and then bound with cord. They are just under the size limit for airline luggage, but you should confirm the current size and weight limit for your flight.

Most airlines have, in recent years, changed their maximum allowable weight from 70 pounds per piece to 50 pounds per piece. Please call and confirm weight and size limits. Over 50 pounds, you pay a reasonable additional fee up to 70 pounds, and beyond that the cost is prohibitive.

Be sure to print your name and Chinese CAPS-Beida contact information on the outside in large letters with a marker pen, on at least two sides. The dish pack boxes can be folded flat and stored in your apartment or room after arrival, and re-used for your departure.

More and more consumer products appear in local markets every month. As you pack, however, you might find this list of recommendations from former study-abroad students helpful:

- Battery operated travel alarm clock
- Travel pouch to carry passport and money
- Large backpack for travel during weekends and extended breaks
- Comfortable footwear for walking
- Extra pair of glasses; hard contact lens solution (Hard contact solution and hard contacts appear to be non-existent in China.)
- American Express traveler’s checks
- U.S. postage stamps – for mailing items other students can carry back to the U.S. for you.
□ Copy of prescriptions and prescription medicine
□ Cold medicine (there are joint-venture products here, e.g. Tylenol), Vitamins, Pepto-Bismol, Deodorant, Birth control items, Tampons
□ Favorite brand of toiletries if you can’t live with a substitute
□ Sunscreen (hard to find, but not impossible), lotion, insect repellent
□ Towels
□ Good socks
□ Ziploc bags (you’d be surprised)
□ English-language books/magazines
□ Lonely Planet Guidebook
□ Camera and Film for slides and faster speeds, but ordinary film is cheaper here
□ Extra memory cards
□ Pictures of yourself (1”x1” and 2”x2”) for ID cards and any applications.
□ THIS HANDBOOK

MAILING PARCELS AND CURRENCY EXCHANGE

Mailing Parcels

Receiving mailed parcels in China can be quite a hassle. The recipient is usually required to go to the Post Office with his/her passport to claim the package and, depending on the contents of the parcel, one may have to pay some Customs duties. When Customs duties are involved, the recipient must go to the main Post Office way downtown to claim the parcel. If you must have a package sent to you in China, you should at least wait until you have arrived so you will be on hand to handle it yourself when it reaches the Post Office. If you must take more things to China than the baggage allowance on airlines, it is preferable to pay for the excess baggage rather than to have packages mailed. If you must have something mailed from the U.S., it is much better to use a private express mail courier like FedEx or DHL. Aside from the speed, it also provides computerized tracking and Customs clearance.

Currency Exchange

The only type of currency used in China is the renminbi (RMB 人民币). At some airports in the U.S. and elsewhere it is possible to buy renminbi, but such services will typically not give you a good exchange rate. It is possible to obtain renminbi at the actual exchange rate value at the Beijing International Airport upon arrival at the Customs Hall, either from an ATM machine or the Bank of China foreign currency exchange counter during working hours. You will need a small amount, perhaps 650 yuan (about US$100) for taxi fare (100-120 yuan) from the airport to Beida, and for meals and small purchases the following day, until you have access to an ATM machine on campus during orientation at Beida.
PLANNING FOR SENIOR YEAR

Graduating the Semester after You Return

As a CAPS major participating in the CAPS-Beida program, in most cases you are graduating the semester after your return from China. Please inquire the College of Arts and Sciences registrar what forms or procedures you need to take care of before leaving Ithaca.

Senior Yearbook

In the past, students have been concerned about not having their picture in The Cornellian. The yearbook staff now offers a last-call photo shoot session in late February or early March for graduating seniors. If you have questions, contact The Cornellian at 409 College Ave, Second Floor, at 272-2000 ext 232, or cornellyearbook@gmail.com.

Commencement

If you plan to go to Beijing in your senior fall semester, it is a good idea to confirm your commencement weekend reservations before you leave campus. Your family will receive two mailings, in December and February, regarding cap and gown reservations and other important commencement information. Verify that the correct home address is on file at the university and college registrar offices before you leave campus. When you return, be sure that your local address is on file. Contact Office of University Commencement Events Office at B13 Day Hall or (607) 255-9541 with questions or concerns about commencement weekend or visit www.commencement.cornell.edu.

Career Services for Study Abroad Students

On-Campus Recruiting and Summer Job Search (for students who plan to be in Beijing during the senior fall): You may wish to attend orientation sessions about On-Campus Recruiting and summer job search before leaving the U.S. These sessions will help you understand what is involved in preparing for your employment needs, especially as a senior away in the fall. If you need to “catch up” (if you’ve missed these sessions), the Career Library in 103 Barnes Hall has an inventory of audiocassettes on topics from past orientation sessions as well as on broader job search topics such as resume writing and preparing for an interview.

CAPS Office Support for Career Fairs: Be sure to leave a copy of your resume with the CAPS office at 105A Morrill Hall before leaving campus. The office will keep you posted about upcoming career fairs and events, and can in most cases facilitate dropping off your resume with campus recruiters or representatives.

Before You Leave for China

☐ Register with https://cornell.joinhandshake.com/login and update your profile to receive emails about events and opportunities.
☐ Make an appointment with the A&S Career Development Center before you leave campus. Work with a career advisor to create a personalized career plan.
☐ Add your resume to the CAPS Senior Resume Book on https://cornell.joinhandshake.com/login in late August.
☐ Leave a copy of your resume with CAPS office. Send updated versions from Beijing as necessary.
☐ Attend on-campus recruiting and/or summer job/internship orientation workshop. See also https://career.cornell.edu/events/calendar.cfm.
Review the multiple resources available at the Cornell Career Services web page, www.career.cornell.edu and visit the Career Services office at 103 Barnes Hall.

Pick up the Job Search Guide

Note application deadlines and procedures for internship programs in your career field

Review resources and directories for domestic and international jobs and internship opportunities.

**While You Are in China: Career Services: Computer Connections**

- Attend career-related events and speakers.
- Conduct informational interviews with alumni and others in Beijing.
- Accept offer with summer internship employer OR add your resume to the CAPS resume book on Handshake and revisit your strategy with a career advisor.

The Arts and Sciences Career Development Center is the primary resource for A&S students seeking jobs, internships, graduate school information, and assistance with career exploration. Contact information: 172 Goldwin Smith, 607-255-4166, as_careers@cornell.edu.

**Primary Career Contacts for CAPS Students**

**Jennifer Maclaughlin**
Assistant Dean and Director,
Career Development Services
College of Arts & Sciences
jlm543@cornell.edu
607-255-4166

**Diane Miller**
Associate Director
Career Development Services
College of Arts & Sciences
djm15@cornell.edu
607-255-4166

**CAPS-specific Career Resources**

Learn crucial details about CAPS internships and career information at the CAPS website: http://caps.cornell.edu/careers.
ARRIVAL IN BEIJING

You should arrive in Beijing on or before the dates noted on the Academic Calendar – August 28, 2018, Tuesday. Your arrival date, time, and flight number need to be on file in the CAPS-Beida office no later than July 2, 2018. (Send the information by email to caps@cornell.edu.)

When you arrive at the Beijing Capital International Airport, and once you get off your plane follow the signs. You should have received and filled in an Arrival Card for immigration on your flight but if not, you can find it in the airport after you land.

You will next go through a passport/visa checkpoint. Make sure you join a line for “Foreigners” unless you hold a Chinese passport. After clearing immigration, make your way down to baggage claim. Baggage carts are available free both in the baggage claim area and outside the departure hall. After picking up your baggage, proceed through Customs (海关). Unless you have something to declare, go through the green line. You may get your bags x-rayed. Notebook computers can be brought in without paying Customs duties. If Customs makes you declare anything, just fill out a form stating that you will leave China on such-and-such date with the declared items.

To get a hold of some Chinese cash, wait until you come out of customs and into the main lobby of the airport. (There are money exchange booths in the baggage claim area, but they charge an extra service fee.) As you enter the lobby, there will be regular bank windows where you can change cash and traveler’s checks; there will also be ATM cash machines that accept U.S. credit and debit cards. Look for a “Cirrus” or VISA logo on the ATMs. You can make international calls from payphones but you must purchase a card.

GETTING TO PEKING UNIVERSITY (BEIDA)

We strongly recommend that you arrive on the designated arrival date specified by the CAPS-Beida office – August 28, 2018, Tuesday. On that date, one of the CAPS-Beida staff members will meet you at the airport upon arrival. If you plan to arrive earlier or in case of an emergency they can’t meet you, below are detailed directions on how to get to our recommended hotel from the airport. In either case, we suggest that you contact our CAPS-Beida staff members as soon as you arrive in Beijing.

The Beijing International Airport is in the northeast of the city, and Beida is in the northwest. You can get from the Beijing Airport to the Beida campus area by taxi (all taxis are metered) or by a combination of bus and taxi. Taxis at the airport are regulated. They line up and pass a taxi stand monitored by a dispatcher. Passengers also line up, but the wait is usually no more than five minutes. The taxis cost an initial charge of 10.00 yuan, and then 2.00 per kilometer. All taxis should have the fare clearly posted on the back right hand side window of the vehicle. Most taxi drivers are honest and easy to deal with, but there are some who try to take advantage of likely targets. Don’t get in an unmarked vehicle that is operated by a private individual, which is called a Hēichē 黑车 in Beijing. Such people will approach you as you are moving to the taxi or bus lines, or even hustle you inside the terminal. Their services often cost more than regular taxis, and in any case are illegal and unsafe.

Taxi fares between the airport and the Beida campus should be in the 90-120 yuan (US$14-19) range, depending on the traffic, and the trip should take less than one hour. There is no need to bargain. You’ll hear a recording when the driver starts the meter. If a taxi driver refuses to start his meter, write down his registration number (posted on the dash), and demand that he stop and let you out. Such a demand will usually cause him to start his meter and behave himself the rest of the trip. At the end of your trip, you should pay the amount on the meter plus the 10 yuan Airport Expressway toll. Keep the print-out of the taxi receipt (fāpiào 发票) in case you left something in the taxi.

It’s good to show the driver right away that you speak Chinese and to let him know that you know what you are doing and where you are going. Your destination is Beida and that should be sufficient to get the driver on his way and on the proper route. However, you should know that the best route from the airport to Beida and the hotel is via the Fourth Ring Road (Sìhuán 四环路) to Yíheyuán Road (Yíhéyuán Lù 颐和园路) from Hǎidiàn Qiáo 海淀桥). The beautiful tree-lined campus of Beida has many scenic areas and historic buildings. It is located in the university district in northwest Beijing. Situated west of Tsinghua University (清华大学) and Beijing Language and Culture University (北京语言文化大学), Beida is serviced by many bus lines and is not far from the Wúdàokòu Station (五道口站) of the light rail system (轻轨) that connects to the Beijing subway system.

The Beida gate closest to SIS is the West Gate (Xīmén 西门) on Yíheyuán Road (颐和园路). If you are coming without an escort from Beida or CAPS, get out at this gate and call the CAPS office for someone to escort you in. Be sure to arrange your arrival time in advance.

The Cornell CAPS-Beida Office is located in the SIS, School of International Studies (Guójì guānxi xuéyuàn or Guóguān xuéyuàn for short, 国际关系学院, 简称国关学院), in the western section of Beida campus; CAPS office phone: (10) 6276-7887 (see “CAPS-Office Contact” on page 3).
GETTING SETTLED

SAFETY AND RECOMMENDATIONS

While abroad, nothing is more important than your personal safety and security! Temper your admirable spirit of adventure with care and precaution. Our world has shrunk through mass communication and technology, but the global village is neither uniformly safe nor always user friendly. To stay in tune with general safety and security issues, you are strongly encouraged to read regularly the website of the U.S. Embassy in China: https://china.usembassy-china.org.cn/.

U.S. Citizen Registration

CAPS students are strongly encouraged to register with the U.S. Embassy upon arrival in Beijing. As stated on the U.S. Embassy’s Home page: “Travel registration is a free service provided by the U.S. Government to U.S. citizens who are traveling to, or living in, a foreign country. Registration allows you to record information about your upcoming trip abroad that the Department of State can use to assist you in case of an emergency. You may update your contact information at any time, making it easier to keep your information current. Americans residing abroad can also get routine information from the nearest U.S. embassy or consulate.”

U.S. Embassy in Beijing
Address: 55 An Jia Lou Road, Chaoyang District, Beijing 100600 (北京市朝阳区安家楼路 55 号)
Tel: +86-10 8531-3000
Fax: +86-10 8531-4200

American Citizen Services
Fax: +86-10 8531-3300
Emergency Contact Number: +86-10 8531-4000
E-mail: BeijingACS@state.gov
The American Citizen Services section is open every Monday through Friday, except holidays, between the hours of 8:30 am-12:00 pm and 2:00 pm to 4:00 pm and Wednesdays between the hours of 8:30 am-12:00 pm. Be sure to bring your passport for identification when you go.

For more information on registering go to www.travel.state.gov/travel/abroad_registration.html.

**Remember These General Safety Recommendations:**

- Be as inconspicuous as possible in your dress and behavior.
- Stay in touch with the CAPS-Beida Office staff.
- Be careful about divulging information about yourself and your program to strangers.
- Be aware of the people and circumstances around you and report any suspicious behavior to the program staff.
- When you travel, leave your itinerary and contact information with the CAPS-Beida Office staff, your family or someone who can be contacted in case of an emergency.
- Have sufficient funds on hand to purchase a return ticket home.
- When traveling, do not leave your bags unattended and do not agree to transport a package, parcel, or suitcase for anyone.
- Avoid political demonstrations.
- Keep copies of your credit cards, passport and other important documents to expedite cancellation and replacement in the event they are lost or stolen while you are abroad.
- Enter an emergency contact number into your cell phone under the contact name “ICE” (in case of emergency).

**Personal Safety in Beijing**

One negative aspect of economic modernization in China is a rising crime rate. Some people say the influx of outsiders – including unregistered migrants – has brought social problems to Beijing. However, in comparison with many large cities in the United States, Beijing has a much lower rate of crimes involving bodily assault. Of course, reasonable caution should be exercised, especially for female students. Don’t go out alone late at night (after 10:00 pm).

Don’t take a Heiche (黑车) instead of a licensed taxi. Asking a stranger for a ride and giving a ride to a stranger are both rare and odd in Beijing. If you are lost somewhere, you can ask a passerby for directions, take a regular taxi and tell the driver where you are going, or call your teachers or friends to help you.

Theft of personal property could sometimes happen, so you should take special care with your valuables, and have as few of them around as possible. For example, don’t put too many valuables in the locker when you go to the gym.

When walking in crowds, or riding in a crowded subway or bus, keep your wallet and cell phone out of reach of possible pick-pockets by carrying them in your front pocket. Don’t carry your bag with your valuables in it in your bicycle basket when riding. In general, do not carry passports (although it’s good to have a photocopy of your passport with you whenever you’re away from home), credit cards, driver’s licenses, etc. around when you do not expect to need them. Incidents of loss are rare, but it would be a big headache when they occur. Make sure that you secure valuables in a safe place in your dorm room.

Almost every American student agrees that the most horrible thing in Beijing is the traffic. You will need to pay careful attention to all directions when you cross streets, and it’s best to abide by all traffic regulations when walking or riding your bike. You will find that some Chinese do not obey traffic laws, but following their example can be life-threatening. Chinese bicyclists never wear helmets, but don’t hesitate to wear one when riding a bicycle.

The most dangerous kind of situation that one can get into is skirmishes with gangs of young hoodlums, who lurk around inside and outside of nightclubs and sometimes operate in cahoots with taxi drivers. Though rare, there have been incidents involving adventure-seeking foreign students, who are sometimes especially targeted by such gangs. More often than not, alcohol is involved. Do not frequent establishments (nightclubs, bars, etc.)
that are secretive or underground. If you must satisfy your curiosity despite our warnings, be sure to have several friends along, and stay alert.

The Beida campus is relatively safe, but many areas are not well-lit after dark. A reasonable degree of caution is advised.

**Sexual Harassment**

As in the United States, sexual harassment can arise anywhere. Be sure to contact the CAPS-Beida Office and CAPS Office in Ithaca if you are experiencing difficulties.

### HOUSING AT SHAOYUAN

All CAPS majors participating in the CAPS-Beida semester are required to stay at Beida Foreign Student Dormitories, Shaoyuan (勺园). Each room in the three-bedroom suites is furnished with a bed, a closet, a desk, and internet access. Each suite also comes with a shared bathroom and a small sitting room with bookshelves, a TV, a table, and chairs. There is no kitchen, and if you need a refrigerator, you will have to buy one yourself. On-site facilities include a public laundry, a post office, a coffee shop, and a restaurant. It is quite convenient living there. Demand for Shaoyuan dorms is very high. Most of the dorms are occupied by long-term foreign students who will stay there for three to four years. CAPS students will be randomly placed in the available rooms, based on their gender of course. Keep in mind, however, that CAPS students may or may not be assigned bedrooms in the same suite.

The estimated housing bill at Shaoyuan is RMB17,000 for a semester (RMB140 per night). **Students are expected to pay a RMB 200 key & furniture deposit, in cash when check into the dormitory. Shaoyuan dormitory can accept the rent in cash, domestic debit card or credit card, but not foreign bank card. You can pay the rent monthly, and the first month rent can be paid in the first week after the program field trip I in the beginning of the semester.**

**Important:** Please make sure you obtain receipts for all transactions with the dormitory. For your rent receipt, make sure that your name and room number are correct, that it includes the correct total amount of your rent, and the correct beginning and ending dates of your stay. **Do not lose this receipt; bring it in to the Cornell Beida office to make a copy, and keep your copy at least until the end of the semester.**

### MONEY – HOW TO GET IT, HOW TO KEEP IT

Most students find that using ATM cards are the best way to access cash on a regular basis, withdrawing it directly from your bank account at home. You can usually withdraw up to 2,500 Yuan in cash. One advantage to using an ATM is that you supposedly receive the best exchange rate available. A disadvantage is that service charges and fees may vary. Other options include: exchanging traveler’s checks and foreign currency, opening a Bank of China (BOC) account to receive wire transfers, cashing personal checks, and using mobile pay. Below are the logistics, advantages, and annoyances of each option.

**Using ATM cards in China**

We strongly recommend having two U.S. bank accounts from which to access your money with ATM cards. If you lose one card, you will still have the other account and card to use while waiting for your replacement card. You can use your U.S. bank ATM or credit card to obtain RMB at some ATM machines, including some right on campus, with the closest one about 300 meters away from the SIS building. Others are located in the Yannanyuan (燕南园) shopping area on campus, at the bank there. The nearest Bank of China is just outside the Southwest Gate, right next to the Ziyuan Hotel (资源宾馆), about a 10-minute walk from SIS.
Regardless of the bank used, take and keep your transaction receipts, even when the transaction is cancelled, because sometimes your account in the U.S. may be debited for a non-completed transaction, even though you did not receive the cash. There is a daily withdrawal limit of 2,500 yuan, so always get the maximum amount available. If you need a large amount of cash right away, it’s best to go with Plan B (see other advice in “money” section).

It is possible to open an RMB account (for a RMB 10 yuan charge) that will include an ATM (debit) card that will work virtually anywhere in China. China Construction Bank (CCB – 中国建设银行) is one of the main ATM card suppliers with this service. The cards they provide will work on ANY machine, nationwide, supporting the YinLian (银联) network. The YinLian symbol is red, blue, and green and is found on the vast majority of ATMs in China (Bank of America ATM cards also work wherever CCB cards are accepted). Withdrawal charges are zero at any CCB ATM, and approximately RMB 2 yuan at non-CCB ATMs. Other banks should also offer the same service, since their ATMs support the YinLian network. If you are traveling a great deal in China, this is a convenient and economical way to ensure easy access to RMB whenever you need it, wherever you need it. It is also safer than carrying large amounts of cash. Additionally, many major shopping centers in China now accept the YinLian card as a form of payment (assuming you have enough money left in your account).

ATM Lessons Learned:

1. **HOLD ON TO YOUR RECEIPTS.** Whenever you use an ATM or credit card, SAVE YOUR RECEIPT. Some machines and vendors will print your entire card number on the receipt, information that you do not want passed around.
2. Don’t wait until you have only one kuai left in your pocket before you go to get more cash. Anticipate your needs so that if you run into technical problems you can still afford to eat dinner.
3. A suggestion: if you use an American ATM card (Bank of America/HSBC/etc.), you may want to have a joint account with your parents or guardian so that they may deposit money if needed.

**Exchanging Traveler’s Checks and Foreign Currency**

This is a fairly painless process and always reliable. Even if you’re planning on using an ATM on a regular basis, you might want to bring US dollars in cash or traveler’s checks as an emergency/fallback plan, especially for times when you might be traveling to provinces or cities where ATM technology is less reliable or non-existent.

You can do this at any Bank of China (中国银行), at the CITIC (中信银行) on Zhōngguāncūn Lù (中关村路), at the Friendship Store on Jiànguóménwài Dàjiē (建国门外大街) in Cháoyángqū (朝阳区), and at many more locations. One disadvantage is that your exchange rate may be less favorable than the ATM rate. Be sure you bring your passport with you. Some banks require that you show them the “check register” with the serial number on it as further proof of CitiBank (花旗银行) your ownership. The only other annoyance is the possibility that you’ll have to wait in line… but you will get used to this after a few weeks in Beijing.

**Opening a Bank of China Account**

All you need is your passport and at least one kuai to deposit into the new account. This is probably the easiest and most convenient way to deal with your finances while in China. It is best to bring cash or traveler’s checks to get started and then wire yourself money. Wire transfers usually take about one week.

You can open an account that allows you to manage both foreign currency and RMB. At the bank ask to open a yīběntōng (一本通) account. Tell the teller that you want to receive foreign currency deposits and also have money wired from abroad. Bank of China just started charging for receiving wires from abroad and the charge is per transaction, not per amount wired, so it is most economical to wire in larger amounts. Check with your bank at home to find out the service charge per wire transfer transaction. Often local credit unions charge much less than larger banks for such services. Once you get to China and open your account...
you need to provide your home bank the local bank routing number and your account number and name. If you can get something set up with your local bank you may be able to wire yourself money online. The exchange rate is higher for money wired from abroad (汇户) than it is for foreign currency cash.

Local accounts are those that may only receive RMB deposits, so if you have U.S. dollars to deposit you’ll have to exchange them first (at the less favorable exchange rate) before making a deposit. With a local account you can receive an ATM card that you can use at BOC and other banks’ ATMs (see above). If you have both a local and an international account, it is easy to transfer money from one to the other, and you receive the best exchange rate, though you’ll need to show your passport to do so. If you have any problems (i.e., lost PIN numbers, lost ATM card, etc.) be prepared to become intimately acquainted with long lines as well as China’s less-than-ideal service standards. Former FALCON students claim that they have fewer problems using a local card than their classmates who use international cards.

### Cashing Personal Checks

With an American Express card you can cash a personal check at the American Express office in the Guómào dàshà (国际贸易大厦) downtown on Jiànguómenwàí Dàjī (建国门外大街) in Cháoyángqū (朝阳区) (a thirty-minute, 35 yuan cab ride during non-rush hours, or 5 yuan via Light Rail and subway), or at the Bank of China in Xīdān (西单). Again, bring your passport. Also, you should check with American Express before leaving for China to confirm that you will be able to use this method. Some students have run into trouble because their cards fell into the category of “student cards”, which apparently do not enjoy this personal check-cashing privilege. Try to get your credit limit increased with American Express before coming to China. This may increase the likelihood that you can use this method.

### Cash Advance on Your Credit Card

This option should be used in emergencies only – at most banks the interest will start compounding on your “withdrawal” immediately… However, in an emergency, it is a reliable way to come up with a lot of cash quickly. You can do so at the CITIC on Zhōngguāncūn Dàjī (中关村大街) in Zhongguancun, and also at the main Bank of China office downtown. Bring your passport, and be prepared to pay service fees to the local bank.

### Living the Future with Mobile Pay

Many students suffer from culture shock making the transition from America’s “plastic” economy to China’s “cash” economy or more recently, “mobile pay” (手机支付) like WeChat pay (微信支付) and Ali Pay (支付宝) for almost everything. Credit card transactions have certainly become more common than before, especially in large shopping malls such as Dangdai (当代), Shuang’an (双安), Xidan (西单), Lufthansa Center (燕莎), IKEA (宜家), the Friendship Store supermarket (Jianguomenwai 建国门外友谊商店), Carrefour Supermarkets (家乐福超市), Beijing United Family Hospital (北京和睦家医院), major hotels and their accompanying restaurants and some travel agencies geared toward foreigners. Yet, nowadays one would find it difficult to complete basic transactions without mobile pay (or cash). The reality is that you would have to use cash or mobile pay to buy everything from groceries, cell phones, and furniture, to train and plane tickets, and to pay for apartment security deposits and rent. If you are somewhere where you can use a credit card, then you can get it cheaper at a place that accepts only cash. But to be sure, as a CNBC reporter has observed, “A smartphone is increasingly the only thing someone in China needs to carry when going out.” (Read “Cash is already pretty much dead in China as the country lives the future with mobile pay” at [https://www.cnbc.com/2017/10/08/china-is-living-the-future-of-mobile-pay-right-now.html](https://www.cnbc.com/2017/10/08/china-is-living-the-future-of-mobile-pay-right-now.html).) We will provide more information about how to use mobile pay while you are in China.
There are many restaurants and student cafeterias on the Beida campus, and plenty more outside. CAPS-Beida Office will provide a complete list of Beida dining halls and restaurants in your Welcome Packet. Notable cafes include The Bridge Café, Sculpting in Time, and (of course) Starbucks, all of which are located in Wudaokou (五道口). 北大学生更经常前往就近消费的地点是中关村商业区，那里有星巴克、雕刻时光、costa等众多咖啡连锁店。 There are two shopping centres close to Beida. On the east is Wudaokou (五道口), which you can take a but at the east gate to get to. On the south is Zhongguancun (中关村), which is so close that you can actually walk there. Zhongguancun is the more preferable one for Beida students. There are two bustling shopping malls——Oumeihu (欧美汇) and Xinzhongguan (新中关). You can actually find everything expected and unexpected in the malls, including restaurants, cinemas and all famous coffee shop brands.

A shopping guide will be included in your CAPS-Beida Welcome Packet upon your arrival in Beijing. There are small convenience stores scattered around campus. Several local supermarkets are close by. Two foreign-operated large supermarkets are 13-16 Yuan by taxi from Beida. 中关村西区有家乐福超市 There is a Carrefour at Zhongguancun West 2 km away from Shao yuan. 大多数时候,北大学生不去超市购物,而是在天猫超市和京东商城两家网上超市购物,下单后第二天即可将商品送至北大南门。快递员会打电话或者发送短信通知取货的时间和地点。外国学生需要一定的听力水平才能听懂快递员的方言口音。网上购物在中国极为流行普遍,即便外国人一开始可能会遇到一些困惑之处,但仍然值得试一试。Beida Students seldom visit supermarket. Instead, they prefer online shopping on Tianmao Supermarket (天猫超市) and Jingdong (京东). Normally they will send your items to the south gate of Beida on the next day. The courier will give you a phone call or a text message when he get there. He should tell you when and where to get your items. There might be some difficulties for foreigners to understand the courier's strong accent. But since online shopping has totally conquered almost every Chinese's daily life, even if there will be some kind of confusion at first, it still deserves you to have a try.

TRANSPORTATION – BUSES, SUBWAY, TAXIS AND BICYCLES

There is no lack of transportation options in Beijing! Buses crisscross the city and are the most affordable way to get around at 1-2 Yuan a ride. They also travel far out into the countryside around Beijing. Buy the Beijing traffic/bus route map (北京交通游览图Běijīng jiāotōng yóulǎntú) from any local bookstore or vendor on the street, and all of your “How do I get to X?” questions will be answered. Of course, your teachers will become your best resource. 没有人使用纸质地图，请让学生们学会使用百度地图搜索公共交通解决方案。 Nowadays nobody will try to use a printed map in Beijing. Map app is a basic tool for surviving in those Chinese mage-cities. Google Map is banned in China. Please try to use Baidu Map.

Many bus lines stop in front of the east and west sides of the Beida campus. A mile east of the Beida East Gate (北大东门) on Chéngfǔ lù (成府路) is the Wūdàokǒu (五道口) stop of Light Rail (qīngguǐ, 轻轨) Line 13, formally known as Beijing Subway Line 13 (地铁十三号线). Line 4 (shǐ hào xiàn 四号线) pass just in front of the Beida East Gate. A mile south of the Beida West Gate (北大西门) on Haidian Nan Lu (海淀南路) is the Suzhoujie (苏州街) stop of Line 10 (shǐ hào xiàn 十号线). The Airport Line (地铁机场线), known also as the Airport Express (机场快轨), starts at Dongzhimen (东直门) subway station and connects the city’s subway system to the Beijing Capital International Airport. One-way ticket for the airport line costs 25 Yuan.
Taxis are also a convenient way to get around town. The basic payment of 13RMB within 3KM, and each kilometer after the basic payment (13RMB, 3KM) charge 2.3RMB. Service within 23:00-5:00 add an extra 20% to the original payment. A ride across town or downtown should cost about 60 yuan (US$10.00). Compared to taxi cabs, however, the subway is not only less expensive but also more reliable in terms of travel time, especially during rush hours. A single ride costs starting at 3 Yuan and increasing by 1 yuan every 6 kilometers. The most expensive single ticket is 9 yuan.

在北京打出租车很困难，因为出租车数量不足，网络约车服务极为流行，可以在北京使用滴滴打车和Uber。

Owing to the insufficient number, getting a cab in Beijing is quite hard, especially during rush hours. Mobile internet based ride-hailing service is popular in China. You can try Dididache（滴滴打车）or Uber.

The Beijing subway system currently operates 20 lines. More information on the Beijing subway system is available at [http://www.bjsubway.com](http://www.bjsubway.com).

**Bike Sharing**

The picture to the left shows the two major types of publicly sharing bicycles available in Beijing (and at least 21 other cities) – “OFO”（共享单车）and “MOBIKE”（魔拜单车），which scatter all around the city. In order to use any of them, you need to download their apps. To start off with, these bikes will require an amount of deposit (OFO – 99 yuan), MOBIKE – 299 yuan), which you may only pay by “Ali Pay” or “WeChat Pay.” Then you may unlock the bike in two different ways: OFO bikes have a set of numbers on the front and behind its seat. Type the number into its app and receive the password for its lock. MOBIKE have a QR code on the front and the back of its seat. Use its app to scan the code, and the lock will automatically unlock. Both bikes charge fee according to a time span: 1 yuan/hour for an OFO bike, 1 yuan/30min for an “old” MOBIKE and 0.5 yuan/30 min for a “new” MOBIKE. In order to pay fees, you will need to top up the app by Ali Pay or WeChat Pay.

**COMMUNICATIONS**

It is easy to spend lots of money on telephones and the Internet before realizing that there are more affordable ways to it. Save yourself the trouble and learn from the mistakes of past students.
**International Phone Calls**

Dial: 00 – country code – city/area code – number; an example to the U.S.: 001-309-555-1234

Calling overseas is best done with an IP card, the rate of which is significantly discounted (but still not as affordable as calling China from the US, so the best way is to ask people in the US to call you). An IP card is a prepaid card. You call a local access number, enter an account number from the back of the card, and then dial overseas from any phone. Instructions on the back of the card and voice prompts when you dial up are all in English. The cards can be bought anywhere you see the letters “IP” displayed. The real price is usually much lower than the card’s nominal yuan value. They are hugely discounted – many vendors sell 100 yuan IP cards for only 35 yuan. Calling the United States, a 100 yuan card will last around fifty minutes, plus it gives you a one-minute warning, which the “201” cards fail to do.

**Cell Phone**

Q: Should I bring my cell phone to China? Should I buy a cell phone when I arrive?

A: Cell phones are very convenient and inexpensive here in China. It is hard to find a Chinese in Beijing who does not have a cell phone. Many students find that once they get involved in classes and activities, they are seldom in their home to take calls, so cell phones allow students to stay in touch with new friends and contacts. Many students have only a cell phone, and no home phone.

If your current cell phone is a GSM phone with a detachable SIM chip, then you can purchase a new SIM chip in China to use your current phone there. Most foreign students in China elect to buy a cell phone upon arrival. There are many cell phone shops just outside of Beida. Phones range in price from 500 yuan (US$75) for a Chinese made smart phone to over 10,000 yuan (US$1,500) iPhone. A SIM chip (the phone number) costs about 50 yuan (US$8).

There are two big cell phone service companies in China now, China Mobile (中国移动, Zhōngguó yídòng) and China Unicom (中国联通, Zhōngguó liántōng). We highly recommend the China Unicom because its service plans are more reasonable and fees lower. The most valuable plan including 2G local Internet and 1,000 minutes of domestic calling cost no more than 200 yuan with a new phone number. If you are traveling out of Beijing you need to buy the additional domestic internet package and the cost is usually 30 yuan for 1G.

**Fax**

Fax service is available at the business center of Shaoyuan (勺园), Beida Foreign Student Dormitories where all the CAPS students will be staying in the fall semester.

**Accessing the Internet**

Q: Where can I access the Internet? Where can I check my e-mail?

A: The Beida Foreign Student Dormitory rooms are furnished with broadband Internet access (kuan dài 宽带). Before using it, you’ll need to go to the Beida Computer Center to apply for an account; the monthly cost is RMB 120 for unlimited access. 北大校园网已经在包括宿舍在内的所有公共区域建立WIFI。校园网每月仅需10元，可以在网上通过支付宝付款。

Beida Campus Network System has built up WIFI in every public buildings. Using Campus Network only costs you 10 yuan monthly. The payment can be made through Alipay.

In China, wireless networks are very common. Most public places are covered with free WiFi, for example the cafe, the restaurant, the shopping center even on the bus.
We Chat

WeChat (wei xin 微信) is the most popular social media in China. One would be out of date if s/he didn’t have a WeChat account. WeChat is even more convenient than short message or telephone. Also the payment online is very popular in the country, especially in the first line cites like Beijing, Shanghai, Shenzhen or Guangzhou.

COMPUTERS ABROAD

Laptop Computers

If you have a laptop computer and decide to bring it with you:

1. Be aware of the differences in the electric current in China, and the impact that can have on the power source for laptop computers or other electrical equipment. Many power cords have built in voltage converters; check the voltage range noted on the converter box. If necessary, you may want to purchase a high quality external converter.
2. You may need to buy an electrical socket adapter for China. These are available at most convenience stores, including the ones on campus.
3. Update your laptop computers with the latest anti-virus inoculations, and backup- hard-drive, before leaving!
4. Register the laptop with U.S. Customs before you leave the USA.
5. Keep your laptop in sight at all times in airports. Laptop theft schemes are prevalent in airports, especially at security metal detectors and conveyor belts. Do not put your laptop onto the conveyor belt until you are sure that you will be the next person through the metal detector.
6. Consider insuring it. Laptop thefts happen abroad, too.

Using CU VPN

Secure connection to Cornell’s campus networks

Use Cornell’s VPN (virtual private network) service when you need to connect to campus resources that would otherwise be unavailable from distant networks, such as file servers and print services. CU VPN provides an added layer of security for accessing services hosted on Cornell’s campus networks. This is useful when you’re connecting via a network that may not be entirely secure, such as a hotel or airport network.

Benefits:
- Encrypts network traffic between your computer and the Cornell campus network to protect against electronic eavesdropping;
- Provides secure access to campus resources that would otherwise be unavailable from distant networks;
- Enables your computer to appear and behave as if it’s on campus;
- Works with any network service without special settings – file sharing, printing, remote desktop, SSH, FTP, telnet, and web-based services have all been tested

Learn more at https://it.cornell.edu/cuvpn.

LIBRARY PRIVILEGES, FACILITIES, ETC.

CAPS students can use Beida’s Main Library while in Beijing. CAPS-Beida office will arrange for students to obtain a Beida library card, which requires a deposit and an annual fee. The management of the central library and innumerable smaller departmental libraries at Beida is typical of all universities in China, in that they are highly compartmentalized. Various reading rooms have different hours and rules concerning circulation of books.
Cornell Library has made a special arrangement for the CAPS students: Before leaving for Beijing, a Cornell library staff will use research topics from the outgoing students as examples to introduce you to resources/services at Cornell. Upon arrival, Beida Library staff will provide, in English, a general orientation to library privileges, collections, services, and study spaces. During the semester, subject experts of Beida Library will host additional sessions to highlight unique collections and databases pertaining to the specific research areas of the CAPS group. There will be a designated library contact for research support during your stay.

For quiet study, CAPS students may also access the SIS (国关学院) reading room and the CAPS study room at Shaoyuan (see below).

**CAPS Study Room**

CAPS-Beida office has rented a study room with desks and a printer for students at Shaoyuan. During your semester at Beida, you will have an access to the room at your convenience.

You may also ask to use facilities in the CAPS office to print study materials and fax documents.

**Photographs**

You will need to have a few photos of yourself (1” x 1” and 2” x 2”) for student IDs, permits, and other purposes. If you already have some on hand bring them along; if you find yourself arriving without them, don’t panic. Photos can be taken quickly and inexpensively on campus at Beida.

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**WEATHER**

The weather in Beijing varies considerably during the year, from hot and humid summers to dry and cold winters. The average temperature during the winter months of December to March is -7 to 5 C. The spring in Beijing is short, but mild with an average temperature of 10-24 C. It’s very windy in the winter and the spring. Beijing has had a reputation for severe dust storms since 1999, although they don’t occur every year. Summers in Beijing are very hot and muggy with temperatures in the 20-31 C range. Fall is the nicest season in Beijing, with crisp temperatures ranging from 6-18 C.

**PRECAUTION AGAINST AIR POLLUTION**

Beijing, like many other cities in China, has been in the struggle with air pollution for years with a host of smog clearing programs on the way. While improvement can be felt due to more strictly implemented measures and there have been more “blue sky” days in the past year or so, you may still encounter some really bad weather sometimes during your stay in Beijing.

Here are some tips for living through the smog and air pollution you may unluckily encounter.

1. **Know the Causes of Smog (PM 2.5)**
   Have some basic knowledge of PM 2.5. Particulate matter, or PM, 2.5 is a type of pollution involving fine particles less than 2.5 microns (0.0025mm) in diameter. They often comprise substances that are small enough to get to the lungs or, in the smallest cases, to reach the bloodstream as well. The World Health Organization considers 25 micrograms (PM2.5 Index) per cubic meter to be a safe level. Basically, if Beijing PM2.5 levels average around an index of 100, it is considered “unhealthy”.

2. **Check the Pollution Index Every Day**
   Download a PM2.5 index app or check related PM websites for the latest information on Beijing’s PM2.5. U.S. Embassy Air Quality Monitoring Website and Beijing Air pollution index. And check out the local PM2.5 index on a regular basis, especially when you plan to go outside.
3. Wear a Mask
Get ready for masks and wear one when the weather is particularly bad. There are a slew of masks to choose from, but it is advised that you want one with a rating of N90 and above. That means it filters out 90% of pollution particles in air.

4. Take Cabs
When PM2.5 index is high and you have to go outside for activities, you’d better off taking cabs, not the subway, not a crowded public bus. Being in a car with windows closed protects you to some extent from the bad air pollution outside.

5. Drink More Water and Tea
Taking more water or green tea drink with you on a bad weather day. Drink water, green tea and other anti-oxidants to increase your body’s immunity.

HEALTH AND WELLBEING

There is a fitness center and a large indoor pool on Beida campus. There are also several health clubs near Beida. Additional information on these facilities will be provided in the “CAPS-Beida Guide to Medical Facilities and Health” section of your Welcome Packet.

If you have ANY type of medical problem, please immediately notify CAPS Executive Assistant Cathy Hao at 138.1000.1483.

Medical Care on Campus

If you hold a Beida Student or Staff ID card, you are entitled to use the Beida Campus Hospital for common colds, fevers, dysentery, cuts, and other similar ailments, but this is not where one goes for really serious medical problems that may require surgery or other radical treatment. That said, the sophistication of some of the equipment here, e.g. blood scanners, is better than those in many U.S. clinics and hospitals. You cannot beat the price, either.

Peking University Hospital

北大校医院 (Běidà xiào yǐyuàn)
Located outside the East Gate on Zhongguancun N St, 400 meters north of the PKU East Gate Station of Subway Line 4
北大东门外中关村北大街（地铁4号线“北京大学东门站”向北400米）
Tel: (10) 6276. 5531

Upon your initial visit to the Campus Hospital, you need to purchase a Hospital Record Booklet at the Registration counter (挂号处). You will then be guided to an appropriate specialist for your concerns. After you are examined and if you are given a prescription (yàofāng 药方) for your ailment, pay for the mediation at the cashier before picking it up at the pharmacy (yàofáng 药房).

Western Medicine Hospitals in Beijing

For serious medical problems, we recommend Peking Union Medical College Hospital (PUMC 北京协和医院) and Beijing United Family Hospital (BUFH 北京和睦家医院). PUMC is the best teaching hospital in China and has leading medical experts on staff; BUFH is a for-profit foreign-based full-service hospital, with several foreign doctors and is organized and managed like a U.S. hospital, with pricing to match. Seeing a doctor at one of the expat-oriented hospitals/clinics mentioned below can run up to US$100 or more per visit.

If you think your ailment may require hospitalization, please take your cell phone and its charger unit, several changes of underwear, toiletries, textbooks, dictionaries, tapes or CD’s, and anything else that you normally take when spending a few
days in hospital.

**Peking Union Medical College Hospital (PUMC) Special Care Medical Center**

北京协和医院（Xiéhé yīyuàn）特需医疗部（Tèxū yīliáo bù）
1 Shui Fu Yuan, Dong Cheng District, Beijing 100730
北京市东城区帅府园 1号

Tel: (10) 6529.5169 Clinic; (10) 6529.5284
Fax: (10) 6529.5271/5283

The entrance to PUMC is off Dongdan Bei Da Jie (东单北大街), just north of Dongdan San Tiao (东单三条), about 250 meters north of Chang’an Dong Da Jie (长安大街) and the Dongdan Subway Stop (东单地铁站), or 100 meters north of the Xīntiāndì Shopping Center (新天地广场). Registration fees run 90, 200 and 300 yuan, depending on whom you see.

**Beijing United Family Hospital**

北京和睦家医院（Běijīng hémùjiā yīyuàn）
2 Jiang Tai Lu, Chao Yang District, Beijing 100016
北京朝阳区蒋台路 2号

24 hr ER Hotline: (10) 5927.7120
24 hr Service Center: 400.891.9191

The BUFH is located on the east side of Beijing in the Cháoyáng District (朝阳区), set back off the road behind another building, down the street from Lido Hotel. BUFH has a range of emergency and non-emergency medical care as well as dental and gynecological services, as well as a pharmacy stocked with Western medicine, just about all of which are now produced locally in China either by local pharmaceutical companies or by joint ventures.

**United Family Wudaokou Clinic** (near Beida campus)

和睦家五道口综合门诊部
1st Floor, Building D, Tsinghua Tongfang Hi-Tech Plaza
1 Wangzhuang Lu, Haidian District, Beijing 100083
北京市海淀区王庄路 1号清华同方科技广场 D座 1层

24 hr ER Hotline: (10) 5927.7120; 24 hr Service Center: 400.891.9191
9 am-6 pm, Monday through Saturday

**China-Japan Friendship Hospital**

中日友好医院（Zhong-Ri youhao yiyuan）
2 Yinghua Dongjie, Hepeing Jie, Chaoyang District
北京市朝阳区和平街樱花东街 2号

Tel: (010) 8420-5288/5299; Fax: (010) 6421-7799

**International Medical Center (IMC) – Beijing** (24 hours a day)

北京国际医疗中心
Room 106, Beijing Lufthansa Center (east side of Kempinski Hotel)
50 Liangmaqiao Lu, Chaoyang District
北京市朝阳区亮马桥路 50 号燕莎中心

Tel: (10) 6465.1561/1562/1563; Dental: (10) 6465.1384/94.
Fax: (010) 6465.1961
Website: [http://www.imcclinics.com/english/](http://www.imcclinics.com/english/)
Beijing International SOS Clinic/Raffles Medical Beijing
国际 SOS 北京诊所・莱佛士北京国际诊所
Suite 105, Wing 1, Kunsha Building
16 Xinyuanli Chaoyang District, Beijing 100027
北京市朝阳区新源里 16 号琨莎中心 1 座 105 室

Clinic appointments: (10) 6462.9112
Dental appointments: (10) 6462.0333
Email: enquiries_beijing@rafflesmedical.com
Website: https://www.rafflesmedicalgroup.com/beijing

Monday to Friday 8:00 am - 8:00 pm
Saturday to Sunday* 9:00 am - 6:00 pm
*selected services available
Emergency room services open 24 hours, every day of the year

Operating since 1989, the Beijing International SOS Clinic provides medical services of an international standard to members working and living in the region. Since its early days of operations, the clinic has expanded its services to provide comprehensive healthcare to families in the area. It offers internationally-trained general actioners, pediatricians, dentists, opticians, psychologists and more. The clinic also provides first-aid training, wellness seminars and parentcraft courses. The Beijing clinic is a proud partner of the Beijing Red Cross.

In October 2015, International SOS formed a joint venture with Raffles Medical Group to enhance and expand the services of its 10 clinics in China, Vietnam and Cambodia. These clinics will gradually be branded and operated by Raffles Medical Group. The joint clinics in China include Beijing, Dalian, Nanjing, Shenzhen, Tianjian and Tianjin TEDA.

**Traditional Chinese Medicine (TCM)**

If you believe that Traditional Chinese Medicine (TCM) would be the thing to treat your ailment, especially sprains, internal aches and hard-to-cure illnesses, several former students highly recommend the Pingxintang Clinic (平心堂).

Pingxintang TCM Clinic (平心堂) is located on several floors of an office building on the north side of the Oriental Plaza complex (东方广场), about 200 meters from Wangfujing subway station.

Appointment with a specific doctor should be made ahead of time. All the TCM doctors there have decades of experience and many are leading authorities in their specialties. One former student spent hundreds of US dollars on expensive but inconclusive tests at Beijing United Family Hospital (北京和睦家医院) for a mysterious intestinal pain; he was later successfully diagnosed and treated at this clinic, at a fraction of the BFUH cost.
Prescriptions, Medicine, Vitamins

It’s a good idea to bring a supply of your favorite cold medicines, antidiarrheals, vitamins, etc. just to save yourself the trouble of finding it in Beijing, though if you look hard enough you just might (try Watson’s, on the northwest corner of Chengfu Lu (成府路) and Zhongguancun Dong Lu (中关村东路), just outside Tsinghua East Gate (清华东门)). Unless you are sure you can refill prescriptions – including birth control – in Beijing, bring a full supply for your entire stay with you. At a minimum, bring your doctor’s prescription with you. There is a 24-hour pharmacy at the intersection of Chengfu Lu (成府路) and Zhongguancun Dong Lu (中关村东路), outside the Tsinghua East Gate (清华东门).

Foreign students in China are subject to the laws of the country and the regulations of their host institutions. One source of frustration for foreign students is that the laws and regulations by which they must abide are not made clear to them. The Program will do everything within its power to have these laws and regulations made clear to the students at the start of the Program. These simple guidelines should be followed: 1) Use your common sense; 2) As a foreigner, respect the culture of your host country and do not assume that the yardsticks of your native culture can be applied in China; and 3) When in doubt about whether something is permissible, ask a mature trustworthy Chinese friend and/or the Resident Director, and do not act until your doubts are dispelled.

Legal Status of Americans Abroad

Americans traveling abroad are subject to the laws of the country they are visiting. They are not protected by U.S. laws. The U.S. Government can only seek to ensure that the American is not discriminated against and receives no worse treatment than would be accorded nationals of the arresting country charged with the same offense. Treatment is often a far cry from U.S. standards. Bail is almost unknown in many countries. There are often long waits in crowded prisons before cases come to trial. When a United States citizen is arrested abroad, U.S. consular officials move as quickly as possible to protect his rights, but the laws of the country where the arrest takes place determine what those rights are. An American abroad loses many of the rights taken for granted at home.

Whenever possible, an American consular officer visits the detainee on learning of his arrest, informs him of his rights, and provides him with a list of local attorneys from which to select defense counsel. If the detainee wishes, the consul helps him contact his family or friends to let them know what has happened and seek their assistance. Actually, there is very little else the consul can do to aid an American detainee.

The consul reports the arrest and subsequent developments to the Department of State. He is in regular, but not necessarily frequent, contact with the detainee, his attorney, and local officials to determine how the detainee is being treated, and to make sure that processing of the legal charges is not unduly delayed. He also does whatever is possible to help resolve any difficulties, which may result from the conditions of detention. (For example, in some foreign prisons a bare subsistence diet is provided and prisoners’ families are expected to supply most of the food).
Under U.S law, official U.S. funds cannot be used to pay legal fees or other expenses for an indigent American detainee.

China is constantly strengthening criminal legislation for drug-control; drug abuse and trafficking are by far the most frequent charges under which young Americans are detained abroad, although many have also been arrested for defrauding banks, merchants, airlines and the issuers of traveler’s checks. You should be aware of the following:

Private currency transactions with strangers, or street corner deals offering quick profits, can lead to trouble. Experience says you may be stuck with counterfeit currency or involved in an outright swindle. Steer clear of black market activities, currency regulation violations, and other illegal dealings. If you get caught the penalties are severe. Some black market dealers also prove to be police informers. If you are offered an “unbelievable” bargain – don’t believe it. It may involve stolen goods.

Laws governing cash and travelers checks are stringent abroad – and people who buy at “discounts” from strangers in the street can spend years in jail regretting the foolish moment. Travelers check issuers, working with local and international law enforcement authorities, have extensive security arrangements and agents in all countries. Criminal charges range from fraud and forgery to possession of stolen property and counterfeiting.

You don’t even have to leave the country to get involved in the black market. For example, stolen airline tickets, sold at discount to innocent bargain hunters, can get you into big trouble with the law. Airlines now are prosecuting purchasers as well as sellers of stolen tickets.

**Cornell University Policy**

Together with all members of the CAPS program, we respect and uphold University policies and regulations pertaining to racial or ethnic discrimination, sexual harassment, assistance available to handicapped, visually and/or hearing impaired students, the observation of religious holidays, and plagiarism. All students are advised to become familiar with the respective University regulations and are encouraged to bring any questions or concerns to our attention.

While participating in the CAPS-Beida Semester, all students are subject to Cornell University regulations (including but not limited to the Code of Academic Integrity and the Cornell University Campus Code of Conduct, including sexual harassment and other policies pertaining to behavior of students, faculty, and staff), the host university’s or program’s regulations and guidelines, and laws of the host country and that in the event of violation of these, academic failure, or behavior which is detrimental to the student, other students, or the program, the director of the program shall have the right to dismiss the student from the program. Cornell University is not responsible for the defense of a student accused of a violation of the laws of the host country and is not responsible for the payment of any fines or other penalties resulting from such violations. As a participant in the CAPS-Beida program, students are required to conduct themselves in a manner that reflects favorably on Cornell University. In some egregious circumstances, students may be asked to vacate the residence hall and return to the U.S. at their own cost.
IMPORTANT CONTACT INFORMATION & USEFUL LINKS

**Arts & Sciences**

**Cornell China and Asia-Pacific Studies Program**
105A Morrill Hall, Cornell University, Ithaca, NY 14853
Tel: (607) 255-2654; Fax: (607) 255-4334; Email: caps@cornell.edu; Website: [http://caps.cornell.edu/](http://caps.cornell.edu/)

**CAPS Program Manager**
Xu Xin
105 Morrill Hall, Cornell University, Ithaca, NY 14853
Tel: (607) 255-4741; Fax: (607) 255-4334; Email: xx12@cornell.edu

**Arts and Sciences, Registrar**
Brenda L. Lind
G17 Klarman Hall, Ithaca, NY 14853
Tel: (607) 255-4833, Fax: (607) 255-5797, Email: as_advising@cornell.edu

**Campus Offices**

**Bursar Office**
260 Day Hall
Tel: (607) 255-2336; Fax: (607) 255-6442; Email: uco-bursar@cornell.edu;
[https://www.dfa.cornell.edu/bursar/](https://www.dfa.cornell.edu/bursar/)

**Commencement Office**
B13 Day Hall
Tel: (607) 255-9541; Fax: (607) 255-9412; Email: commencement@cornell.edu;
Website: [www.commencement.cornell.edu/](http://www.commencement.cornell.edu/)
Cornell Counseling and Psychological Services at Cornell Health
Greg Eells
Tel: (607) 255-5155; Email: gte3@cornell.edu; or cornellhealth@cornell.edu
*After hours: If the number above does not connect you with a person, please call the Cornell Police at 607-255-1111. The dispatcher will contact the on-call provider directly. 24/7 assistance for mental health emergencies (call 607-255-5155).
Website: https://health.cornell.edu/services/counseling-psychiatry

Cornell Health
110 Ho Plaza
Tel: (607) 255-5155; Fax: (607) 255-0269; Email: cornellhealth@cornell.edu; Website: https://health.cornell.edu/

Cornell Information Technologies (CIT)
121 CCC on Ag Quad
Tel: (607) 255-5500; Email: itservicedesk@cornell.edu; Website: https://it.cornell.edu/support

The Cornellian Yearbook Office
409 College Ave, Second Floor, Ithaca, NY, 14850
Tel: (607) 272-2000 ext. 232; Email: cornellyearbook@gmail.com; Website: http://www.cornellyearbook.com/

Financial Aid Office
Colleen Wright
203 Day Hall; Tel: (607) 255-5145; Fax: (607) 255-5022; Email: finaid@cornell.edu; Website: https://finaid.cornell.edu

Housing Office
Kristen Loparco
206 Robert Purcell Community Center
Tel: (607) 255-5368; Fax: (607) 255-0319; Email: kme64@cornell.edu; housing@cornell.edu
Website: http://living.sas.cornell.edu/live/

International Students & Scholars (ISSO)
Office of Global Learning/Kennedy Hall, 3rd Floor, Mail: B-50 Caldwell Hall, Ithaca, NY 14853
Tel: (607) 255-5243; Fax: 255-2778; Email: isso@cornell.edu; Website: http://isso.cornell.edu/

Office of the University Registrar
B7 Day Hall
Tel: (607) 255-4232; Fax: (607) 255-6262; Email: univreg@cornell.edu; Website: https://registrar.cornell.edu/
To request official transcripts: Go online to: https://registrar.cornell.edu/grades-transcripts/ordering-transcripts or Fax: (607) 255-6262

Useful Links
CAPS – China and Asia-Pacific Studies Program: http://caps.cornell.edu/
Centers for Disease Control and Prevention: https://www.cdc.gov/
Consulate General of P. R. China in New York (for visa information): http://newyork.china-consulate.org/eng/
Cornell Abroad: https://www.cuabroad.cornell.edu/
Cornell Daily Sun: http://cornellsun.com/
Cornell Health: https://health.cornell.edu/
Cornell University: https://www.cornell.edu/; http://www.cuinfo.cornell.edu/
Class Roster: https://classes.cornell.edu/browse/roster
Courses of Study: http://courses.cornell.edu/
International SOS: https://www.internationalsos.com
Mario Einaudi Center for International Studies: https://einaudi.cornell.edu/
State Department Travel Advisories: https://travel.state.gov/content/travel/en/traveladvisories/
Student Center Classes + Enrollment: https://registrar.cornell.edu/classes-enrollment/student-center
U.S. Embassy in China: https://china.usembassy-china.org.cn/
IN AN EMERGENCY

1. At any time while you are abroad, we can be reached by phone in an emergency concerning your health, safety, or security. Call CAPS at (607) 255-2654. After hours, call the Cornell Police Department at (607) 255-1111. Please let them know that you are trying to reach CAPS so they will alert our staff.

2. If you are seriously ill or injured, experience a travel emergency, or if you are in need of a security or medical evacuation, call International SOS immediately.

In Beijing,
Call: (010) 6462-9100
From Asia, Australia or the Pacific Rim,
Call collect: 65-6338-7800 (Singapore)

Identify yourself as a Cornell University student and provide the following group number:
11 BCP S00 0132.

Refer to the brochure provided in this book for further information.

Take This Handbook with You!
It is your responsibility to be aware of the information contained in this handbook.

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