



# **2018–2019 OJS Handbook for Students from Ontario**

**Prepared by the Ontario OJS Program Office**

With contributions from  
**the Universities of Jiangsu and Ontario**  
and  
**Present and Past Participants**

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**[www.ojs.ouinternational.ca](http://www.ojs.ouinternational.ca)**

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# Welcome to the 2018-2019 OJS Handbook for Ontario Participants

## Introduction

Congratulations! You have been selected to participate in the Ontario/Jiangsu Student Exchange Program (OJS), a collaborative initiative of universities in two jurisdictions: Ontario and Jiangsu, supported by the Ontario Ministry of Advanced Education & Skills Development and the Jiangsu Provincial Department of Education. The exchange is an opportunity for you to pursue your studies at one of the partner universities in Jiangsu Province, PRC, while remaining a degree candidate at your home university in Ontario, and to grow from the experience of living in a foreign culture. It is also an opportunity to enrich the knowledge base and culture of your home and host universities and the people and societies of Ontario and Jiangsu.

A major component of participating in an international exchange program is learning how to live with ambiguity. It is natural for you to want detailed information on all aspects of study in Jiangsu, including specifics about your host university. Please understand that it is impossible for one handbook to provide that kind of information. Even if we attempted to do so, you would find yourself having to recreate much of it when you arrived at your host university. This handbook is meant to provide you with information that will help you make the most of your year in Jiangsu and focuses on *generic* rather than *specific* issues. For example, it provides you with information on the typical structure of seminar courses but does not tell you which courses will be offered in your field at your host university. The information in this handbook is arranged in thematic sections, more or less following the chronology of the exchange year. It is based on the experience of the OJS Program Office, official, and unofficial sources.

## Expectations and Responsibilities

Our primary expectation and hope is that you will have an academically and personally rewarding and enjoyable year abroad. The OJS Program

Office will do everything it can to assist you in this. In the interests of avoiding misunderstandings, please be aware of observe the following expectations and responsibilities:

1. You are expected to engage in *full-time* study at your host university for *one or two semesters*. The definition of “full-time study” may vary by discipline and level. Graduate students engaged in research are responsible for obtaining the approval of their home program for the type and amount of work to be done. For undergraduates and graduate students engaging solely in course work, the following would be a usual, acceptable pattern of work: regularly attending, and remaining current in, up to six courses per semester; and submitting written work or being examined in at least three of these courses, in accordance with the normal practices of the host university.
2. You will be seen as a representative of your home university, the OJS Program as a whole, and Canada. You are expected to conduct yourself so as to reflect well upon these larger entities. Activities that are inconsistent with the purpose of the exchange may result your expulsion from the program.
3. You are responsible for keeping the OJS Program Office informed of your current address and telephone number; and for consulting the office in advance if you are contemplating major changes in your study plan or your place of study. Please do not attempt to change your host university before obtaining the permission of the OJS Program Office.
4. You are responsible for *all aspects* of your participation in the program, including, but not limited to, your health, safety, lodging, course selection, study program, travel plans, legal status, insurance, and financial obligations. The Ontario OJS Program Office; your home and host universities; the Jiangsu Provincial Department of Education; and their representatives and agents assume no financial or other liability arising from or related to your participation in the program.

5. You are responsible for completing a report on your experience in the program and submitting it to the OJS Academic Director (Ontario) by the end of August, and for responding to requests for information from the Program Office during the year. Your report *is* important.
6. As a student officially enrolled at both your host university and your home university, you are expected to be aware of and observe their regulations.
7. Credit for work done abroad is granted at the discretion of your home university. You are responsible for documenting work done abroad and for applying to your home university for credit you wish to receive.
8. After you return home, we hope that you will stay in contact with the program and that you will want to act as a mentor for Jiangsu students coming to your home university.

## Orientation Workshop in Ontario

Every spring (usually May) the program organizes an Orientation Workshop. All new Ontario participants are invited. The workshop is an important opportunity to meet the other Ontario program members, not only from the OJS program but also the other provincial exchange programs to France, Germany and India. The purpose of the workshop is to prepare you for departure, hear from alumni, and give you information that will help you make the most of your time in Jiangsu. The OJS Program Office will send you detailed information about the date and location of the workshop.

## Travel Arrangements

You are responsible for ensuring that you have a passport whose validity extends for *6 months beyond the entire time of your stay in China*. You are also responsible for making your own travel arrangements to China. In booking any flight, make sure that you can change your return date at minimal cost. Make sure you understand the conditions and process associated with making such changes. When you book your flight, you might want to find out about luggage insurance (including insurance for your property during the year); there have been some cases of theft in the past. Please book your flight in good time, noting that summer is in the high season for travel to

China. Check the start date of your program at your host university as well as the move-in date for residence. You may want to arrive a couple of days early and stay in a hotel while getting “set up” in residence.

If you will travel to your host university upon arrival in China, you will want to fly to Shanghai—which is the closest and therefore most convenient airport for travellers from Toronto. If you will arrive early and do some sightseeing or touring first, you may choose to fly to Beijing.

## Application Forms

A copy of your application has been forwarded to your prospective host university. The OJS Program Office has every confidence that you will be admitted by the university to which your application is submitted.

Each Jiangsu university has its own policy regarding university and residence application forms. Some accept the program application form; others require that you fill out their own forms. The dates by which the forms must be submitted also vary by university. In almost all cases, Jiangsu universities will send any necessary application forms to you directly (if the OJS Program Office receives them instead, we will forward them to you).

## What To Take Along

Make a checklist of what to take along. Be sure to include:

- ✓ your passport(s), with Chinese visa
- ✓ the letter of admission from your host university and the OJS Program Office's confirmation of your participation in the Program
- ✓ a certified transcript of all university courses and certified copies of all other documents needed for your residence permit (see the section [Residence Permits](#), on page 5)
- ✓ this handbook
- ✓ your Canada Direct™ and Calling Card (see [Communications](#)).
- ✓ any prescription medicines you will need, in addition to your preferred toiletries (e.g., deodorant, tampons, etc.)
- ✓ your eyeglasses prescription (if you wear glasses)
- ✓ a sleeping bag
- ✓ a bathrobe

- ✓ decent rain gear
- ✓ some Chinese currency for your first days in China (about 2,500 Chinese Yuan, or \$500); you can set up a bank account or use ATMs to obtain additional Chinese currency
- ✓ any dictionaries or other reference books you rely on
- ✓ a stack of recent wallet-sized photos (they do not have to be expensive passport-sized photos)

Don't forget pictures of your hometown, family and friends – not just to keep yourself company, but to show your new friends. A map of Canada, some postcards, a few things “quintessentially Canadian” (but lightweight) as “show and tell” objects or gifts, and – in your head or on paper – information about Canada, are useful, too. Despite this list, try to “travel light” – it will make a difference. Don't forget to take along a spirit of adventure and a sense of humour!

Certain things may not be readily available including:

- a. Aerosol hairspray (aerosol anything, actually)
- b. Deodorant
- c. Big shoes and large-size clothing
- d. Tampons

## Residence Permits and Other Bureaucratic Responsibilities

### ***Citizens and Permanent Residents of Canada***

You will need your Canadian passport to enter China and re-enter Canada, and it can also come in handy in many other situations. *Important: The name used to book your flight must be identical to the name in your passport; otherwise, you will not be able to board the flight.*

If you are a Permanent Resident of Canada (but not a Canadian citizen), please note that under the current law you may be outside of Canada for up to three years in any five-year period without losing your status as a permanent resident. This information is drawn from a Government of Canada website, but you alone are responsible for ensuring that you have complete, correct, and up-to-date information on this point. See:

<http://www.cic.gc.ca/english/newcomers/about-pr.asp>

### **Visas**

You will require a visa to enter China.

If you are participating in a summer OJS program, you will need a tourist (L) or study tour (F) visa. The visa application centre will determine the type of visa you require, depending on your length of stay and activity in China.

If you are an exchange student you will require a Student Visa (X1 or X2, depending on your length of stay.) You will receive a Student Visa Application Form with your Letter of Admission. You will also be required to have your doctor complete and sign a health form (available on the OJS website).

When you apply, request a multiple-entry visa, which will allow you to leave China (e.g., to travel to Hong Kong or to other countries in the region) and re-enter China. To avoid delay, ensure your visa application is complete and correct *before* you submit it.

You will apply for your visa through a *China Visa Application Service Center*:

Toronto: [http://www.visaforchina.org/YTO\\_EN/](http://www.visaforchina.org/YTO_EN/)

Ottawa: [http://www.visaforchina.org/YOW\\_EN/](http://www.visaforchina.org/YOW_EN/)

If you are participating as an exchange student, you will have a temporary resident permit that should enable you to travel abroad and return to China, but you should confirm this before leaving the country (including going to Hong Kong.)

### ***Jiangsu Residence Permits***

(see APPENDIX B)

### ***Chinese Citizens***

If you are a Chinese citizen, you must enter China using your Chinese passport (this does not affect your Canadian citizenship in any way). You do not need a residence permit, nor do you need a work permit if you wish to take a job.

### ***Registering Your Address in China***

The Canadian Embassy in Beijing encourages Canadian citizens living in China to register with

the Embassy or one of the Consulates in Shanghai, Guangzhou, or Chongqing. Registering will enable the Canadian Embassy to contact you quickly in an emergency situation (such as a natural disaster) to confirm your well-being, to keep you informed of developments, or to provide consular assistance. A contingency plan cannot be successfully implemented without information on the location of the Canadian community. A form may be obtained online at:

[https://www.voyage.gc.ca/minroca/std/termsandconditions-en.htm#main-en.htm?&\\_suid=13630244463250348979246939034](https://www.voyage.gc.ca/minroca/std/termsandconditions-en.htm#main-en.htm?&_suid=13630244463250348979246939034)

You can either submit this form by completing it online, or you can print it and mail or fax it to the nearest consular office. The nearest consular centre to Jiangsu Province is in Shanghai:

Consulate General of Canada (Shanghai)  
ECO City Building  
8th floor, 1788 Nanjing Xi Lu, Jing An District  
Shanghai, 200040, China

**Tel.:** (+86-21) 3279-2800

**Fax:** (+86-21) 3279-2801

**Email:** shanghai.consular@international.gc.ca

You should also register with the appropriate Chinese Authorities. (see **APPENDIX B**)

## Insurance

Having adequate medical insurance and other forms of insurance is essential. The problem with insurance is that we always assume we will not need it; that makes it easy to assume it is an unnecessary expense. Sad experience brings an important lesson home: The right way to calculate the cost of insurance is to think about where the money would come from if certain eventualities (like illness or even death) occurred. The problem here is that we don't like to think about these things. This section of the handbook may be unpleasant reading, but please do read it and heed its advice. Insurance companies do not issue policies retroactively.

### **Maintaining Your OHIP Coverage**

Please read carefully the information below from the Ontario Ministry of Health and Long-Term Care's website:

<http://www.health.gov.on.ca/en/public/publications/ohip/travel.aspx>

According to the MHLTC website, OHIP will provide persons who study outside Canada with continuous coverage for the duration of their full-time academic enrolment at a foreign institution. You must however apply for this continuous coverage if you are away from Ontario for over 212 days in any 12-month period. To confirm your continuous OHIP eligibility during an extended absence, write or visit your local OHIP office before you leave Ontario to apply for an absence. Please be aware that you may need to show a document explaining the reason for your absence as required by the ministry; for example, a letter from a school, employer or a sponsoring religious organization. You should telephone the ministry prior to your visit to confirm the required documentation.

You will need to explain and document your reasons for being abroad. For that purpose, you may find it useful to show a copy of the letter of admission from your host university; since we're betting the OHIP people aren't fluent in Chinese, you may also wish to show a copy of the letter of acceptance to the OJS program that you received from the Program Office — a statement from your home university should also work. (OHIP's toll-free number in Ontario only is 1-800-268-1154; otherwise the number is 416-314-5518). (If you are insured through another province, please check with your ministry to ensure you take the necessary steps to remain insured.)

In giving you this information on OHIP, we are certainly *not* suggesting that you rely on OHIP while you are away. OHIP continues to cover you while you are in China, but only at the Ontario-equivalent rate for service. Costs in other countries can be several times higher. Moreover, if you rely on OHIP while in China, you will have to pay the costs yourself and wait for reimbursement, which can take several months. We urge you to get insurance in China. Your host university can provide you with information about available health insurance.

### **Getting Chinese Health Insurance**

(see **APPENDIX C**)

### **Be Safe, Not Sorry**

We would also like to pass along a piece of important advice: You should bring any necessary medication to China with you. Although the Chinese Ping An health insurance may cover prescription medication, they may not cover very

expensive medication needed for a pre-existing condition. It is possible to have such medication paid for, but you have to prove that you will be in China for an extended period of time. Also, Chinese medications are significantly different from most Western medications and it may be difficult to obtain corresponding medications.

You should also look seriously into getting baggage insurance, liability insurance, and renters' content insurance. Of these, liability insurance is especially important. As an example: if you hit a pedestrian while cycling, or if you negligently store something that falls on someone else, you can be sued for large amounts. Liability insurance covers you up to the amount stipulated on the policy.

One final point: Your student insurance policy from your host university or another source may contain benefits (covering, for example, the costs of bringing your body back to Canada should you, heaven forbid, die) that you are not aware of. Cancelling it in China to save money is not prudent. Sadly, we are not just speaking hypothetically here. The moral: It is far better to have too much insurance than too little.

## Costs and Money

### How Expensive?

Costs vary from city to city and by personal tastes and expectations. As a rule, you should budget approximately RMB3000 (about \$600) for each month you are on the exchange for basic living expenses. Here's how average monthly costs might break down: (all amounts in Chinese RMB:

Rent (student residence) .....	1000-1500
Student service fee) .....	various
Student cafeteria .....	800
Groceries .....	200
Phone (basic) .....	100
Public transportation.....	100
Travel .....	300
Postage .....	50
Books.....	20
Other entertainment.....	200

**Total monthly expenses: 3500 (about \$600)\*\***

\*\*These expenses are on the "high side" Previous students indicate that CAD 300 is reasonable

Health Insurance..... 600/Y

## Scholarships

You may be eligible for various scholarship programs. Among them are the following:

1. Students will automatically receive a scholarship from the Ontario government through the OJS Exchange Program. International students are ineligible for this scholarship. The exact amount (there are different scholarship levels) is specified on the OJS website. Note that OJS scholarships are deposited into students' bank accounts *after* they have notified the OJS Program Office of their arrival at their host university in Jiangsu.
2. Check at your home university for any travel scholarships for which you may be eligible. If these exist, they may be administered by the international/exchange office, by your department, by your home faculty, or by a central office such as Financial Aid.

## Tips on Handling Money

You will need to have ready access to some money to tide you over until you are set up and can transfer money from bank to bank. We recommend you travel with the Chinese RMB equivalent of about \$500.

You can also use many ATM (automated teller machine) machines in China to access your account at home. Hint: Look for the "Interac" or "Plus" symbols. Withdrawals are of course in the currency where the machine is located. Fees are applicable to ATMs (a visible fee levied by the Canadian bank, and an invisible one levied by the Chinese bank).

Major credit cards are handy to have, but they are not accepted quite as widely as in Canada. They can be a convenient means to transfer money quickly from Canada to China. If you give your parents or some other trusted person authorization to access your credit card account here, they can deposit money in that account up to the credit limit. You can then simply withdraw the money from that account in China as cash advances. As long as you do not withdraw more than your positive account balance, you will not be charged interest. We recommend that you consult your bank here about the details of this kind of transaction and about the fees involved before you leave for China.

Once you get to your host institution, one of the first things you should do is to set up a bank account. You will need a safe place for your money, an institution to which funds can be transferred from Canada and a way of paying bills while in China. As in Canada, there are different

kinds of bank accounts in China. With a current account, you can pay bills by a cashless transfer. To pay fixed sums at regular intervals (for example: your monthly rent), you can set up a pre-authorized automatic transfer. Check with local students to see which bank is the most convenient, friendly, and economical. You can also get an ATM card to access your account; this is very handy, so be sure to request such a card when you open your account (there may be a delay in issuing the card in any case), depending on your circumstances and the bank you select.

Foreigners can open accounts in China. You just need to take your passport if you want to open an account. Some Chinese banks offer service to their customers to open joint accounts, for example, the China Industrial Bank. You can go there and consult the staff. But most of the staff cannot speak English. Otherwise, you can go to some foreign banks in China. At present, many foreign banks have set up branches in China; ask your Canadian bank for advice.

### ***In an Emergency....***

If, in the event of an unforeseen emergency, you find yourself in financial trouble, don't panic. Speak to the international student advisor at your host university and also contact the OJS Program Office in Ontario immediately. There is no need to be embarrassed. We will treat your request confidentially and do our best to help you.

## **OSAP, OGS, and Canada Border Services**

Here's an important tip: Take a list of relevant e-mail addresses with you so you can correspond with your home department, academic counsellor, International Office, Registrar's Office, Financial Aid office, etc. (Of course, you can always get them from the web if you need to.)

### **OSAP**

In general, if you are eligible for OSAP at home, you are eligible for OSAP while on the program. Like other OSAP recipients, you must list your tuition costs and the amount of any earnings, scholarships and other funding you receive.

For purposes of calculating OSAP, the Ontario Ministry of Advanced Education & Skills Development (MAESD) assumes that your academic obligations begin October 1, 2018 and continue through July 31, 2019. Thus, in our understanding, you should be eligible for 43 weeks of OSAP support during the exchange year.

If you receive OSAP, you should check with the Financial Aid office of your home university before you leave for China. Ensure that they are aware of the latest directive from the MTCU regarding the treatment of participants in this exchange program. Also clarify with them how best to ensure that you receive the money from OSAP while you are in China (a Power of Attorney for a family member, and a direction to your bank may be required). Alert the office to the fact that you will be requiring an OSAP application for the following academic year when it becomes available in the spring. (You may have to remind them in the spring.)

### **OGS and Other Grants**

Like OSAP recipients, recipients of other grants (such as the Ontario Graduate Scholarship) retain their eligibility while abroad though they are required to be registered at an Ontario and/or Canadian institution.

Although you should check the stipulations of any grants you receive, in most cases, since you are pursuing a degree at an Ontario university, it should be immaterial that you are temporarily in China.

### **Taxes**

For all students on the program, any tuition paid to your Ontario university is relevant when you are filing a Canadian tax return each spring.

Ontario universities issue a T2202A form certifying the amount of tuition paid and the number of eligible months. The number of months is important because you can claim the allowed amount as an "education amount for self" for "each whole or part month you were enrolled as a full-time student in a qualifying educational program at a designated educational institution." For the exchange year, the number of months certified by your home university will reflect your actual situation.

You will also receive a T4A tax slip from the OJS office if you received an OJS scholarship from us.

Keep all receipts relating to your moves to and within China, and back to Canada. These include bus, train, and air tickets, overnight expenses, and food expenses.

### **Re-Entering Canada**

The value of goods you are allowed to bring in duty-free after spending a week or more out of the country is currently \$800. If you are away for ten months, your exemption is exactly the same as it would be if you took a 10-day ski holiday in

Vermont. Before you ship or bring home lots of stuff, check on the consequences. By the way, books are not subject to duty, but you do have to pay GST on them. It's a good idea, if you are shipping things home, to keep an itemized list of contents, and especially of the cost of items you acquired abroad.

Check the Canada Border Services website: <http://www.cbsa-asfc.gc.ca/travel-voyage/menu-eng.html>.

## Advice and Support

The best way to get information about (or from) your host university before and after you arrive in China is to contact its International Office. This office can give you details on procedures, help arrange for a room in residence, and generally advise you on all aspects of academic life.

You may also contact the OJS Program Office in Nanjing:

Prof CAO Bufeng  
OJS Academic Director (Jiangsu)  
Nanjing University of the Arts  
[caobufeng@hotmail.com](mailto:caobufeng@hotmail.com)

or

Mr. YANG Tianyi  
OJS Program Coordinator (Jiangsu)  
Nanjing University of the Arts  
[tyhaifeng@163.com](mailto:tyhaifeng@163.com)

A list of the International Offices of the Jiangsu universities can be found in **APPENDIX A** of this handbook, along with the name of the designated liaison person for Ontario students at each Jiangsu university. (Check the OJS website for updates.)

The program office in Ontario can be reached by phone, fax, and electronic mail (on a good day, even by normal mail). You should feel free to contact the OJS Program Office at any time – see the box on the inside cover of this handbook for [contact information](#).

## Language

You can survive in China with only English! Most Chinese students, and many faculty and staff, will speak some English. However, to heighten your experience you will want to take Chinese language courses as electives while you are on

exchange. You will probably be amazed at how little time it will take to pick up the basics.

*Taxi drivers do not speak English so you should get your residence name and address written in Chinese from your host university prior to leaving Canada so you can reach your new home safely on arrival.* Or arrive with a “screen print” on your smartphone of your Chinese address.

## Arriving at Your Host University

There are a number of things you have to do when you get to your host university (most, if not all, will involve standing in line or spending money or both). When you do get to your host city, be aware that you will soon be stressed out. Try to grin and bear it. You will survive!

The first few days will be filled with “official business” for which you will need to have all kinds of documentation on you (passport, letter of admission, room contract, etc.). Sometimes the bureaucracy has set up a vicious circle, since you need document A to get document B, but document B to get document A. This is all part of the fun. Prevail upon an official to allow you to break the circle and give you what you need so you can get the other thing you need and return to the sympathetic official and submit the missing document subsequently.

Of course, some fluency in Chinese will help you to understand and overcome the bureaucratic hurdles. Here's the suggested sequence of events for the first few days after your arrival:

- 1a Open a bank account. If you have received a payment slip for the student service charge in the mail, you can make the payment and get a receipt.
- 1b Unless you have clear instructions from your host university's international office, find out when you can come and begin the process of checking into residence. (One Ontario student recommends that you correspond with the residence superintendent before you leave Canada to make sure you can get your keys etc. when you arrive.) At this point you can actually move in and heave a sigh of relief, before tackling the next steps of the process.
- 2 You will then need to go to the local registry office and register as a city resident. Take along a Chinese friend and all your documents, including passport, rental

contract, and registration form (see **APPENDIX B**).

- 3 Unless you hold Chinese citizenship, you will have to go to the alien registration office and get your residence permit issued or extended. (see **APPENDIX B**)
- 4 Go to the Ping An insurance company to get your health insurance (you may be able to send in a form). (see **APPENDIX C**)
- 5 Register at the proper university office (watch out to make sure you are in the right line for the first letter of your family name).

This sounds complicated, and it is. But remember, Chinese students have to do almost all of this too, and it's all part of the experience.

You should also check out the orientation activities offered for international students and for beginning students in your field.

## Accommodations and Food

There are more than six cafeterias on campus including a Muslim canteen at every Jiangsu university, providing many kinds of foods.

The university's stadium/gym facilities are available. Foreign students are provided with basketballs, badminton, table tennis and gym. Even outside the university's premises you can find several restaurants, game zones, cafeterias, and different recreational places.

### ***On-campus Lodging***

Foreign students can arrange to live in an apartment on the campus. Each university will have on-campus housing for international students. Contact your host university to determine the types of accommodation and costs as they will vary between universities.

### ***Off-campus Lodging***

Nanjing is among the first cities to be opened to the outside world and it is possible to find off-campus lodging. The present one room charge around campus is about CAD\$150 a month. Again, please check with your host university to determine what off campus accommodation might be available and the cost.

## Course Selection

*It is a condition of the exchange that you participate actively in a full-time academic program while you are in China.* This means that, unless you are a graduate student engaged in independent research, you should be in at least 4 or 5 courses (depending on your home university) in which you are submitting work, in addition to others which you are auditing.

If you are an undergraduate, we recommend that, especially in your first semester in Jiangsu, you look at courses listed on the website. Each university offers a methodological introduction course that Ontario students may need. Such a course is populated by first-year students who, like you, are just finding their way at your host university.

If you are a graduate student, you should get advice on which professor is working in a field of interest to you, and introduce yourself to that professor if you wish to be invited to a seminar or colloquium. It is helpful to be included in the professor's working group.

To get advice on course selection, see the departmental adviser or the student association of the discipline(s) in which you are interested. This is also an excellent way to meet Chinese students interested in the same things you are.

*Whenever you are in doubt or reach a roadblock talk to the International Office contact person—they are there to help you!!*

### ***Semester System***

The Chinese academic year is divided into two semesters. The first semester runs from September 1 until late January (Fall semester), depending on the time of the Chinese Lunar New Year (Spring Festival). The second semester goes from late February until mid-July (Spring semester).

If you must return home (e.g., for a job) prior to the end of the Chinese semester, arrangements can often be made for you to complete your requirements early. Talk to the International Office.

## Getting Credit at Your Home University

The purpose of the program is not limited to giving you the opportunity to achieve course credit, but we expect and hope that your home university (with whom the decision lies) will

grant you credit for work done in Jiangsu. In this regard, there are two problems associated with the (un)availability of academic calendars. The first is that you want to know as soon as possible what kinds of courses will be offered. The second has to do with your home university in Ontario, which may be unfamiliar with either the schedule of the Chinese academic year or details about how the Chinese system works.

You should check with your home department and/or university on their expectations in awarding credit for work done while on the exchange. If they want to see a list of the kinds of courses offered in a typical semester, try to find the appropriate part of your host university's website for them or contact the international office of the host university directly. If your university insists on approving specific courses, you can request your host university to provide brief course descriptions (in English) to provide to your Department.

**NOTE:** *If you have direct contact with your host university please copy e-mail correspondence to Ron Champion, the Ontario Academic Director at [rchampion@ouinternational.ca](mailto:rchampion@ouinternational.ca), and the Jiangsu Academic Director, Prof. Cao Bufeng, at [caobufeng@hotmail.com](mailto:caobufeng@hotmail.com).*

Your home university has sole responsibility for determining course equivalents, levels, and weightings when allowing the transfer of credits. It is your responsibility to determine in advance how your work in China will be assessed by your home university. If you have problems with your home university, please contact the OJS Program Office. We will attempt to assist by providing background information, but we cannot interfere in the academic affairs of Ontario universities.

While the International Office at your host university may collate your record into a certified list of the courses you have taken in China, Chinese universities may not issue official transcripts. You should confirm with your host university what form of certification of your results will be provided.

## Communications

You can communicate within China and with Canada through a number of means, some traditional, some less so.

### **Snail Mail**

The Chinese post office is very efficient, and mail within China will be delivered in most cases the next day. If you are writing to Canada, be aware that airmail can take a week or so and can be quite expensive; do not underestimate postage costs in your monthly budget. It will pay off to use special airmail stationery and envelopes, available in stationery stores.

### **Internet**

Messenger or SKYPE are excellent vehicles to keep in touch with home!!

### **Phones Within China**

You are strongly advised to purchase a Chinese cell phone. There are a number of telephone providers in China. You can obtain a telephone number directly from the provider or from kiosks on the street. You purchase minutes in advance and minutes can be added via the internet or at local bank branches. You might need some help from a Chinese student initially but once everything is in place, no problem.

### **Calling Home**

To call home collect, you can dial Canada Direct™ a special number which connects you with Canada. The call is billed (to whoever answers) at Canadian rates that are higher than direct dialling from Canada.

The same service can also be used with Bell Canada Calling Cards, the charges for which are added to the phone-holder's monthly phone bill in Canada. Assuming you have an account with a Bell Canada company, these can be ordered through the telephone company before you leave. You can also get so-called "Call-Me Cards," which allow you to call a specific number in Canada (for example: your parents'). As a response to widespread fraud, Bell Canada Calling Cards may not be accepted from public telephones, but may still be good from hotel, private, and business phones.

*In cases where you must contact the Program Office urgently, you may call collect (see the numbers in the [box](#) on the inside front cover of this handbook or on our website). If you are in doubt, please just call us.*

## **Fax**

The fax number of the Ontario OJS Program office is listed in the [box](#) on the inside front cover of this handbook. Your host university's International Office will fax urgent official documents to the OJS Program Office for you. (Please do not abuse this service; this may result in its being withdrawn.)

## **E-Mail**

The best way to communicate with the OJS Program Office and your home university in Ontario is usually by e-mail. The OJS Program Office's e-mail address is listed in the [box](#) on the inside front cover of this handbook. You will probably need to register with your host university for access to computer pools, but if you have a transportable address or can use web-based e-mail facilities at your home university, the computers in the university library may do (unfortunately there are often long lines to use them).

Virtually all students take a notebook computer with them to China. If you do, make sure that you know whether (and how) the computer can be adapted for Chinese current (220 volts). Some make the conversion automatically; on others, you have to set a switch manually. In any case you will probably need an adapter to plug into the Chinese outlet, depending on the residence.

*It's very essential to inform the OJS Program Office in Ontario, as well as the International Office of your host university, of your address, phone number, and e-mail address in China and to notify them of any changes! Important: Do not use yahoo or hotmail addresses – they often do not work for the attachments we need to send you. Please stay in touch with us and allow us to stay in touch with you.*

## **Travel**

China is well served by all modes of transportation. Air travel is relatively easy and not prohibitively expensive (although as a foreigner you pay more than a Chinese national). Train travel is recommended as it is inexpensive, fast, comfortable, and reliable. High-speed trains lines now run all over China. Shanghai and Nanjing are connected by more than 200 high speed trains *daily* that take less than 2 hours. In fact, those trains connect most of the cities where the Jiangsu

participating universities are located in case you want to get together with your compatriots.

A cheaper form of travel is inter-city buses. Depending on the length of trip, buses may be fitted with sleeping berths

For travel within your host city, a bike is handy, the most commonly used means of transport and used bikes are not too expensive (but a good lock is a must). Since the winters are not generally as severe as in Canada, bikes can be used almost all year. Public transit (buses and subways) are frequent and cheap (although buses can be crowded at peak times).

## **Leaving China, Re-entering Canada**

There are practical, legal, and psychological aspects to leaving China and re-entering Canada. At the appropriate time in the spring, contact your home university to obtain information about registering for courses in the fall. If you are an OSAP recipient, obtain the necessary forms from your home university. Before you leave Jiangsu, you may have to deregister from the university and from the city. You will have to move out of residence and get your deposit back. You will have to arrange to ship or bring home your books and personal effects (for information on clearing Canada Customs with your goods, see Re-entering Canada).

## **Closing Formalities**

Before you return to Ontario, we hope you will have a chance to meet the newly-selected Jiangsu students headed for Ontario in September. We hope you will want to stay in touch with these students and the program. When you return to Ontario, please send your new address to the Program Office.

*And remember, your official report on your year in Jiangsu is due by the end of August. In the meantime, all of us associated with the program wish you a wonderful stay in China!*

**Your Fellow Students Advise:**

- Be aware of the 4 stages of acculturation:  
1. euphoria, 2. culture shock, 3. recovery, 4. acceptance (good luck!).
- Keep a photo album to remember it all. Try organizing a potluck and bring maple syrup from home for pancakes. If you do have a problem, use the support system of Canadian and Chinese students and staff.
- Allow yourself to be homesick sometimes. You don't have to love China every second but don't let negativity consume you.
- This is your year to do what you want. It will be what you make it to be. It can possibly be the best year of your life so far if you want it to be. Go wild, but remember to retain some responsibility, this is also your year to be fully self-reliant. Enjoy it!!!!!!!!!!!!!!

## APPENDIX A

### Jiangsu Universities Names and Addresses

University	Location	Website	Contact Person	E-mail
Nanjing University	Nanjing	<a href="http://www.nju.edu.cn/html/eng">http://www.nju.edu.cn/html/eng</a>	Ms. Xie Weijing	xieweijing@nju.edu.cn
Jiangsu University	Zhenjiang	<a href="http://oec.ujs.edu.cn/pub/eng">http://oec.ujs.edu.cn/pub/eng</a>	Ms. Dai Yan	daiyan101@aliyun.com
Yangzhou University	Yangzhou	<a href="http://english.yzu.edu.cn/">http://english.yzu.edu.cn/</a>	Mr. Shi Dongqun	dqshi@yzu.edu.cn
Nanjing University of Aeronautics and Astronautics	Nanjing	<a href="http://ice.nuaa.edu.cn/about/index.php">http://ice.nuaa.edu.cn/about/index.php</a>	Ms. Xu Qian	xuqian@nuaa.edu.cn
Soochow University	Suzhou	<a href="http://eng.suda.edu.cn/">http://eng.suda.edu.cn/</a>	Ms. Mei Lin	meilin@suda.edu.cn
Jiangnan University	Wuxi	<a href="http://www.jiangnan.edu.cn/english/index.html">http://www.jiangnan.edu.cn/english/index.html</a>	Ms. Qin Jie	jqin@jiangnan.edu.cn
Changzhou University	Changzhou	<a href="http://eng.jpu.edu.cn/">http://eng.jpu.edu.cn/</a>	Mr. Lin Dong	cesare@cczu.edu.cn
Nanjing Normal University	Nanjing	<a href="http://english.nnu.cn/">http://english.nnu.cn/</a>	Ms. Cai Neng	caineng@njnu.edu.cn
Nanjing University of the Arts	Nanjing	<a href="http://en.njarti.cn/">http://en.njarti.cn/</a>	Ms. Gu Jing	nua_application@163.com
Nantong University	Nantong	<a href="http://english.ntu.edu.cn/">http://english.ntu.edu.cn/</a>	Ms. Ming Xiaofeng	mingxf@gmail.com
Xi'an Jiaotong-Liverpool University	Suzhou	<a href="http://www.xjtlu.edu.cn">www.xjtlu.edu.cn</a>	Ms. Chang Zhuojun	studyabroad@xjtlu.edu.cn

## **APPENDIX B**

### **Notices for Foreign Nationals in Nanjing**

#### **Exit-Entry Administration Division of Nanjing Public Security Bureau**

China's reform and opening up has attracted large numbers of foreign nationals for tourism, business, studies, and exchanges. The Exit-Entry Administration Department, as functional department of the Chinese government, sincerely welcomes you and wishes you an enjoyable stay here, in your studies and work.

The legal rights and interests of foreign nationals within the territory of China are protected by Chinese laws. Foreign nationals shall abide by the local Chinese laws, shall not endanger the national security of China, or harm its social and public interests, or undermine social public order within the territory of China.

In order to help you better understand the Chinese laws, we have compiled the relevant articles below:

#### **I. Residence and Stay**

1. The duration of stay specified on the visa held by a foreign national shall not exceed 180 days, and the visa holder may stay within the territory of China in accordance with the specified duration of their visa.

A foreign national extending the duration of his/her stay within the territory of China may apply to the Exit-Entry Administration Department of Public Security Authorities under local People's Government at above county level, at least seven (7) days prior to the expiration of duration of stay indicated on his/her visa, and shall submit materials relevant to the application as required.

2. A foreign national needing to handle residence permits after entering the territory of China shall, within thirty (30) days after the date of his/her entry into the territory of China, apply to the Exit-Entry Administration Department of Public Security Authorities under local People's Government at above country level of target place.

A foreign national residing within the territory of China and applying for an extended duration of residence shall apply to the Exit-Entry Administration Department of Public Security Authorities under local People's Government at above county level of his/ her residence place, at least thirty (30) days prior to the expiration of the effective period of his/her residence permit, and shall submit materials relevant to the application as required.

3. Foreign nationals reaching the age of 16, if to reside or stay within the territory of China, shall take their passport or other international travel documents, or foreign national's residence/stay permits with them, and allow the public security authorities' inspection of the aforesaid documents.

4. Items to be registered on the residence permit held by a foreign national include his/her name, gender, date of birth, purpose of residence, duration of residence, date of issue, place, the number of his/her passport or that of any of his/her other international travel certificates.

In case of changes in the registration items required for the foreign national's residence permit, the holder shall apply to the Exit-Entry Administration Department of Public Security Authorities under local People's Government at above county level of his/ her residence place, making corresponding changes in ten (10) days since the change in registration items.

5. Foreign nationals residing or staying within the territory of China must not engage in activities that are not consistent with the purpose of their residence or stay within the territory of China.

6. Following the birth of a foreign baby within the territory of China, his/her parents or representatives shall handle registration of residence or stay within sixty (60) days of his/her birth, at the Exit-Entry Administration Department of Public Security Authorities under local People' s Government at above county level of his/ her parents' residence place, with his/her birth certificate.

7. Following the death of a foreign national within the territory of China, his/her family, guardians or representatives shall declare with his/her proof of death to the Exit-Entry Administration Department of Public Security Authorities under local People' s Government at above county level, and apply for the nullification of his/her residence or stay permit according to related regulations.

8. Foreign nationals shall not forge, alter, defraud or fraudulently use visas and certificates.

## **II. Accommodation Registration**

9. For foreign nationals checking in at hotels within the territory of China, the hotel shall handle the accommodation registration in accordance with the relevant regulations on the maintaining of public order at hotels.

10. A foreign national residing or staying at a location other than a hotel shall handle the registration formalities him/herself, or through the host at the local public security authorities, within twenty-four (24) hours of taking up said residence.

11. Foreign nationals staying in Nanjing for long term, if temporarily staying at a location other than their own residence, shall also handle accommodation registration.

## **III. Law and Order**

12. Foreign nationals staying in Nanjing shall not disturb public order, gang up to fight, cause affrays, or insult women.

13. Foreign nationals staying in Nanjing shall not disturb public order, carry or store firearms, ammunition or controlled knives.

14. Foreign nationals staying in Nanjing shall not infringe others' personal rights, assault, or illegally restrict others' freedom, or intrude into others' residences.

15. Foreign nationals staying in Nanjing shall not take opium, morphine or other drugs, or traffic or transport drugs.

16. Foreign nationals staying in Nanjing shall not involve themselves in prostitution or create conditions for prostitution.

17. Foreign nationals staying in Nanjing shall not produce, reproduce, sell, rent out or disseminate pornographic books, paintings, videos, or any other pornographic material.

18. Foreign nationals rallying, marching, or demonstrating in Nanjing must apply to the Nanjing Public Security Bureau for permission. Without permission from the public security authorities, foreign nationals shall not involve themselves in rallies, marches or demonstrations held by Chinese citizens.

## **IV. Religious Activities**

19. Foreign nationals conducting religious activities within the territory of China shall abide by Chinese laws and regulations, shall not form any religious organization, establish religious offices or sites for religious activities, or

open religious schools within the territory of China, shall not propagate religious belief or appoint religious personnel, or get conduct any other missionary activity among Chinese citizens.

20. Foreign nationals shall not bring to China religious publications or religious audiovisual products that may endanger the social and public interests of China.

21. Foreign nationals may be involved in religious activities held in churches or other sites of religious activity within the territory of China. Only at the invitation of religious groups above the levels of province, autonomous region or municipality may foreign nationals preach at the sites for religious activities in Nanjing.

## **V. Other Affairs**

22. Foreign nationals travelling to cities or counties that are not open to foreign nationals shall apply in advance to the public security authorities' Exit-Entry Administration Department for a travel permit, and only travel there with permission.

23. Foreign nationals working within the territory of China shall obtain a work permit and working residence permit according to regulations. No organization or individual is allowed to employ any foreign national who has not obtained a work permit or working residence permit.

24. Foreign nationals holding an international driver' s license shall not drive a motor vehicle in Nanjing if they have failed the Nanjing Public Security Bureau Traffic Management Department examination and not received a Chinese driver' s license.

Foreign nationals holding a Chinese driver' s license shall not drive any unlicensed or undocumented motor vehicle.

25. A foreign national shall immediately report a lost or stolen passport to the local public security authorities, and by dint of the case evidence issued by the public security authorities, register the loss at the Exit-Entry Administration Division of Nanjing Public Security Bureau. After investigation and verification,

the Exit-Entry Administration Division of Nanjing Public Security Bureau shall issue the Certificate of Missing Passport, and the owner of the lost passport shall apply for a new passport at his/her embassy or consulate within China, before handling visa and other relevant formalities at the Exit-Entry Administration Department of public security authorities.

26. A foreign national shall immediately report lost or stolen property to the local public security authorities, and by dint of the case evidence issued by the public security authorities, register the loss at the Exit-Entry Administration Division of Nanjing Public Security Bureau. After investigation and verification, the Exit-Entry Administration Division of Nanjing Public Security Bureau shall issue a Certificate of Missing Property.

## APPENDIX C

### Insurance Premiums (Estimated)

You can apply for Ping An Insurance from your university directly. Confirm premiums with your university.

<b>Types of Insurance</b>	<b>Sum Insured (Yuan) RMB</b>	<b>Insurance Premium (Yuan per half-of- year for each)</b>	<b>Insurance Premium (Yuan per year for each)</b>
Ping An's regular 1-year group insurance	100,000	400	600
Ping An's group additional accidental injury medical treatment insurance	10,000		
Ping An's group hospitalization medical insurance	60,000		
Ping An's group major medical expenses insurance	60,000-400,000		