

Letter from SMIC School Welcome Committee

A warm welcome to our new member, [insert the name of new comer]!

Proper Expectations: Your School Welcome Committee wants to say we are very excited that you will be joining us this year at the SMIC School! We will do our best to help you transition from your current home to your new residence in Shanghai. If you have never lived abroad it will be an adventure and will challenge you in many ways. If you approach this experience with patience and a positive attitude, you will adapt quickly and well. Shanghai is a modern city on par with New York, yet it is in China and therefore part of the Chinese culture where things move somewhat more slowly and maybe differently than what you have come to expect. You can expect surprises and frustrating moments as well as great times of learning about the culture and yourself as you learn the system at the school and interact with the local culture. For more information, it is advised that you purchase a Lonely Planet or other such guide book.

Money Matters: A very important issue for you when you first arrive will be money. Your onboard air tickets will be reimbursed 1-2 weeks after you submit your application, but payment will not be received until **2-3 weeks after** your arrival. Since you will not get paid until the end of August (the salary for summer school is excluded). And considering you will need to purchase some furniture and pay deposits for utilities and LQ apartment, we strongly suggest you bring or have available through an ATM account **at least \$2,000 USD per person**. This will meet your needs until your pay is on a normal full month salary. **Once you arrive at the airport, the school representative picking you up will also take you to change your currency to Chinese RMB at the terminal to have cash on hand immediately. You can also exchange money by baggage claim BEFORE coming out of the gates. This is recommended especially for people arriving at night in case the exchange kiosk in the terminal is closed by that time.** We also have ATM machines here at the Living Quarters and next to MHS gate that will give you Chinese RMB from your home bank account. All debit and credit cards are accepted. There are also ATMs around Shanghai that allow withdrawal of Chinese RMB from foreign accounts (for example, Citibank).

Please consider the following in making your **budgeting decisions** before you come to Shanghai:

1) All new hires are strongly recommended to bring **USD\$2,000 per person** (the same amount for each of your dependents); USD \$1,000 to furnish your apartment (washing machine, TV and so on) and utilities, plus another USD \$1,000 for your daily living expenses from the point of your arrival to the first payday at the end of August.

2) 2 bank accounts will be opened for you by SMIC HR:

- **SINOPAC (Hong Kong Acct):** USD Currency;
- **Bank of China (BOC):** RMB Currency and airfare reimbursement

3) The payout schedule is as follows:

Date of Receipt	Item	Currency	Bank Account
August 31	Air Ticket Reimbursement (Please submit the relevant documents (flight tickets, boarding passes, itinerary, and invoices) to HR Office by August 19, otherwise payout date will be delayed)	RMB (Non-Taxable)	BOC
August 31	August Salary (8/15 to 8/31) (All new teachers can choose percentage payout in USD and RMB)	RMB/USD (Taxable)	SINOPAC & BOC

We strongly advise all new hires to carefully plan their finances so as to avoid being in an unfavorable situation where money has run out.

Arrival Information:

A Welcome Committee member will meet you when you arrive at the airport. Just look for your name sign when you exit the baggage claim area. In the event that no one is there, please stay in that area until someone arrives. Sometimes the plane arrival is different from the time given to the person in charge of picking you up. **Please do not leave the airport by yourself.** Since you will not have a working phone, we have no way of contacting you or knowing where you are. Please stay put until someone comes to pick you up. It is also best to save the number of your direct contact to the school, just in case.

HR Representative - Evie Tao

Email: Evie_Tao@smicschool.com / Mobile: 136-3668-3248.

Post-Arrival Information:

- We've prepared a brand-new bedding (including pillows, blanket, bed sheet and so on) together with several things to help you with a good start in your apartment. **Please note, per the China regulations you have to register at the local police station within 24 hours of arrival, but our corresponding representatives will arrange this registration trip to the police station at August 31.**
- When you arrive in Shanghai, you are going to find the weather very humid and hot. Please dress accordingly. You may want to have a small towel with you to keep dry. Also bring a jacket (waterproof is best) or light cardigan as you'll be in and out of air-conditioned places.

You are welcomed and encouraged to send any questions you may have to us and we will do our best to get the answers. We look forward to working with you and helping to make your transition a good one. We will send out more information or a reminder as the need arises.

Please remember to retain your flight tickets, boarding passes, and visa receipt to bring to Shanghai to claim your flight reimbursement.

Frequently Asked Questions:

What is the relationship between SMIC Company and SMIC School?

We are a "company school." SMIC Private School was originally founded as a company employee-only school. It has since expanded significantly and we now accept students from within the Company and the outside community.

What should I expect from China/Shanghai?

China is a traditional Asian country going through a historical period of rapid, uneven change. In terms of size and socio-economic level, you will find Shanghai to be a major metropolis on par with many western cities. It is a city with over 20 million people so expect big crowds and little privacy everywhere you go. Beware! Pedestrians do NOT have the right of way in China. Cross streets with extreme caution because vehicles have the right of way at intersections. People are generally friendly and you should be able to get around with no Chinese language within Shanghai's city limits. If you plan to travel extensively in China, it is wise to learn at least some basic Chinese. If you have a smart phone, the following apps will help: Lingolook, Chinese-English Dictionary Simplified, or Klaus Thul Dictionary Chinese-English. Be sure that you have at least one off-line dictionary because you may not have access to wifi.

Shanghai is a safe city. You may experience the occasional pick-pocket, but violent crime is rare, and by taking common sense precautions you can feel even safer than you might back at home. Outside of Shanghai, you should have no problems if you stick to major tourist areas. As with traveling or working in another country, use your common sense and don't blindly trust a person because he/she speaks English and claims to want to help you. One of the biggest scams perpetrated on foreigners is to be asked to a tea tasting. Once there, you are charged exorbitant amounts to taste various teas. Do not go with strangers offering to sell you something or help you experience Chinese culture.

Expect to find almost any product or service you can find in your hometown, *at a price*. You can find burger joints, steakhouses, sushi bars and very high end restaurants. As China is the “clothing manufacturer of the world,” you can expect to find great deals at incredible prices on clothing.

You will want to take a packet of tissues and a bottle of hand sanitizer with you whenever you go out. Most of the washrooms in Shanghai offer neither toilet paper, soap nor paper towels and a great many washrooms in the city still use the old-style squat toilet. Outside of Shanghai, many to most toilets are squatting toilets.

China is a communist country, right? As a foreigner, will it be difficult adjusting to life here?

China has changed by leaps and bounds in the past 30 years. In the first few weeks in Shanghai, particularly when you step into your first shopping mall, you will find your preconceptions about China challenged in many ways. Most SMIC teachers thoroughly enjoy their lives here and have many ways to pursue their interests and hobbies. It is important to note, though, that you are expected to follow rules and regulations set out by the school/company as well as the law of the land. Remember you have no immunity just because you hold a foreign passport.

This is not to say you will fit right in. If you have a foreign-looking face, you can expect both more politeness and curiosity from everyday people, as well as expect to pay the "foreigner tax" when it comes time to bargain at the marketplace. Similarly, if you have an Asian face, you gain an advantage in attracting less unwanted attention but may have trouble meeting the expectations of some local people who will assume that you speak Chinese and are familiar with local customs.

Can I bring my iPhone/ Blackberry/ CDMA phone and use it?

Most people use phones with a pre-paid SIM (cell phone) card. Credit can be purchased easily and applied to the SIM card. Any phone can be used as long as it accepts a SIM card. Also, cell phones are readily available for purchase for as low as \$35 USD. If you are not sure, it is best to talk to your local vendor. Most smart phones, especially iPhones & blackberrys, are locked by country (U.S., U.K....) and you will need to get it unlocked before coming to Shanghai in order for the phone to read Chinese SIM cards.

What's the weather like in Shanghai?

Weather in Shanghai is separated into four seasons: Spring lasts March to May, summer lasts from June to August, autumn lasts from September to November, and winter lasts from December to March. The temperature is as follows:

春Spring 15°C – 25°C / 59°F – 77°F

夏Summer 25°C – 38°C / 77°F – 100.4°F

秋Autumn 15 °C – 25°C / 59°F – 77°F

冬 Winter 0°C – 15°C / 32°F – 59°F

You can get more weather information from <http://www.cma.gov.cn/>, <http://www.smb.gov.cn/> or watch CCTV-1 channel everyday at 19:30.

Summer tends to get very humid and hot, and winter bitterly cold, even if it rarely snows. Please note

that apartments have little to no insulation and no central heating. You CAN use your air conditioner unit during both cold and hot weather.

Do I need to purchase medical insurance before coming to Shanghai? Do I need to get inoculations before coming? I have special medical needs. Can I get medicine X in Shanghai?

As an outbound employee, the company will provide full medical coverage once you go through orientation. Your medical coverage will begin on your onboard day, August 14. You may want to consider short term medical coverage if you plan to travel in China before the report date. Check with your doctor or local physician about need for inoculations.

Please note that if you have special medical needs, the local hospital/ pharmacy will not you're your prescription without consultation with a local doctor, EVEN if you have a prescription from your own doctor, it may be impossible to get the same brand of medicine. In the Chinese medical system, the doctor sells the medicine, so for any refill of a prescription, you must schedule an appointment with a doctor. If you feel you need specialized medical help, bring your medical history so the local doctor will know what to do. Bring a year's worth of medication you use frequently as western over the counter drugs may not be readily available.

The government requires each new hire to complete a medical evaluation as part of the visa application. This procedure is not a familiar one to foreigners. The process usually takes an entire morning to complete and the new hires will go together as a group. After dressing in a hospital gown, new hires will travel to various stations for different tests. It is very thorough, with a 'strictly business' attitude, so you should come prepared with a positive mindset. It is invasive, impersonal, and can sometimes be embarrassing, but a necessary part of the procedure.

A quick word on local hospitals: most hospitals have a special "VIP" section for affluent patients. Once you are enrolled with the company's insurance plan, you are entitled to such VIP treatment which means that you will get better service and shorter or no waiting time. Most of these VIP sections will be under our insurance provider's direct billing network. You can still find hospitals and clinics staffed and run by western physicians if you are concerned about the quality of local medical care. Do note that such places charge US prices for medical care and are VERY expensive.

You may wish to contact the following personnel for your specific enquiries:

Offer, Contracts, Logistics, & General Issues Pertaining to Relocation

Evie Tao, Human Resources (Evie_Tao@smicschool.com)

86-21-5855-4588 ext. 585

Onboarding, Payroll, Income Tax, Bank Accounts & all kinds of HR certificate

Gina Lee, Human Resources (Gina_Lee@smicschool.com)

86-21-5855-4588 ext. 485

Work permits/Foreign Expert Certificates and Visa Issues

Yuyan Li, Visa Administrator (Yuyan_Li@smicschool.com)

86-21-5855-4588 ext. 493

Housing and related issues

Jean Huang, Administrator (Jean_Huang@smicschool.com)

School-Related Issues

Shirley Chai, Administration (Shirley_Chai@smicschool.com)

86-21-5855-4588 ext. 362

P.S. If you would like to know more about life in Shanghai or to begin learning Mandarin, the following websites may be helpful. Enjoy!

<http://www.shanghaidaily.com/>

<http://www.smartshanghai.com/>

<http://www.cityweekend.com.cn/shanghai/>

<http://www.shanghaiexpat.com/>

<http://exploreshanghai.com/metro/>

<http://maps.google.com/> (decent Shanghai maps)

<http://chinesepod.com/>

<http://www.languageguide.org/mandarin/>

<http://www.talesofoldchina.com/shanghai/>

<http://msittig.wubi.org/bus/>

Welcome to Shanghai and SMIC School,
The Welcome Committee

August 27, 2015