

## SAFETY AND MONEY SAVING

- China is considered a fairly safe place to travel; however, petty crimes such as pick pocketing remain a concern.
- Observe China's laws including customs and currency laws. Understand and respect local customs in China. Do not voice opinions contrary to China's laws publicly.
- Special travel permits are required to travel to Tibet . Do NOT travel to Tibet without authorization.
- Always have your cell phone available when traveling. GPS is widely available on smart phones with internet access and is useful in traveling safely and efficiently.
- You should have your destination as well as contact names and their cell phone numbers written in Chinese characters (not English Pinyin) and English.
- When taking a taxi, ask the hotel staff or your colleague to tell the taxi driver your destination. If not practical, show the driver the address in Chinese characters. Collect receipts from tax drivers in case you have any issues. For your safety, do not hire unauthorized "Black Taxi."
- Use a domestic China mobile phone instead of an expensive calling plan from a foreign carrier for better reception, quicker connection times, and cheaper roaming charges. You can use an unlocked GSM cell phone with a Chinese SIM card. Prepaid SIM cards are available for purchase in most places. Most prepaid cell phone SIM cards allow international calling.
- International Calling - Dial from China: dial 00 + country code (1 for U.S.) + area code + number. Domestic Calling - Dial 0 + area code + number. Dial from the U.S. to China 011+86 + number.
- Plan your trip logically; avoid unnecessary loops. *USCCC can review your trip and make suggestions.*
- Consider alternative routes. For instance, it is less expensive to fly in and out of Shenzhen than Hong Kong.
- If you can travel coach during domestic flights in China, you can save a large amount of money, up to a 90% discount through the right channels and in advance. Please note that coach seating in China is tight.
- China has a well developed railway system with high speed rails that are available for most cities. High speed rail is convenient and may even be faster than air travel. Tickets may be purchased at the station upon departure, but book in advance through the hotel, travel agent or internet. Do NOT buy tickets from unauthorized agents as the tickets may be counterfeit. Avoid train travel during major holidays such as the Spring Festival since trains are overcrowded, and you may be confined to your seat for 20 hours. Allow ample time to check in.
- Avoid rack rates when checking into your hotel in China. Ask for the corporate rate even if you do not have one.
- Control expenses and spending, particularly charges in luxury venues: coffee can cost as much as US\$10.00 per cup and a dinner can cost as much as 10,000 RMB.

## IMPORTANT CONTACTS

### U.S.-CHINA CHAMBER OF COMMERCE

55 W. Monroe Street, Suite 630; Chicago, IL 60603 USA  
P: +1 (312) 368-9911 F: +1 (312) 368-9922  
Emergency: +1 (312) 953-8388  
info@usccc.org; maihoang@usccc.org  
http://www.usccc.org

### U.S. EMBASSY AND CONSULATES

#### U.S. Embassy Beijing

No. 55 An Jia Lou Road; Chaoyang District, Beijing 100600; China  
P: +86 (10) 8531-3000 F: +86 (10) 8531-4200  
Emergency: +86 (10) 8531-4000  
http://Beijing.usembassy-china.org.cn

#### U.S. Consulate General Chengdu

Address: Number 4 Lingshiguan Road; Section 4, Renmin Nanlu; Chengdu 61004; China  
P: +86 (28) 8558-3992  
Emergency: +86 (10) 8531-4000

#### U.S. Consulate General Guangzhou

Address: 43 Hua Jiu Road, Zhujiang New Town, Tianhe District; Guangzhou 510623; China  
P: +86 (20) 3814-5775  
Emergency: +86 (10) 8531-4000

#### U.S. Consulate General Shanghai

Address: Westgate Mall, 8th Floor, 1038 Nanjing Xi Lu, Shanghai 200031; China  
P: +86 (21) 3217-4650  
Emergency: +86 (21) 3217-4650

#### U.S. Consulate General Shenyang

Address: No. 52, 14th Wei Road, Heping District, Shenyang 110003; China  
P: +86 (24) 2323-1465  
Emergency: +86 (10) 8531-4000 or +86 (37) 0988 9307

#### U.S. Consulate in Wuhan\*

Address: New World International Trade Tower I, No. 568, Jianshe Avenue; Honkou, Wuhan 430022; China  
P: +86 (27) 8555-7791  
Emergency: +86 (10) 8531-4000

#### My Travel Advisor

Name \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

\* Please note that Wuhan Consulate does not provide regularly scheduled consular services. Contact the Embassy in Beijing for assistance.

# UNITED STATES-CHINA CHAMBER OF COMMERCE



中美總商會

## Pocket Planner and Guide to Traveling to China

For: \_\_\_\_\_

Travel Date: \_\_\_\_\_

Prepared by: \_\_\_\_\_

Before and during your business travels to China, we invite you to contact U.S.-China Chamber of Commerce at +1-312-368-9911 or info@usccc.org with inquiries and for assistance with travel, business etiquette, gift giving, setting up meetings and company visits, and other matters.

*USCCC is a not-for-profit, bi-national membership organization dedicated to developing increased U.S.-China trade and investment activities by assisting American and Chinese companies, professionals and the general public to better understand the business environment and cultural traditions relevant to successfully doing business in both countries. It hosts a wide variety of programs including training, conferences, workshops, executive briefings, trade missions and networking events. USCCC aids American and Chinese companies in locating business partners and provides governmental and business introductions. Its services include research, visa processing for all countries, passport services, document authentication, translation and typesetting.*

DISCLAIMER: THIS GUIDE WAS COMPILED FROM SOURCES DEEMED TO BE RELIABLE AND IS SOLELY FOR INFORMATIONAL PURPOSES. USCCC DOES NOT GUARANTEE ITS ACCURACY OR COMPLETENESS. CIRCUMSTANCES COULD CHANGE RAPIDLY, AND YOU ARE ADVISED TO CONTACT THE U.S. STATE DEPARTMENT AND YOUR TRAVEL ADVISER FOR THE LATEST TRAVEL ADVISORY.

## PREPARING TO TRAVEL

### CHECKLIST

- Passport - should have at least six months' validity from the date returning from China; otherwise, there is a slight chance that you might not be allowed to enter the country. In addition, your passport should have at least one blank page for stamps.
- Visa (Figure 2 - China Visa):
  - \_\_\_ Business (M)\* \_\_\_ Tourist (L)
  - \_\_\_ Student (X) \_\_\_ Working (Z)

\* Required for all business purposes including meetings, trade shows, conferences, company visits and etc.

No. of Entries	-	Used	=	Remaining
___		___		___
Date of Entry	+	Maximum No. of Days	=	Date to Leave Without Penalty
___		___		___

- Two copies of your passport and visa - carry one and leave one with your family member or assistant
- Confirmed flight and hotel reservation
- Local transportation / airport pickup
- U.S. currency - reasonable amount; undamaged and new or relatively new bills
- ATM and credit cards - make sure that you have informed your financial institutions of your trip to China
- Local Currency (RMB) - Keep a small amount for incidental expenses. You can use your ATM card in China or exchange currency at a bank, hotel, or the airport. Do NOT deal with an unknown or unlicensed agent.
- Business cards - preferably with Chinese translation. *Contact USCCC for translation and typesetting.*
- Mobile phone - check with your carrier about international roaming charges and dialing instructions. Also see "Money Saving Tips."
- Chargers, adapters, electronic and electrical appliances that are compatible with 220 volts, 50 cycles AC
- First aid and medication – recommended: letter from your physician describing any medical conditions and medications
- Health Insurance Information
- Extra space in your suitcase for gifts and souvenirs
- Method for you to stay in touch, e.g., email etc.
- A copy of this completed pocket guide for your family member and/or assistant

## UNDERSTANDING THE TRAVEL DOCUMENTS

### FIGURE 1 - PASSPORT\*\*

Then name on all your travel documents should match the one on your passport "A" and "B," and the "Date of Expiration" - "C," should be at least six months greater than the date of your return.



### FIGURE 2 - CHINA VISA\*\*

Check that that you have a valid visa for the purpose of your trip - "1." You can only enter China between the "Issue Date" - "3" and "Enter Before" - "2." Make sure that you have not used up all the number of "Entries" - "4." "M" means multiple (unlimited) entries. You should NOT stay in China longer than the "Duration of Each Stay" - "5" without special authorization.



### FIGURE 3 - ENTRY CARD

Entry cards are typically distributed during flight and are available at the airport immigration. "Place of Visa Issuance" refers to the Consulate that issues your visa under "Issue at" - "6" in Figure 2 and is written in Chinese. Refer to the following chart to complete the form:

ENTRY CARD		FOR FOREIGN TRAVELLERS	
PLEASE COMPLETE IN ENGLISH, FILL IN WITH/ OFFICIAL USE ONLY			
Family Name	Date of Birth	YEAR	MONTH
Given Names	Male	Female	
Passport No.	Nationality	Year Month Reason for Coming to China (For only)	
Visa No.	Confidence	Business	Other
Place of Visa Issuance	Employment	Visiting friends or relatives	Others
Flight No.	Outing in Issue	Study	Other
Ship Name	Return home	Other	Other
Train No.	Other	Other	Other
From	Other	Other	Other
Intended Address in China	Signature	Date of Entry	YEAR
I declare the information I have given is true, correct and complete. I understand incorrect or untrue entries to any questions may have serious consequences.			

Chinese Translations of US Cities	
English	Chinese
Chicago	芝加哥
Houston	休斯敦
Los Angeles	洛杉矶
New York	纽约
San Francisco	旧金山
Washington, DC	华盛顿

\*\* To obtain passport and Chinese visa, please contact USCCC at +1-312-368-9911, info@usccc.org, or www.usccc.org. USCCC also offers visa services for other countries. Emergency service is available under certain circumstances. Please call +1-312-953-8388.

## ITINERARY AND MEETINGS

### FLIGHT INFORMATION

Flight #1: Confirmation Number \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_

Airlines \_\_\_\_\_ Flight # \_\_\_\_\_

Hotel \_\_\_\_\_ Confirm # \_\_\_\_\_

Flight #2: Confirmation Number \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_

Airlines \_\_\_\_\_ Flight # \_\_\_\_\_

Hotel \_\_\_\_\_ Confirm # \_\_\_\_\_

Flight #3: Confirmation Number \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_

Airlines \_\_\_\_\_ Flight # \_\_\_\_\_

Hotel \_\_\_\_\_ Confirm # \_\_\_\_\_

### IMPORTANT MEETINGS

Date \_\_\_\_\_ Time \_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_

Company \_\_\_\_\_ Purpose \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_

Company \_\_\_\_\_ Purpose \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_

Company \_\_\_\_\_ Purpose \_\_\_\_\_

### PHONE SERVICES IN CHINA

Ambulance	120	Fire	119
Police *****	110	Directory Assistance	114
Traffic Police	122	Time Inquiry	117

\*\*\*\*\* English services available