



四川外国语大学
SICHUAN INTERNATIONAL STUDIES UNIVERSITY



Guide for International Teachers





Dear international colleagues:

A warm welcome to Sichuan International Studies University (SISU)!

For the convenience of your work and life during your stay, we have prepared this guide with very important and useful information for you. Please read it carefully and be assured we are happy to help you if you need us.

We sincerely wish you a pleasant and successful stay at SISU!

*International Office
Sichuan International Studies University*



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I. Work Permit & Residence Permit Application

★ *This is very important for new teachers holding a “Z” visa. Please read it thoroughly:*

After you get your Z visa and enter mainland China, you must apply for a Work Permit and Residence Permit within 30 days of entry to avoid illegal stay and penalty (500RMB per day, paid by yourself). The exact application procedure is as follows:

1. Within 24 hours of entry: Please go to the Foreign Teacher Reception Office of Logistics Department of SISU to register with the copies of the ① first page, ② Z visa page (for foreign teachers holding valid residence permit, please copy your valid residence permit rather than Z visa) and ③ the latest entry stamp page of your passport.

Foreign teachers who live off campus should go to the police station where your apartment is under its jurisdiction for residence registration with the above materials and your passport.

Foreign Teacher Reception Office's address: Side Room, Building No.2, Foreign Teachers Apartment, East (lower) Campus of SISU (next to Dongyuan Canteen)
Contact: 023-65385375

Notice: You need to apply for residence registration everytime:

- you enter mainland China from overseas and Hong Kong, Macao and Taiwan.
- your passport or residence permit has been renewed.
- your residential address has been changed because of moving, traveling, etc.

2. Go to the photo studio to take identification photos (2 inches, colored photo with white background) and get the photos and photo receipt. (In Chinese: 拍摄两寸白底证件照, 领取照片及照片回执)
3. Within 3 days of entry: Go to the Health Examination Center to do physical examination and get the Health Certificate. Accompanying family who are over 18 years old also need it.

Office hours:	8:00 - 12:00 Monday to Friday (except statutory holidays)
You need to bring the following materials:	Passport, 4 identification photos
Fees:	Fees of physical examination can be reimbursed with invoice
Address:	No.185, Hongshi Rd, Longxi, Yubei District, Chongqing 重庆市渝北区龙溪镇红石路185号
Chinese name of the Center:	重庆国际旅行卫生保健中心
Attention: The physical examination should be taken on an empty stomach, do not eat or drink 10 hours beforehand.	

Note: Accompanying family shall bear their own expenses, such as the fees paid for physical examination, residence permit, air ticket, etc.

A. Application for new permit

1. Please go to the International Office with necessary documents, then the staff of International Office will complete the procedures for the application of your work permit and residence permit. Documents you should submit are as follows:

- Passport
- Health Certificate
- 2 identification photos and photo receipt
- Interview form (You can get it from the International Office)
- Authenticated Certificate of Kindred and it's translation (applies only to accompanying family)

You and your accompanying family are required to attend an interview with the immigration officer for your residence permit application, which will be arranged by the International Office.

2. Once we get your passport back from the Public Security Bureau of Chongqing (within about 15 work days after the interview at PSB), we will notify you to retrieve it.

International Office's Address: A406, Administrative building, West (upper) campus of SISU;

Office hours: 8:00-12:00, 15:00-18:00, Monday to Friday (except statutory holidays)

Telephone number: 023-65385218/023-65381215

E-mail: faosisu@sisu.edu.cn.

B. Extension

★ *The Work Permit and Residence Permit are commonly valid for about one year, so you need to extend them every year with the following procedure:*

If you renew your contract with SISU or your work permit/residence permit is about to expire, you must apply for extension at least 30 days before expiration. If you need to leave for vacation or business before extension, you must apply for extension at least 30 days before you leave. Please bring the documents below to International Office:

- Passport
- Residence registration
- 2 identification photos and photo receipt
- Authenticated Certificate of Kindred and its translation (applies only to accompanying family)

International Office will apply for extension of your work permit and residence permit after receiving all of your materials.

★ *Attention*

According to the regulations of the Foreign Expert Bureau and the Public Security Bureau, foreigners holding a Z visa can only work for the university/company that applies for work permit and residence permit for them, and are not allowed to do part-time job without the permission of the university or go to study for a degree.

II. Living in SISU

A. Regulation of accommodation

1. Accommodations are provided for foreign teachers only. Transference or sublease of the apartment is absolutely prohibited. No other person is allowed to stay overnight without permission from the Foreign Teacher Reception Office of Logistics

Department of SISU. Visitors should register with valid ID card and visit before 10:30pm.

2. You're required to sign a list of inventory and to pay deposit of 500RMB for loss after check in. You can get it back on departure if there is nothing lost or damaged in your apartment. You are expected to use and maintain the internet access, electric appliances and furniture properly. Any loss or damage caused by improper use will require compensation. The university has no responsibility for any injury caused by misuse.
3. According to the relevant regulations of the Chinese government, VPN is strictly prohibited in China. SISU shall not provide you VPN use, if you have trouble with internet access, please check whether it is because of VPN. If not, please request repair.
4. No pets are allowed in the apartment.
5. Unauthorized wires are discouraged. Please keep alert to fire. Inflammables and explosives are forbidden. Compensation shall be charged upon any loss or damage due to your fault.
6. Please keep the apartment and its surroundings quiet, clean and tidy.

B. Notes to accommodation

1. **Room keys:** Once you check in, the staff of the Foreign Teacher Reception Office will give you all but one of the room keys of your apartment. The Apartment Service Office will keep 1 key per apartment for emergency use and will make sure that there will be two staff entry your apartment together in your absence in case of emergency. When you vacate, please check out at the Foreign Teacher Reception Office, return all the keys, and get back your deposit.
2. **Bills for electricity, water, gas, phone and internet :**
Ten tons of water, 200 kilowatt-hour of electricity, and 10 m³ of gas per month are free to use. If you use over the quota of electricity, water and gas, you will be charged for use above the allowable. The current charge for electricity is 0.54 yuan/kilowatt-hour; for water is 3.5 yuan/ton; and for gas is 1.74 yuan/m³. The price

mentioned above is flexible based on the market change.

The use of school internet access is free of charge. Please ask the staff for internet account and password when you check-in.

3. **Mailing address:** “Your name, International Office, Sichuan International Studies University, No.33 Zhuangzhilu Rd, Lieshimu, Shapingba District, Chongqing, P.R.of China, 400031”.

4. **Security:** Follow the instructions for home appliances; please switch off the power during your absence. If the equipment doesn't work, tell the staff of the Foreign Teacher Reception Office. Do not repair it by yourself. Personal belongings (cash and documents, in particular) shall be carefully kept against missing and theft, doors and windows should be securely locked over night or during absence. Report to the staff of the Foreign Teacher Reception Office immediately if your key is lost.

5. Useful telephone numbers

Apartment Service Office West campus: 023-65380921; East campus : 023-65385445;

Foreign Teacher Reception Office: 023-65385375

International Office: 023-65385218

Emergency numbers : 110 for police; 119 for fire; 120 for first-aid. and 023-65385110 for campus security.

C. Procedures on arrival

1. Register at the Foreign Teacher Reception Office and the International Office.
2. Sign the contract.
3. Apply for Work Permit.
4. Apply for Residence Permit.
5. Apply for Campus Card.
6. Apply for bank card.
7. Apply for SIM card.
8. Apply for Wechat account and add our Wechat group: **Foreign Teachers of SISU** for work, activity, and holiday notice first hand and for getting to know other foreign teachers.

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D. Procedures on departure:

1. Please inform the specific time of your departure in advance to the International Office, the Foreign Teacher Reception Office and the department you work for.
2. Return the borrowed books and materials to the library of the relevant department or the university library.
3. Get your last month salary and air ticket reimbursement.
4. Return the borrowed objects, return the keys and get back your deposit.

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E. Facilities at SISU

Foreign teachers can enjoy the facilities at SISU such as the library, canteen, etc. Most facilities are free, but some charge money, such as the tennis court and shuttle between upper and lower campus.

SISU provides free shuttle between the upper and lower campuses for faculty only. Here is the current timetable for reference :

Time	Boarding Place
7:35	Sun Square
7:45	Sun Square
9:45	Sun Square
9:50	Teaching Building (upper campus)
11:50	Teaching Building (upper campus)
12:10	Sun Square
14:15	Sun Square
14:20	Teaching Building (upper campus)
16:05	Sun Square
16:20	Teaching Building (upper campus)
18:10	Teaching Building (upper campus)
18:40	Sun Square
20:50	Teaching Building (upper campus)
21:45	Teaching Building (upper campus)
22:40	Teaching Building (upper campus)

Monday to Friday (except statutory holidays)

F. Transportation

Transportation is very convenient in Chongqing. Bus, rail transit, taxi, train, ship and airplane are all available in this city.

Here are some major public transport lines around SISU.

Bus No.210: From SISU to Caiyuanba Railway Station, passing through Lieshimu, Shapingba Railway Station(the center of Shapingba District) and Niujiatuo(to Jiefangbei, the CBD of Chongqing).

①	②	③	④	⑤	(Terminal)
SISU→Lieshimu→...Shapingba Railway Station→...Xiaolongkan→.....Niujiatuo→Caiyuanba Railway Station					

Bus No.821: From SISU to the South Square of Chongqingbei Railway Station, passing through Lieshimu, Shazhonglu (to the center of Shapingba District) and Hongqiheguo (to Guanyinqiao, a business center in Jiangbei District) .

①	②	③	④	(Terminal)
SISU→Lieshimu→...Shazhonglu→...Hongqiheguo→...South Square of Chongqingbei Railway Station				

Rail Transit Line 1 From Lieshimu to Xiaoshizi(close to Jiefangbei, the CBD of Chongqing), passing through Lieshimu, Shapingba (the center of Shapingba District) and Shiyoulu(the business center of Yuzhong District).

①	②	③	④ (Terminal)
Lieshimu → ...Shapingba → ...Shiyoulu → ...Xiaoshizi			

Taxi: Taxi is available before the SISU gate.

III. Salary, Bonus, Extra pay and Tax

A. Monthly Salary

You will get paid through bank card at the end of each month. You may be paid 1 or 2 days in advance or later around weekends or holidays.

B. Bonus

1. Allowance: You will get 2200 yuan for the fulfilment of one academic year's

contract, and 220 yuan for meal bonus per month.

2. The International Office will reimburse your air tickets with shortest route or cheapest price from / to your home country as stipulated in your employment contract. You can get the ticket for arrival refunded at the beginning of the contract , and once you have fulfilled your contract for one academic year, you can get the ticket for departure refunded.

The following documents are required for ticket reimbursement:

- E-ticket + air invoice or payment record+ boarding passes for the flights you took; OR,
- Original copy of paper ticket + air invoice; OR,
- Original copy of paper ticket + payment record of your credit card + boarding passes for the flights you took .

Note: A return e-ticket is preferred since it follows the first way, which is the simplest.

3. Medical care and medical reimbursement: The International Office will buy you medical insurance every year, and you can obtain reimbursement for expenses except for expenses incurred in registration, doctor's home visits, transportation to and from hospital, fitting false teeth, cleaning teeth, undergoing cosmetic surgery, massage, buying spectacles, the cost of stays in hospital and non-medical nutritional products. During the period of contract, medical expenses in Taiwan, Macao, Hong Kong Special Administrative Region, and outside China shall be covered by yourselves. The above mentioned medical care shall be limited to a total expenses of RMB 1,000 yuan per year. Valid invoices from the Chinese public hospitals should be submitted to the International Office when you claim the medical expenses refunded.

Attention: According to the regulation of the Financial Department of SISU, you can only obtain reimbursement for the invoices of the current year. Please don't save your invoices for the next year. The Financial Department doesn't open for public

reimbursement on Wednesday afternoons, and at the end of each month.

渝财00401
59183180
重庆市
门诊医药费专用收据
类别: 门诊医药费
科室: 急诊外科
姓名: 2018-05-22 18:03:18
日期: (2017) No: 019623491
Date

项 诊 费 别	金额(元)
现金	15.00
15.00	

合计小写壹拾伍圆整
合计大写:
备注: 门诊号:
收款单位(盖章): 收款人:

第一联 收据

中国人民解放军总医院门诊收费票据
票据编号: 001000372669 票据日期: 2018-05-22 18:03:18 票据金额: 180124859040
业务流水号: 50319966 医师执业类型: 1001020100 执业类别: 33349 (3318), 180124859040 执业证书号: 180124859040

姓名	性别	医保类型	普通门诊	社会医疗保险			
项目/规格	数量	金额	个人支付金额	项目/规格	数量	金额	个人支付金额
地西泮注射液(海斯)注射液	1.00	56.66					
合计(大写):	伍拾陆元陆角陆分					56.66	

医保统筹支付: 个人账户支付: 56.66 其他医保支付: 个人支付金额: 56.66
收款单位(盖章): 中国人民解放军总医院 收款人(签字): 2018-05-22 18:03:18
执行科室: 门诊药房

Medical Invoice

C. Extra pay

If you teach extra classes for your Department, please claim extra pay from your Department for the extra teaching.

D. Income Tax

You need to pay tax for all your income each month. According to China's tax laws, below is the current tax ratio for your monthly income:

(Monthly Income - 5000)	tax ratio	minus
<3000	3%	0
3000< <12000	10%	210
12000< <25000	20%	1410
25000< <35000	25%	2660

For example, if your monthly salary is: 9000;
then your tax will be: 9000-5000=4000 → 4000×10%=400 → 400-210= 190

IV. Teaching Requirements & Management Duties

1. Teachers must carry out their duties according to the schedules arranged by the departmental authorities.

2. Lessons may not be individually or randomly re-arranged or combined; absence or early departure from or late arrival in class is not permissible; teaching hours may not be reduced without express permission; personal arrangements for substituting teachers is not permissible. In the event of any necessary business trip, academic visit or conference, approval for the replacement or rearrangement of classes must be given by the Dean, with make-up classes scheduled following the teacher's return.
3. Teachers must check student attendance regularly by means of a roll call or register. Students who are absent for 1/3 or more of the classes are not eligible to take the final exam. Teachers should reprimand and if necessary report to the relevant supervisor students who consistently arrive late for class.
4. Teachers should make every effort to improve their teaching and carry out proper preparation for each class. They should be neatly dressed when in class and be polite in their use of language. The use of modern technology such as multi-media is strongly encouraged in order to enhance the effectiveness of the class.
5. During the first week of the semester, the teaching secretary of the Department will ensure that teachers are provided with all necessary materials in terms of syllabuses, schedules and evaluation sheets. Teachers should observe the schedule and class arrangements provided.
6. One week after the final examination, teachers should hand in to the teaching secretary the final scores in both an electronic and a paper version. The latter must carry the teacher's signature and will be subject to scrutiny by the Dean.
7. Following the final exam, teachers should cooperate with other relevant staff in filing the score-sheets and other documents related to the classes they have taught.
8. A teacher's employment will be terminated in the event of evidence of incompetence in teaching or negligence, or in the event of strong opposition from the students.

V. Religion and Religious Life in China

1. China is a country with diversified religions, mainly Buddhism, Taoism, Islam, Catholicism and Protestantism, as well as the Eastern Orthodox Church and various regional beliefs.
2. The introduction of China's Reform and Opening-up Policy has been accompanied by comprehensive implementation of the policy of freedom of religious belief. In 1994, the State Council promulgated the provisions on the Administration of the Religious Activities of Foreign Teachers of the People's Republic of China, which stipulates, "The People's Republic of China respects the freedom of religious belief of foreign teachers within the territory of China, and protects the rights of foreign teachers and Chinese religious circles to maintain friendly contacts and engage in cultural and academic exchanges".
3. The customs office allows foreign teachers to bring in a certain amount of religious material **for personal use**. Foreign teachers in China **are not allowed** to use the Bible and other religious scriptures as teaching materials for students, but can cite some religious background knowledge or stories from the Bible as necessary for teaching goals.
4. Religious services are held in churches in China and foreigners are welcome to attend. Chinese churches are independent and not subject to the control of external religious organizations. Foreigners in China are not permitted to distribute religious books or articles, to proselytize, or to organize underground religious groups.
5. Hong Kong's religious affairs are managed by the Hong Kong Special Administrative Region government in accordance with the Basic Law free from central government intervention. Religious organizations in the HKSAR and other parts of China should abide by the principle of "no subordination, no interference, and mutual respect" in conducting exchanges with each other

(For other regulations of SISU, please consult your co-teacher directly. Foreign teachers should also abide by all regulations of SISU, whether verbal or written.)



中华人民共和国出入境检验检疫
ENTRY-EXIT INSPECTION AND QUARANTINE
THE PEOPLE'S REPUBLIC OF CHINA
境外人员体格检查记录验证证明
CERTIFICATE OF VERIFICATION

230001051709

正本

(FOR PHYSICAL EXAMINATION RECORD FOR FOREIGNER OR OVERSEAS CHINESE)

编号 N B000000117

姓 / Surname 名 / Given names
 性别 / Sex 出生日期 / Date of birth
 国籍 / Nationality 证件号码 / Passport or ID No.
 职业 / Occupation
 公司 / 学校 / 其它 Company / school / others
 四川外国语大学
 通讯地址 [中国] / Mailing address (China)
 重庆市沙坪坝区四川外国语大学
 电话号码 [中国] / Telephone Number (China)



- 兹证明此申请人所持健康检查记录，经过验证，符合要求。
- 本证明自签发之日起，有效期为六个月。

This is to certify that the health examination record held by this applicant accords with the requirement as a result of verification.

This certificate is valid for six months from the date of issue.

医生姓名 / Name of Doctor 医生签名 / Signature of Doctor
 龙江 LONG JIANG
 签发日期 / Date of issue 签发地点 / Place of issue
 中国, 重庆红石路185号 No. 185 Hongshi Rd., Chongqing, P. R. C.



[5-7(2003.1.1)*1]



AA0385835

Health Certificate

Appendix. Campus Scenery



Auditorium



Peiying Teaching Building



*Alphabet Square and
Administration Building*



Library



East Campus Playground



West Campus Playground



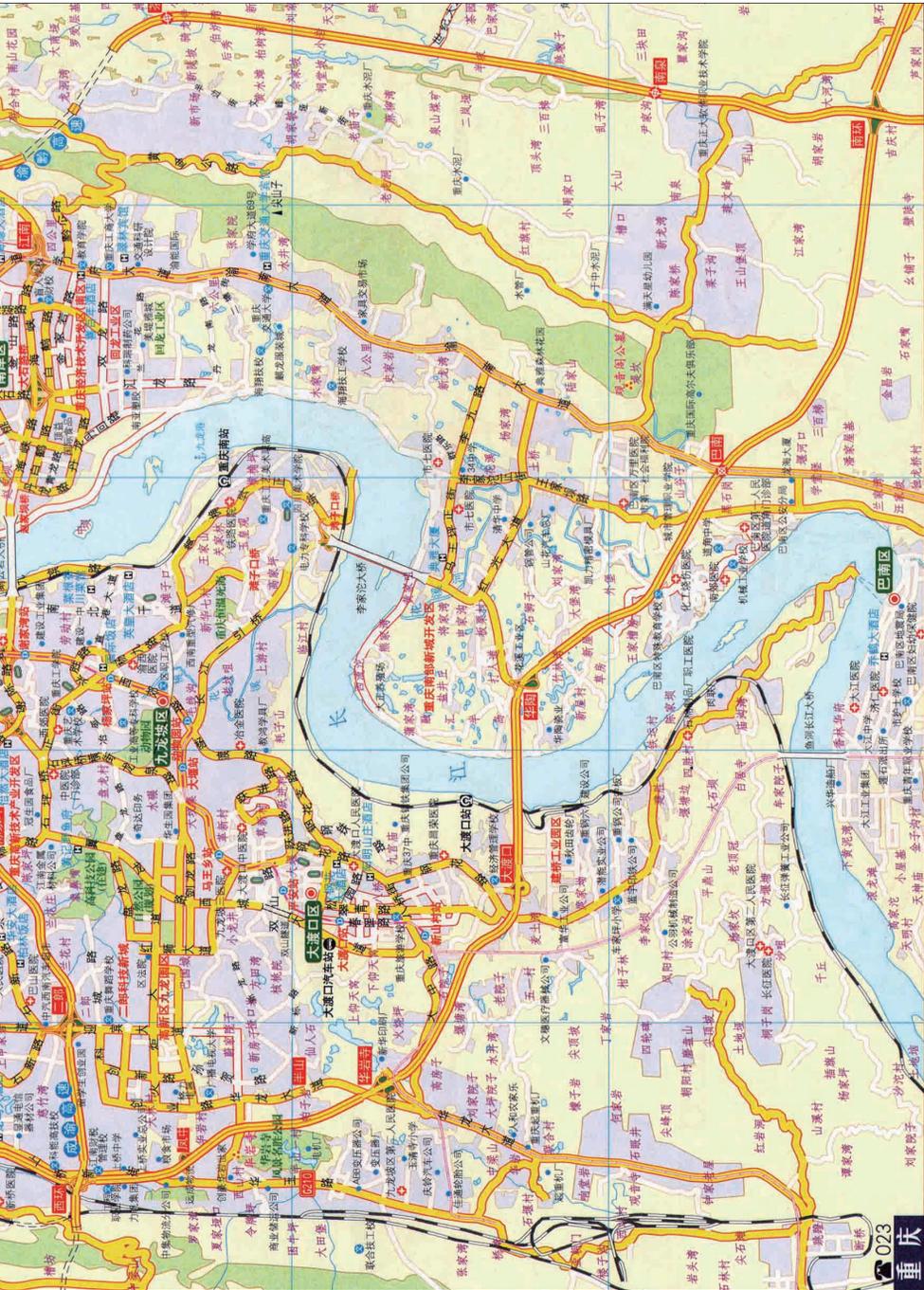
川外学生之家

SISU Cartoon Map

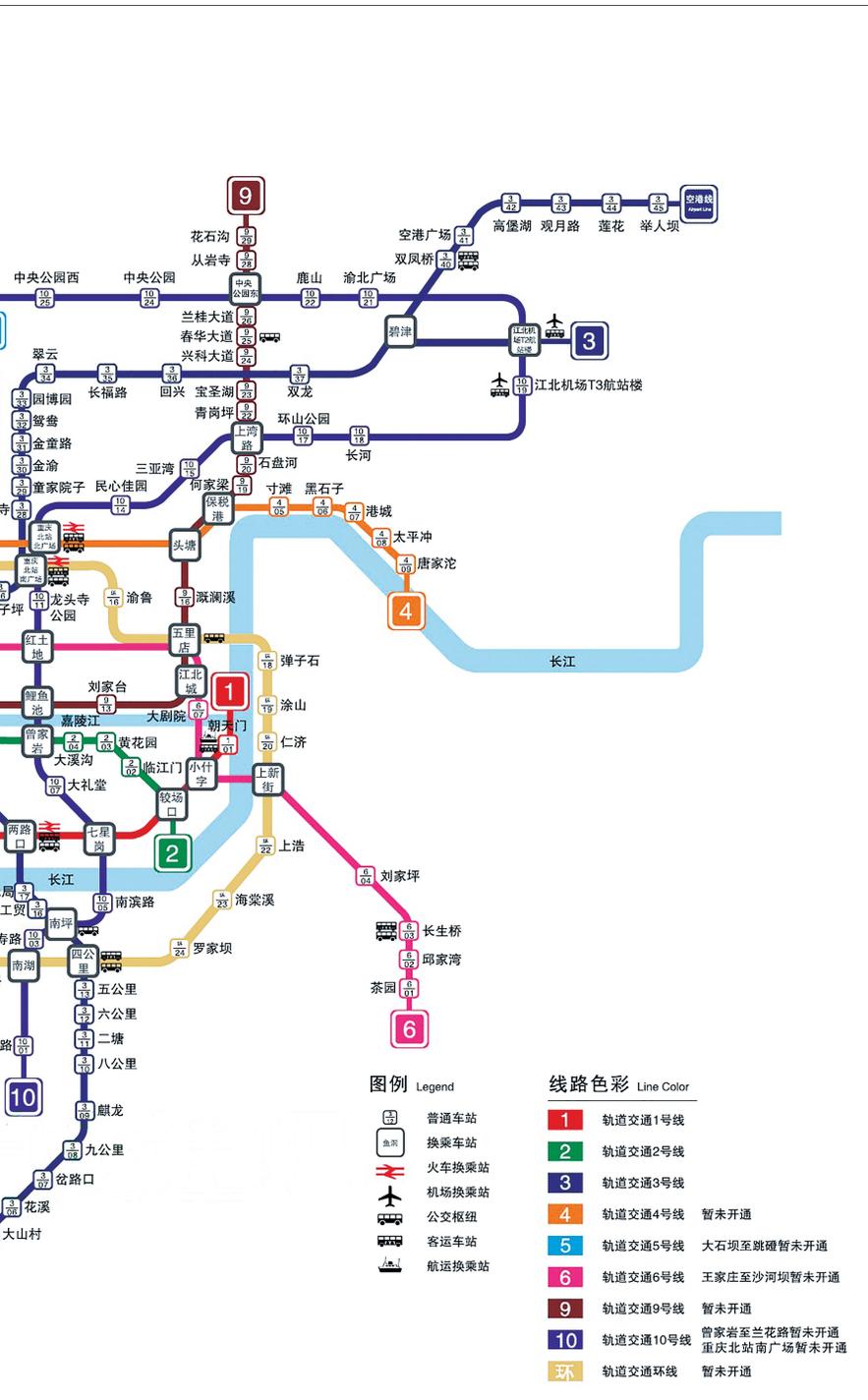
- ① The East School Gate-Entrance
- ② Sun Square (Mirror Lake is nearby)
- ③ Peiyang Building (staff shuttle bus)
- ④ Dongyuan Canteen
- ⑤ Foreign Teachers' Apartment of East Campus
- ⑥ East Campus Stadium
- ⑦ Auditorium (shuttle bus)
- ⑧ School Infirmary (opposite is the Express Delivery Center)
- ⑨ International Building
- ⑩ Students' Canteen of East Campus
- ⑪ Moon Square

- ⑫ Hongwen Building
- ⑬ Administrative Building ABC (the International Office is in building A room 406)
- ⑭ Teaching Building ABC (the Service Center of campus card is in building A)
- ⑮ Library
- ⑯ West Campus Stadium (the Post Office is nearby)
- ⑰ Foreign Teachers' Apartment of West Campus
- ⑱ Students' Canteen of West Campus
- ⑲ Super Market & Express Delivery Center (West Campus)
- ⑳ North Gate
- ㉑ West Gate





Map of Chongqing

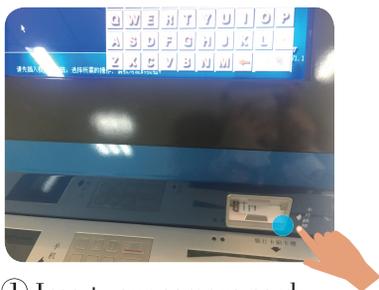


Subway Map

校园卡圈存的流程图

How to get your meal bonus

● First find a machine at the Service Center



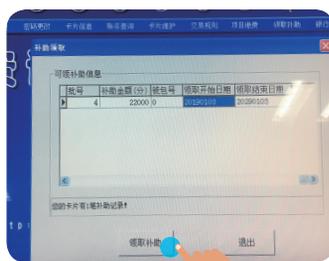
① Insert your campus card



② Click “领取补助”



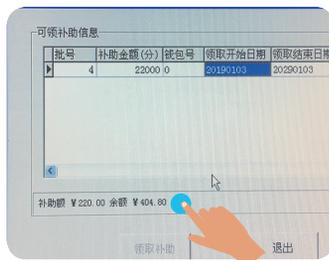
③ Password and click “确认”
(password will be the last 6 numbers of your campus card number)



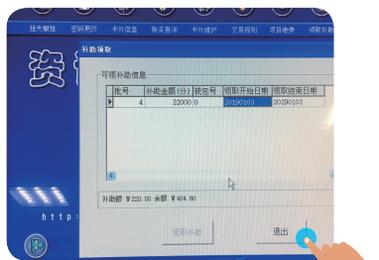
④ Click “领取补助”



⑤ Click “确认”



⑥ Account balance



⑦ Click “退出”



⑧ Remember to get back your campus card



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SICHUAN INTERNATIONAL STUDIES UNIVERSITY

Shapingba District, Chongqing