Admission and visa documents are issued based on the official program dates, not according to students’ personal travel plans. Your paperwork might not be available until shortly before the start of the program.

**Mandatory Arrival Date:** All students are required to arrive in Beijing on the official arrival date(s). After arrival, all students must check-in at the BNU summer dorm (Lanhui Gongyu).

Late arrivals will not be permitted. Students arriving late are subject to dismissal from the program. There is no group flight for the programs in China. Students are responsible for their own flight arrangements.

*Wear your UCEAP shirt so other students can recognize you & share a cab!*

**Arrival:** After you claim your luggage and clear customs, you will walk toward the International Arrivals and a huge set of glass doors. Immediately on the other side of the glass doors there will be many people, either waiting to meet someone at the airport, or hoping to sell you a cab ride. Ignore all these people. 😊 You will eventually get a cab, but not from them. Keep walking….

**Money Exchange:** There are banks, ATMs and currency exchange facilities available in the airport. You cannot get US dollars from ATM machines in China. They only dispense Chinese currency (RMB).

1. We recommend you change about $100 US to get you through the first few days.
2. You will need about RMB 80 for the cab from the airport to BNU.
3. You can pay the full cost of the summer dorm housing (about RMB 4800) within a few days after you check in if you do not bring enough RMB cash with you on the first day.
4. There will also be a RMB 200 key deposit to be paid at check in. This is refundable at the end of the summer when you return your key and the receipt.
5. If you only brought travelers checks or credit cards, then you must change enough RMB for your summer dorm rent later. The dorm will not accept credit card payment, travelers checks or US Dollars.

After you change money, walk back toward the International Arrival gate. Turn right to go outside. You will find an **official taxi line**, with a person in uniform who will hail a cab for you. Do not choose a taxi from outside this line, even if the driver offers you a bargain (they are unlicensed cabs). The cabs in the official line are licensed. Load your luggage and tell the driver you want to go to **Beijing Shifan Daxue Xiao Xi Men** (Beijing Normal University Small West Gate). Show the driver the map of BNU that UCEAP Beijing Study Center made (see last page) so he can see how to find the Lanhui Gongyu dorm within the campus walls (on the left side of the map). If the driver still can’t find it after you show the guide map, ask people on campus to give the driver directions, or ask the driver to call Lanhui Gongyu at 8610-5880-6000. You will pay for the cab in RMB (they do not take US $); you do not have to tip, but it is nice to round up.

**Housing Check In:** After arrival at BNU’s Lanhui Gongyu, you will go to the front counter of the Lanhui Gongyu and tell the desk clerk that you are from UC (Jiazhou daxue). They should have your name on a list. You can check in between the hours of 1am and midnight on the UCEAP Official Arrival Date. If you
would like to live with a particular UC student, you can ask for a roommate assignment when you check-
in. Remember to keep the key deposit receipt or you will not get back the deposit when you check out.

After checking into your room, you must also report to the UCEAP Study Center office. After dropping off your bags in your room, go to the UCEAP Office* (Room 501) to pick up your orientation packet.

Important things to remember:

1. Don’t rush at the airport- you have enough time to do what you need to do.

2. Make sure you have enough RMB to pay for the cab fee and key deposit for your dorm when you check-in. There is Bank of China’s ATM not far from Lanhui Gongyu off BNU campus. The banks in Beijing are open from 9:00am to 5:00pm on workdays. You can not change money and traveler’s checks during weekends.

3. Go to your room and relax. Most students on your floor will be UC students, so go around and introduce yourself. Have fun!

If you arrive before the Official Arrival Date, you are responsible for making your own hotel reservations. Ask a travel agency or check a tourist guidebook for hotel recommendations. UCEAP cannot make recommendations or reservations for you. Above all, do not write to the Study Center in China to make reservations for you.

While traveling, if unforeseen circumstances detain your arrival at the airport or the dorm, it is your responsibility to IMMEDIATELY contact the Study Center Director or the Study Center staff. Here is the contact information for the main UCEAP Study Center Office (located at Peking University*):

| Ms. Molly Zou, Program Administrator |
| Ms. Sabrina Zhao, Program Assistant |
| Apt. 101, door 2, Building 9, Zhongguanxinyuan |
| Peking University, Beijing, China 100871 |
| Tel/Fax: 8610-6275-2489 (PKU); 8610-5880-2277 ext. 501 (at BNU during the summer) |
| Email: beijingeap@gmail.com |

The Emergency UCEAP cell phone number: (011-86) 188-1055-6027

*The UCEAP Study Center summer office will be located in room 501 of the Lanhui Apartments. The phone number for the summer office is 010-5880-2277 ext. 501 and the office hours are 8:30am to 5pm.
Beijing Normal University Lanhui Dormitory Directions

Wait in the official cab line. Do not use an unlicensed cab. The fare should be around RMB 80 including toll. Lanhui Domitory accepts RMB CASH only for the housing payment. The rate is 80 Yuan ($13)/day, plus 200 Yuan deposit.

- Lanhui Domitory Front Desk 兰蕙公寓前台: (86-10) 5880-6000
- UCEAP Beijing Program Administrator Molly Zou: 188-1055-6027
- UCEAP Program Assistant Sabrina Zhao: 136-8366-6939

For Taxi driver: 请送我去北三环北京师范大学小西门的兰蕙公寓，谢谢。
电话: 5880-6000  详细地址请见下面地图