



Build your future

# SHANGHAI PRACTICAL GUIDE

November 2019



Prepare and enjoy your stay in China



ESSCA.FR/EN

# WELCOME TO ESSCA!

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On behalf of ESSCA, the International Relations Office would like to welcome you to the International Exchange Programme. If you decide to join the programme, you will become a part of our expanding student community. ESSCA welcomes more than 700 International students per year across our 4 campuses, from over 50 different countries – so you are guaranteed to have a truly international experience!

By studying at ESSCA you will become a part of one of the most prestigious post BAC business schools in the country which is accredited by the French Ministry for Education and by three international accreditation agencies, EFMD, AACSB and AMBA.

We have created this Practical Guide to help our International Students to get prepared for their exchange experience ahead with us.



Muriel JACQUELIN  
Associate Dean for International Relations

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# BEFORE ARRIVAL

## Visa Information

All non-Chinese nationals need to apply for a visa to enter China for the purpose of studying. ESSCA, together with its partners in China, will send you an official visa invitation letter to apply for your Chinese visa.

Those wishing to study for a period of up to 6 months should apply for Visa X2. Applicants should submit the China Visa Application Form along with their passport (valid for at least 6 months) and a recent passport photo. If you wish study for a period more than 6 months, you will have to apply for Visa X1. Please inform your contact person at ESSCA (Carole ZHU: [carole.zhu@essca.fr](mailto:carole.zhu@essca.fr)) as early as possible that you intend to stay for an internship after your study period.

Below is the information given by the Chinese Embassy in France in regards to visas for studying (for international exchange students: please check the information given by the Chinese Embassy in your country!): **Visa X (Study Visa) - Objective: Studying**

## Documents needed

- ☐ A valid passport (needs to be valid at least 6 months and to have 2 blank pages). If your passport does not have this you must apply for a new one.
- ☐ A filled and signed copy of your application form to request the visa, with an attached ID photo.
- ☐ Application form JW202 which has been authorized by the Chinese Education authorities.
- ☐ Proof of your attendance at ESSCA from Shanghai International Studies University (SISU).
- ☐ If you live in France, for non-French passports, proof of residence in France (or proof of your employment in France, Certificate of your registration in a French studying establishment) is required.

Application form  
JW202



The image shows the JW202 Visa Application Form for Study in China. It is a form with multiple sections for personal information, academic details, and administrative use. The form is titled 'Visa Application for Study in China' and includes fields for name, passport number, date of birth, and address. It also has sections for academic background, funding source, and a signature area. The form is numbered 'No. 09088377' and is issued by the Chinese Ministry of Education (MCE) of PRC. There is a red circular stamp from the Chinese Embassy in Paris over the signature area.

SISU



The image shows an admission notice from Shanghai International Studies University (SISU). The notice is titled '录取通知书' (Admission Notice) and is addressed to a student. It states that the student has been admitted to the International Culture and Language College (ICLC) for a Bachelor's degree program in Chinese Language and Literature. The notice includes details about the admission process, the student's responsibilities, and the university's contact information. There is a red circular stamp from the SISU library over the notice.

The visa fee varies considerably from country to country. To work out the exact cost it is necessary to check with the Chinese Consulate.

You will find more information on the visa information sheet which should have been sent to you along with your invitation letter and JW202 document.

If you are French, You can also find some of the visa information online:

[http://www.visaforchina.org/PAR\\_FR/](http://www.visaforchina.org/PAR_FR/)

<http://www.consulfrance-shanghai.org/accueil.html>

It is advisable that you apply for a visa one month before your intended date of entry into China but not earlier than three months. If you apply for a visa too early, the visa may expire before your departure.

To modify or to extend your visa when you are in Shanghai, you must explore the possibility with [Carole ZHU](#).

## Administrative fees at ESSCA

Administration costs to take into account include residence permit and police registration fees which are payable to ESSCA Shanghai. For those on the summer programme the total administration cost is 1200HKD, and 1570 HKD for those studying for a semester.

Please make your payment to ESSCA Shanghai with either:

- [PayPal](#)

- Wire-Transfer

- **Currency:** HKD
- **Beneficiary:** HKESSCA HK LIMITED
- **Beneficiary Account:** 148276508001
- **Swift / BIC:** SOGEHKHH
- **Beneficiary Bank:** Société Générale, HongKong (bank Code: 081)
- **Bank Address :** Three Pacific Palace, 1 Queen's road East, Hongkong
- **Beneficiary Address:** RM 150 (198) 15/F SPA CTR, 53-55 LOCKHART RD WANCHAI, HONG KONG

Please upload your remittance of payment with your ESSCA application online. The letter of acceptance will be sent to you on receipt of your remittance of payment.

## Health insurance

Before arriving, you should organize travel and a comprehensive personal health, repatriation and liability insurance for the duration of your stay.

Students must give ESSCA a copy of their contract with a 24h HotLine for emergency.

## Inform your bank

Some banks get worried when a transaction with your credit card is realized in another country. Your bank could think that the transaction isn't normal and might block your card. Therefore, don't forget to inform your bank that you will soon be leaving in China.

You should, just in case, travel with 250/500 USD/€ and keep it as change in case you get into any kind of trouble with your credit card.

If you want to open an account in China, you need to provide your tax number in your country.

# ARRIVAL IN SHANGHAI

## Taxi from airport

When coming to Shanghai, you will probably fly into Pudong International Airport which is located 40 km east of the city.

You should always have your destination in Chinese. Chinese people aren't always able to translate an address written in alphabet.

To transfer to the city centre, a **taxi** is the most convenient option but the journey can take up to an hour depending on transport and is likely to cost around 200 RMB. Take the taxi following panel indication, go to taxi station, usually the wait is not long; avoid the taxi accosting in arrival hall, it may be expensive option.

**Airport buses** are a cheaper option (20 - 30 RMB). They will take around 80 minutes. Airport Bus n° 4 will drop you to Lu Xun Park (nearest to ESSCA Shanghai) for 22 RMB. You could use a taxi after to get to your final destination. For more information:

<http://www.shanghai-airport-transfer.com/transportation/pudong-airport-shuttle-bus.htm>

[https://en.wikipedia.org/wiki/Shanghai\\_Pudong\\_International\\_Airport](https://en.wikipedia.org/wiki/Shanghai_Pudong_International_Airport)

A third option is to take the '**Transrapid**' **shuttle train** ("Maglev train") from Pudong to Longyang Road station on Line 2 which, travelling at a speed of 430km/hour takes only 8 minutes! This train runs from 7 AM in the morning to 9 PM in the evening, with a single ticket costing 50 RMB. If you show your airplane ticket at the Maglev train ticket counter, it will only cost you 40 RMB per ride. From Longyang Road station you can easily navigate the underground system to reach the city centre or else take a taxi (about 50 RMB to the city center). Please find a tube map by following this link:

<http://www.shmetro.com/node155/node159/201004/con103744.htm>

## Our address:

ESSCA campus de Shanghai  
7 Floor, Administration Building  
No.390 East Tiyuhui Road  
200081 SHANGHAI CHINA

## In Chinese :

上海市虹口区东体育会路390号行政楼7楼  
邮编 200081



## Lost luggage

Should you lose your luggage, you should report this to the authorities within the airport immediately as per their standard procedure. You must provide them with your name, phone number and address where you will be, so that they can deliver the luggage directly to you once it has been retrieved.

If you don't have these information, you can use ESSCA Shanghai address's and the mobile phone number of Carole ZHU:

7 Floor, Administration Building - No.390 East Tiyyuhui Road  
中国上海东体育会路 390 号行政楼 7 楼

Mobile of Carole: 135 0161 9730

Please inform Carole ZHU by [mail](#) or SMS with reference you obtain on the 'lost luggage sheet', she will be happy to assist you.

## Hotel or hostel

If you choose to spend one semester at ESSCA Shanghai it is advisable to organize temporary accommodation for the first few nights in a hotel or a hostel nearby the school.

If you need help to book a hotel near ESSCA, contact [Carole ZHU](#)

## Accommodation

Your semester-long accommodation can then be arranged by specialist rental agencies in Shanghai who will show you available properties to choose from. Alumni of the ESSCA Shanghai recommend the following agencies:

YOGA Real Estate Shanghai  
[www.yogarealestateshanghai.com](http://www.yogarealestateshanghai.com)  
Mobile: +86 13816107615 - Wechat : yoyo060890

[www.smartshanghai.com/housing/](http://www.smartshanghai.com/housing/)

LIM Michael  
[expatlife77@gmail.com](mailto:expatlife77@gmail.com)

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



The monthly rent for a single room in a shared apartment is likely to be around €500 (3,500 to 4,500 RMB per month). This of course depends on the location, if the apartment is furnished, etc. Utility bills (gas, water, electricity, Internet) usually need to be paid separately. The majority of apartments in the above price range have all the necessary amenities including furniture, kitchen equipment, laundry facilities, Internet, TV, etc. In most cases, accommodation is available within walking distance or a short bus or taxi ride from the ESSCA Shanghai teaching site.

If you do not know a student you could share an apartment with, please do not worry. We can send you a list of other students at ESSCA Shanghai you will be studying with to help you find someone. On websites such as SmartShanghai and others, there are many international students from all over the world looking for roommates so it will be easy for you to find a room.

**For more information:** [Facebook ESSCA Shanghai](#) - [Carole ZHU](#)



## Local sim cards

It's easy to purchase a local sim card (pay as you go), having a local mobile phone number can prove very convenient.

Three companies offer the SIM card (pay as you go): 'China Mobile', 'China Unicom' and 'China Telecom'. You should buy the SIM Card with your passport.

## Police registration

Upon arrival in China, you need to register with your local Police station within 24 hours.

If you stay at a hotel or a hostel, the reception will take of your registration for you.

Once you have found an apartment however, you have to register within 24 hours.

Please do this ASAP to avoid any fines (up to 2,000 RMB!). To register, you need to scan this QR code (you need your passport for this procedure):



If you have a X2 visa, Every time you leave China and you come back, you have to register with the police again.

This document from your police station is requested to apply for a new visa or a new entry in Shanghai from the Public Security Bureau.

境外人员临时住宿登记表 REGISTRATION FORM OF TEMPORARY RESIDENCE							
编号: L20090829000479							
英文名 Surname in English	LFB		英文名 Name in English				
性别 Sex	男性	出生日期 Date of Birth	1990 年 8 月 20 日 (Y) (M) (D)	国家或地区 Country or Region	韩国		
中文姓名 Name in Chinese		入境日期 Date of Entry	2009 年 8 月 26 日 (Y) (M) (D)	入境口岸 Port of Entry	浦东		
上海住址 Address in Shanghai	路928弄40号301室			居住起始日期 Date of Arrival at Present Residence	2009 年 8 月 26 日 (Y) (M) (D)		
	证件类型 Type of Travel Document	证件号码 No. of Travel Document	证件有效 Validity of Document	签证/居住种 Type of Visa/Residence	签证/居住有效期 Validity of Visa/Residence		
外国人 Foreigners	普通护照			居留许可(2003.11.14)	2010年03月02日		
台湾居民 Taiwan Residents							
华侨、港澳居民 Overseas Chinese Residents/Hong Kong Residents							
备注 Remarks	联系电话 Tel.			离沪日期 Date of Leaving Present Residence	年	月	日
	近期处理情况			(Y) (M) (D)			
填表日期: 2009 年 (Y) 8 月 (M) 30 日 (D)							
派出所盖章 Police Stamp		松江分局方松派出所		上海市公安局出入境管理局 Shanghai Municipal Public Security Bureau			

## **Local currency and bank**

The local currency in China is the “Ren Min Bi (RMB or CNY)”.

We recommend that you exchange or withdrawal money from ATM at least 300 CNY from the airport before taking the transfer for city center.

For current expenditure:

- Cash machine (ATM) by international banking card (don't forget to prevent your home bank, your card could be blocked).
- Change: every bank can do the change, but you must go with your passport.

## **Introduction / Welcome day**

You will receive an e-mail from our programme director a few days before the start of your semester to inform you about your 1<sup>st</sup> day at the campus.

# LIFE IN SHANGHAI

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## Living costs

Compared to many Western cities, Shanghai is a relatively inexpensive city to live in but of course this depends on your personal lifestyle. Some sample prices can be found below.

These are based on the exchange rate of 100 RMB = 14.23 USD, 12.92 EUR (November 2019)  
please check the updated exchange rate [HERE](#).

Below are the estimated prices as of November 2019. Please check the updated exchange rate (see text above) to determine prices:

ACCOMMODATION	RMB
Single room in a share flat per month	3,500 - 5,500
Single hotel room per night, in a hotel close to the school	300
TRANSPORT	RMB
Bus ticket (one way)	2 - 4
Metro ticket (one way)	3 to 10, depending on the distance
Taxi fare	Starting fare is 16 RMB for the first 3km, thereafter every kilometre adds 2.40 RMB. After 11:00 PM, price is more expensive.
FOOD AND SHOPPING	RMB
It is worth remembering that Western foods, restaurants and bars are likely to cost you as much, if not more than at home.	
Chinese set lunch nearby the school	30
Western set lunch nearby the school	35
McDonalds	40
Beer in a bar	Prices vary from about 20 to 60
Pepsi/Coke (600ml)	3
Chicken (1kg)	40
Beef (1kg)	230
Tomatoes (1kg)	24
Carrots (1kg)	12
Cucumber (1kg)	12
Apples (1 kg)	20
LEISURE AND HOLIDAYS	RMB
Cinema ticket	60
Foot massage	120
One Way train ticket to Beijing on a high speed train	550
Shared dorm in a youth hostel, per person	50

## Health and well-being

### HOSPITALS

- **Shanghai United Family Hospital**

American Hospital

699 Ping Tang Road 平塘路 699 号

For appointment: 400 639 3900

For emergency: 2216 3999

[www.unitedfamilyhospitals.com](http://www.unitedfamilyhospitals.com)

- **Parkway Health Hospital**

English or French speakers

170 Danshui Rd., 3 Floor 淡水路170 号

Shanghai 200020

24-hour appointments 400 819 6622

[www.parkwayhealth.cn](http://www.parkwayhealth.cn)

- **HuaShan Hospital**

English speakers

493 HuaShan lu

华山路493 号

Tel: (21) 62499295 or (21) 62483986 Emergency 22h00-08h00 : 52887250

- **Jia Hui Hospital**

689 Gui Ping Road 桂平路689号

Emergency : 24/24h

Clinic address: Suite 101, No.88 Chang Shu Road 常熟路88号101室

For appointment: 400 868 3000

[www.jiahui.com](http://www.jiahui.com)



### 24 HOUR PHARMACIES IN SHANGHAI

- **Pharmacy N1 of Shanghai**

66 Nanjing Dong lu 南京东路11 号

856 Huaihaizhonglu 淮海中路856 号

- **Pharmacy Shanghai Wukang**

1848 Huaihai Zhong lu 淮海中路1848 号

**Your health before arrival:** there are no particular vaccinations required. However, should you wish to take precaution you could make sure all your Hepatitis vaccinations are up to date (Hepatitis A+B).

Please check with your local GP/doctor about this – especially if you wish to travel around China and Asia. Note that such injections may not be reimbursable by your health insurance.

## Activities and leisure

ESSCA Shanghai arrange welcome and farewell events each semester as well as other regular cultural events such as excursions and museum visits. Of course, you can become active and organize trips, events, visits yourselves with your fellow students. If we can be of any help, do not hesitate to speak to the ESSCA Shanghai staff.

**Shopping** in Shanghai, often referred to as 'Oriental Paris,' is not to be missed. The major commercial area is split into 'Four Streets and Four Cities' where you can find fashion stores, designer stores, souvenir shops and many restaurants and bars. But there are also many other markets worth visiting:

- For clothing and gifts: No.2202 Xin Shi ji (New century) Avenue.

Metro: Shanghai Science and Technology Museum (Line 2)

浦东新世纪大道2202号 地铁2号线科技馆站内

- For fabrics, you can choose your own fabric, style and colour and tailors will make your outfit:  
no. 399, Lu Jia Bang Rd (by Nan Cang Street) 家家四陆399号 (南仓街口)

- For computers and technology: no.41 Cao Xi Bei (North) Rd (Near Xu Jia Hui)  
漕溪北路41 号

- For arts and crafts: Tai Kang Rd (By Si Nan Rd or Rui Jin Er Rd) 泰康路  
(思南路或瑞金二路)

Regarding **culture**, the Shanghai Museum, the Urban Planning Museum and the Oriental Pearl TV Tower are all worth visiting. If you are interested in music, arts exhibitions and theatre, there are plenty of activities which take every month. **SmartShanghai** provides much information about recent activities.



For **sports** enthusiasts, Shanghai has all of the facilities expected in any major city worldwide. Events to look out for include Formula 1 and the ATP Tennis Masters.

Sports and other facilities are available in our partner university, Shanghai International Studies University.

## Travel

You may wish to save some money before coming to Shanghai for travelling and experiencing more of China and Asia. Around Shanghai, nice sites to visit during weekends include Hangzhou and Suzhou, and further afield Beijing, Xi'an and Guilin can all be easily reached by rail or air when you have more time to travel. To purchase train tickets in advance, visit:

205 WuSong Road 吴淞路 205 号 (near ESSCA Shanghai)

ESSCA Shanghai staff are more than happy to give you advice. For flights, the following websites often offer good deals:

<http://english.ctrip.com/>

<http://www.elong.net/>

<http://www.csair.com/en/index.shtml>

<http://www.airchina.com.cn/en/index.shtml>

If you wish to travel by boat, you can buy tickets:

No.1 Jinling Dong (east) Road 金陵东路1 号

During Chinese holiday (Golden Week), a travel agency will organize a special trip dedicated to our students.

## Food and drink

Shanghai cuisine is characterized by its sweet and oily nature and because the name 'Shanghai' literally means 'above the sea,' steamed seafood is a popular dish. Dishes to look out for include 'xiao long bao' a steamed dumpling of broth and meat, 'zui ji' steamed chicken marinated in rice wine, and 'you tiao' a long-deep-fried doughnut consumed with soya milk for breakfast.

The price of eating and drinking out in cafés and bars varies greatly depending on location.

It is also worth noting that it is not advisable to drink the tap water in Shanghai. However bottled water is widely available and is not too expensive.

## APPS to survive in Shanghai

- Chat: [WECHAT](#)
- VPN: [ASTRILL](#) - [VPNEXPRESS](#)
- Learn Chinese: [CHINESESKILL](#) - [PLECO](#)
- Eat: [DIANPING](#) - [ELE.ME](#)
- Housing: [SMARTSHANGHAI](#)
- Buy: [TAOBAO](#) - [TMALL](#)



# LIFE ON CAMPUS AND AROUND

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## Classrooms

Your classroom is climatized.

Free wireless access.

Food and drink is not allowed in your classroom.

## Course information

The programmes on offer at Shanghai have all been created and designed by ESSCA.

Classes are taught by a combination of ESSCA professors and guest professors from China and other leading universities worldwide. We will be happy to provide you with all information relating to the course programme that you chose.

The summer and semester programmes consist of formal classes, guest seminars, group exercises and projects and field and company visits.

The facilities available at the ESSCA Shanghai premises include printers, photocopiers and wireless Internet.

All course information, such as syllabi, reading materials, PowerPoint presentations etc., will be put online on ESSCA Shanghai e-Campus:

<https://www.essca.fr/en/international>

If you are an international student from a partner university, we will provide you with your login data, shortly before your programme starts.

All classes on the programme are compulsory home institution will receive an official transcript of the ECTS credits (European Credit Transfer System) once you have completed the course

## Private mail and parcels-postal

You can get your private packages and mail sent to ESSCA Shanghai by respecting the following address:

ESSCA Shanghai  
First name, last name  
7 Floor, Administration Building  
No.390 East Tiyyuhui Road  
200081 SHANGHAI CHINA

Do not send electronic objects (phone, computer...etc.) or any forbidden imported product (foods...)

## Convenience store

Most convenience stores in Shanghai are open 24h, you can easily find them at every corner of the city.

## Sports

Facilities at your disposal at:

SHANGHAI INTERNATIONAL STUDIES UNIVERSITY 550 DALIAN ROAD (WEST)  
550 DALIAN XI LU – 大连西路 550 号 BUILDING C2

- **SISU Playground:** Unless when it is sublet or a PE class is in session, the playground opens to all. Do bring your student ID with you when getting into the playground.
- **SISU Gym:** The campus's stadium opens to the public. From the first to the third floor, the stadium offers a swimming pool, a gym house, and a ball game venue. As a student, you still need to pay money to use the stadium, but you can bring your student ID to apply for monthly or yearly membership card, and a 10%-20% discount is offered.

## Dress code and general appearance

On a daily basis, students are required to be dressed appropriately. In the case of company visits, or final presentations, business attire is usually requested. In case of doubt, ask your professor.

## Laptop requirements

A laptop in good shape and updated is **MENDATORY** to study on the campus of Shanghai.

All your exams will be on your personal laptop using a specific software: <http://testwe.asia>



To operate TestWe needs an office computer, a laptop or a Windows tablet with:

- 50MB of free space on the hard drive (very small amount)
- An Internet connection
- Supported operating systems:
  - Microsoft Windows 8.1
  - Microsoft Windows 8
  - Microsoft Windows 7
  - Microsoft Windows Vista
  - Microsoft Windows XP
  - Apple OS X 10.10 "Yosemite"
  - Apple OS X 10.9 "Mavericks"
  - Apple OS X 10.8 "Mountain Lion"
  - Apple OS X 10.7 "Lion"
  - Apple OS X 10.6 "Snow Leopard"

# CONTACTS

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- International Relations Office (Based in Angers): [shanghai@essca.fr](mailto:shanghai@essca.fr)
- Mr. Christophe ROUILLON, Director of ESSCA Shanghai :  
[christophe.rouillon@essca.fr](mailto:christophe.rouillon@essca.fr)
- Ms. Carole ZHU, Managing Director of ESSCA  
[carole.zhu@essca.fr](mailto:carole.zhu@essca.fr)

Don't forget to join our social networks to meet the other students you will be studying with:





# A Few Figures

**8** campuses: Angers, Paris, Aix-en-Provence, Bordeaux, Cholet, Lyon, Budapest and Shanghai

**279** partner universities in **55** countries worldwide

**6,000** students and corporate auditors

**136** permanent faculty members

**413** adjunct professors and international experts

**2,500** partner companies

**14,500** alumni all over the world



## MAIN CAMPUS

1 rue Joseph Lakanal  
BP 40348  
49003 ANGERS CEDEX 01  
Tél. : +33 (0)2 41 73 47 47

## SHANGHAI

7 Floor, Administration Building  
No.390 East Ti Yu Hui Road  
200081 SHANGHAI CHINA