

## **On Boarding Procedures**

### **1. Accommodation**

Once settled with the trip to China, foreign expert informs Foreign Affairs Office of the arrival date in advance, and Foreign Affairs Office will arrange accommodation accordingly. Upon arrival, the foreign expert checks in at Zhongguanyuan Global Village or Wanliu apartment building according to the instructions. (Only suits those for whom SFL arranges accommodation.)

### **2. Flight Ticket Reimbursement**

(1) According to the contract, foreign expert who can apply for reimbursement of flight tickets submit the following reimbursement materials to Foreign Affairs Office within two months after the actual voyage.

- The home page of passport (copy)
- Visa page (copy)
- Entry stamp page (copy)
- Flight Itinerary (original)
- Ticket receipts / Invoices (original; if tickets bought through a Chinese agency or paid directly to a Chinese air company, invoices must be provided; signing next to the price figures)

(2) Notes: The tickets purchased are restricted to economy class on direct flights only. If transfer is necessary, the transfer time must not exceed 24 hours.

### **3. Campus ID Card**

- Foreign expert takes a letter of introduction (from Foreign Affairs Office) to the New Sun Student Center for a campus ID card.
- Foreign expert takes the campus ID card to the library to activate the function of borrowing books. (With deposit of 1,000 RMB.)
- Foreign expert takes the campus ID card to the IT Service Center (Science Building No. 1) to open an account for connecting the Internet outside PKU.

### **4. Bank Account**

In ensure the salary paid on time, foreign expert open a bank account within a week after arrival, and submit the relevant materials to Foreign Affairs Office.

(1) Foreign expert takes passport to the Industrial and Commercial Bank of China (ICBC) in Building 43 to open a bank account for PKU foreign employee (Note: Foreign expert provides a Chinese cellphone number when open the bank account.);

(2) Submit copies of the bank card credential and the bank card (front and back on the same page with signature) to Foreign Affairs Office. Sending over the pictures or scanning copies is also fine.