

Handbook for Foreign Teachers

Office of Foreign Affairs

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Chapter I How to Get to HUEB

Usually, you would first arrive at Beijing Airport International by plane. From there, you can take the subway to Beijing West Railway Station and transfer to a train for Shijiazhuang, the city where Hebei University of Economics and Business (HUEB) is located. The trains from Beijing to Shijiazhuang leave every 20 minutes and the G trains will take about 1 hour and 20 minutes while the T and K ones about 3 hours.

1. Taxi

The most convenient way to get to HUEB from the railway station is by taxi. As HUEB is located 30km from the railway station, it will cost you around 40 RMB to get to HUEB.

It takes approximately 40 minutes to arrive at HUEB from the railway station, depending on the traffic.

2. Bus

From Shijiazhuang railway station, you first travel to Shengsiyuan/省四院 by No. 92 bus and then transfer to No. 112 to get off at the terminal stop, that is, HUEB or Hebei Jingmao Daxue/河北经贸大学. The total fare for No.92 is 1 RMB (2 RMB for air-conditioned buses) and for No. 112 is 1 RMB. Once you get off from the bus, keep walking forward for two minutes until you reach the gate of HUEB.

If you arrive at Shijiazhuang Airport, you can take No. 1 Airport Bus to Shi Chengguanwei/市城管委站, and transfer to Bus 112 for HUEB.



Chapter II Induction

1. Venue of Induction: Office of Foreign Affairs
2. Documents needed for induction:
Valid passport and visa
12 hard copy and electronic photos: Small 2 inch 4, 2 inch 6, 1 inch 2(color, white background)

Induction procedure:

Accommodation → Arriving residence permit →
Application for work permit → Physical examination →
Residence permit



Chapter III Bank Account

All teachers have to open a personal account at Bank of Hebei.

Address: HUEB Office of Bank of Hebei Gaoxin Branch,
next to the Accounting Office HUEB and opposite to the
Library.



Note: Bank of Hebei is useful for teachers' salary at HUEB.

— You must present your passport when you open a bank account

— When you open an account, please apply for a Union Pay Bank Card. The Union Pay Card functions as a Debit Card, it enables you to transfer money from your saving account directly to the recipient's account and it is commonly used in China.

If you want to exchange currencies, you need to go to Bank of China Jianshe North Street Branch. Bus 112 stops at Shengsiyuan/省四院 where you can find the Bank of China branch.



Chapter IV Residence Permit

1. Teachers who hold Z Visa must apply for a Residence Permit within the first 30 days of their arrival.

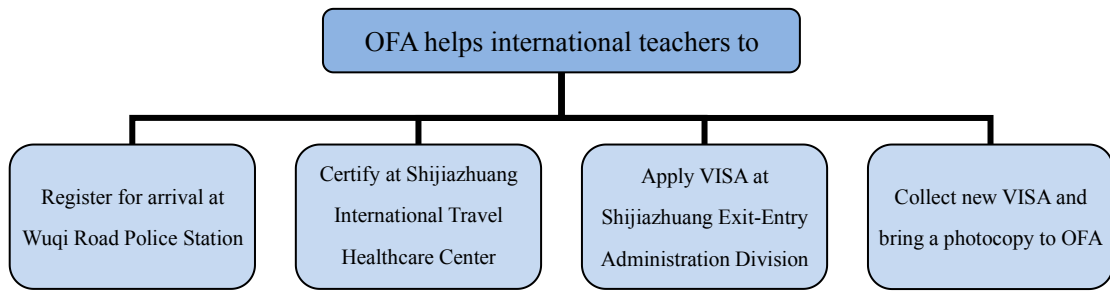
2. Holders of residence permits must apply for a new one before it expires.

To apply for the Residence Permit, teachers must first submit the following documents to the Shijiazhuang Exit-Entry Administration :

- Valid passport and visa (original and copy)
- Brief description of working experience in China(original)
- Official letter from HUEB(original)
- RESIDENCE PERMIT APPLICATION FORM(original)
- Arriving residence permit(original)
- A 2 inch white or blue photo
- Health Certificate certified by Shijiazhuang International Travel Healthcare Center (original and copy)
- Work permit (original and copy)
- Scan the qr code on the work permit (copy)
- Registration Certificate of Foreign-related Units (copy)

3. Invoice must be written : 河北经贸大学

Residence Permit application procedure:



Wuqi Road Police Station

Shijiazhuang Exit-Entry Administration Division of Public Security Bureau

Address: No.57 Xuefu Road, Xinhua District, Shijiazhuang

Office Hours: 8:30-12:00 a.m, 13:30-17:30p.m. (from Monday to Friday)

Tel: 0311-86833441

Website: <http://www.sjzxhg.gov.cn/>

Shijiazhuang Exit-Entry Administration Division of Public Security Bureau

Address: No.66 Yuannan Road, Qiaodong District, Shijiazhuang

Office Hours: 8:30-12:00 a.m, 13:30-17:30p.m. (from Monday to Friday)

Tel: 0311-89662518

Website: <http://www.sjzcrj.gov.cn/>

Shijiazhuang International Travel Healthcare Center

Address: No. 409-1 Hongqi Street, Qiaoxi District,
Shijiazhuang

Office Hours: 9:00 a.m-18:00p.m. (from Monday to
Friday)

Tel: 0311-87043590

Website: <http://www.gltj.xhcn.com/>

**Note: Keep an empty stomach before taking the medical
examination.**



Chapter V Accommodation

HUEB unified accommodation arrangements.

For internet you can:

(1) Go to China Unicom office to register for hard-line
internet.

(2) Wifi:Each apartment provides one.



Chapter VI Campus Card

Campus Card can be used in the university library, on-campus canteen and convenient store.



Chapter VII Emergency Call & Important Websites

1. Emergency call

Police: 110

Fire: 119

Ambulance: 120

University hospital: 87665120

University guard house: 87657110

2. Websites

Office of Foreign Affairs: <http://ofa.heuet.edu.cn/>

Hebei University of Economics and Business:
<http://en.heuet.edu.cn>

Contact us

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Chapter VIII Campus map

