

# Travel Planning Guide

As you embarking on your journey to China we want to help you by providing this guide. Please read it thoroughly and refer to it in your packing and planning for your TCM Restoration experience.



## Emergency Contacts

Please make certain that your TCM Restoration Program Manager has your emergency contact information listed and that you have either phone numbers or e-mail addresses of the people you want to remain in contact with while you are in China.



## Passports

One of the first things that you will need to do (if you do not already have one) is to apply for a passport. In order to send in the passport application, you need two passport photos. These can be taken at Walgreens or Wal-Mart. (You will need an additional photo for your visa application. We suggest getting it now.)

The Passport Services Office provides information and services to American citizens about how to obtain, replace, or change a passport.

### ***New Application for a U.S. Passport***

To obtain a passport for the first time, you need to go in person to one of 7,000 passport acceptance facilities located throughout the United States with two photographs of yourself, proof of U.S. citizenship (such as a birth certificate), and a valid form of photo identification, such as a driver's license.

Acceptance facilities include many Federal, state and probate courts, post offices, some public libraries, and a number of county and municipal offices. There are also 13 regional passport agencies, and one Gateway City Agency, which serve customers who are traveling within two weeks (14 days), or who need foreign visas for travel. Appointments are required in such cases.

You'll need to apply in person if you are applying for a U.S. passport for the first time; if your expired U.S. passport is not in your possession; if your previous U.S. passport has expired and was issued more than 15 years ago; if your previous U.S. passport was issued when you were under 16; or if your currently valid U.S. passport has been lost or stolen.

You can check the following website: <http://iafdb.travel.state.gov/> to find the closest office or location to accept your passport application. They in turn will send your application off. Typically you will need to allow 1-2 weeks for a passport application to be processed. We suggest you expedite your application and list the date you wish to travel being at least two weeks prior to actual travel date to allow time to apply for a visa. Remember, obtaining your passport takes the longest amount of time.

It may be necessary for you to pay an additional fee in order to expedite your passport application or renewal process. Passport applications for children under 16 may have different requirements; see the website above for additional information on passports for minors.

## Tickets & Visas:

Once you have obtained your passport, you will need to secure a visa through the Chinese Embassy in Washington D.C. or one of its consulates located throughout the United States. You will need the following:

- Your valid US passport

- A letter of invitation to China (Provided by our TCM Restoration Program)
- A completed visa form available online (Provided by our TCM Restoration Program)
- Another passport photo for the visa
- Credit card for payment
- Flight itinerary
- Hotel Confirmation (Provided by our TCM Restoration Program)

Please remember that you may be requesting a 3 month tourist visa because of your treatment (check with our travel department). This process can be expedited for a fee. We suggest you use Perry International Company. We also suggest that you overnight all forms and correspondence to insure rapid handling and prevent delays. We will send you all necessary visa application forms. It will take 3-10 days to receive your visa from Perry International. They will return your passport and attached visa (inside the passport) by overnight mail.

It will be your responsibility to purchase your tickets on your own. We highly encourage travel direct to Beijing and spending the night before traveling in your destination city. This allows you a good night's rest and time to catch the flight without rushing. Please be at the airport at least three hours prior to your flight's departure.

NOTE: It is critical that you notify TCM Restoration of your flight so that appropriate ground transportation will be arranged to meet you in Beijing, China and drive you to Tianjin.

### **Medical Records**

If you are notified by us it will be your responsibility to bring copies of pertinent medical information with you. This includes initial admittance summary and discharge summary, x-rays (if pertinent to your current situation), current lab reports, and MRI's.

While you are waiting for your passport and/or visa, begin the process of obtaining a copy of your pertinent medical records. You will be able to carry them in your luggage to China. (TCM Restoration will tell you what will be needed)

REMEMBER: It is most important to have a copy of your most recent health history, including any lab work. This will give the doctors in China a much better idea of who you are as an individual. Please try to limit the number of pages to 25 if possible.

### **Medication & Other Medical Devices**

You will need to provide us with a detailed record of any and all medication that you are on and why. Please take enough medication with you to last your planned stay. We also suggest that you take anything else that you may need or check with us to determine availability (example: adult pads or diapers if you suffer incontinence, braces or slings, walkers or canes, and anything else that you would use regularly). If you have any questions, please speak with your TCM Restoration Program Manager as soon as possible.



### **Shots**

Because you are traveling to northern China you do not need to worry about extra shots. You should always confirm that your tetanus is up to date, and you may wish to have a check-up with your personal physician before going.

### **Finance: Payment Terms**

All participants will be required to make payment by bank wire (Four weeks prior to departure) in order to confirm all bookings (Please allow three business days for confirmation).

## Information for direct wire transfer:

**Bank Name:** Bank of China Tianjin Nanfeng Road Sub-branch  
**Address:** Nanfeng Road No181, Nankai, Tianjin,  
**China Swift Code:** BKCHCNBJ200  
**Account Name:** Invision Development International  
**Account #:** 272667778218

## Cancellation & Changes

Because of the special nature of the medical treatment, our affiliates may impose variable cancellation fees. TCM Restoration Program has no control over such fees and cannot consider making any exceptions to these charges.

Airfares are subject to different rules and cancellation fees; some may be non-refundable. To protect against cancellation charges, we strongly recommend consideration of purchasing Cancellation Protection and Travel Interruption Insurance.

## Luggage

On the international flights to China, you are generally allowed one bag of 50 lbs of checked baggage and one carry-on (per person). Check with your carrier for specifics. Please remember that there is always an advantage in traveling light. Remember too that most people return with more than they take – plan accordingly.



## Flying, Wheelchairs & Customs



Request wheelchair assistance when making flight arrangements and when arriving at the airport. This request should be made for all legs of your flight, especially if you must change planes before arriving at your final destination. When checking in for your flight, give yourself plenty of time at the airport. Most airlines suggest at least two hours. Trust us when we say that even if you walk pretty well it is a long day of traveling and you will get tired. It is also much easier passing through customs with wheelchair service. It reduces your time in line, and the airlines do a great job of making life easier.

Ask to use the restroom on the plane well before getting on and off! It makes life easier; and if you let the flight attendant know ahead of time, it helps! Prior

外国人出境卡 DEPARTURE CARD		外国人入境卡 ARRIVAL CARD	
姓名 Family name	国籍 Nationality	姓名 Given name	国籍 Nationality
护照号码 Passport No.	出生日期 Date of birth	护照号码 Passport No.	出生日期 Date of birth
性别 Sex	职业 Occupation	性别 Sex	职业 Occupation
以上资料属实, 本人声明。 I hereby declare that the statement given above is true and accurate.	姓名 Signature	入境事由(只能填写一项) Purpose of visit (One only)	入境事由(只能填写一项) Purpose of visit (One only)
请保留此卡, 如遗失再补发将造成不便。 Retain this card in your possession, failure to do so may delay your departure from China. 请妥善保管此卡, 遗失后再补发将造成不便。		入境事由(只能填写一项) Purpose of visit (One only)	入境事由(只能填写一项) Purpose of visit (One only)

to arrival in China and again on your return to the U.S. you will get a customs declaration form. If you have difficulty writing or do not write, ask the flight attendant to help you fill it out.

If you use a wheelchair you'll be the first through customs.

The airline staff and the airport staff assigned to help you speak a little English and are a big help at the airport in Beijing China.

We will send you travel instructions prior to departure that list what you need for address on the customs form, who you will meet, and where you will meet them.

### Meeting at the Beijing airport

A representative from TCM Restoration Program will meet you at the airport at an assigned location. They will have a TCM Restoration Program sign (see picture) and you will be wheeled to this location **after** you collect your luggage and clear customs. They will transport you from the airport to the hotel in Tianjin. This trip takes two to two and one-half hours under good traffic conditions. Once you arrive at the hotel, you will be given a chance to settle in. Depending on the time of day, you may want something to eat. Tell us!



**STAY IN THE WHEELCHAIR UNTIL YOU ARE DELIVERED TO THE CAR!** If you are traveling with the group, you will be escorted through customs and then to an awaiting van or bus.

**\*\*IF YOU NEED TO USE A RESTROOM -- THEN TELL WHOEVER IS PICKING YOU UP BEFORE LEAVING THE AIRPORT!**



#### Weather:

What are the highs and lows during the year?

Weather is similar to what is experienced in the Midwest region of the US.

- Highs in the summer (June- September) run around 95 and lows around 65 degrees.
- Highs in the fall (September-December) run around 60 and lows around 30 degrees.
- Highs in the winter (January-April) run around 40 and lows around 20 degrees.

The website below is to the weather channel; search for Beijing or Tianjin, China.

<http://www.weather.com>



#### Clothes:

How many changes of clothes would you recommend taking? Should I take a jacket or sweater? How about rain gear?

Do not over pack and take too much. You will want at least one nice outfit to go out in, and you may have some time to sight see as well. Take clothes that are comfortable and consider the seasons you will be there. Do not over pack; you are not here to be fashionable but for treatment.

Laundry services are available through us; check with your TCM Restoration Program manager for instructions and costs of using this service.

#### Hair care:

How do you get a hair cut?

There are beauty shops inside mall across the street from the hotel

### Toiletries

Because this is a hotel; shampoo, soap, and other items are available.

### Electronics:



How many plugs are in the room? Do voltage converters work OK (especially for your laptop)? What items should I bring over and what should I buy there?



You have several outlets in your room. Keep in mind that voltage in China is 220v, not 120v as in the United States.

Attempting to plug in items from home may result in loss. Most all laptop computers have voltage converters built into their transformers. (If in doubt, check where you bought it or at a major computer store like Best Buy or CompUSA) You may purchase a cheap voltage converter package at Wal-Mart: a TravelWise International Voltage Converter Set (pictured at right) for about \$25. Voltage converters can also be purchased in China for about the same cost. We suggest only using your voltage converter to charge batteries for your camera, razor or other personal electronic items or chargers.

**Hair dryers and irons are in the room.**

### Communications:



Laptop:

What do you do to get your laptop hooked up and ready to go? What about the power hook-up (220 V.)? What things can be/need to be done here at home? What do you do to get dialup access or whatever?

A laptop is the best means of communication from China. Access to a network (internet) line will be set up within hours of your arrival. The best thing you can do in advance is make certain that your online address book is up to date or have a word or text document with all your e-mail addresses.

If you have a laptop computer, you may want to use e-mail. Laptop computers usually come with a power converter built into them that will adapt to the 220 current. The hotel has outlets that will accommodate a standard two-prong and three-prong plug. We encourage you to bring a digital camera if you have one. It is fun to take pictures and send them back to friends and family. Just remember to send small pictures (100 k or less) so that it is faster. We also suggest audio books on your laptop that you can listen to as well as music. (If you are looking for a good source for audio books, visit <http://www.audible.com> or <http://www.apple.com/itunes>.) MP3 players are great if you have one. It really helps to pass the time. Don't forget to bring chargers for accessories, such as your camera, iPad, iPod etc.

For communication in China we use WeChat extensively. We suggest that before leaving the states you sign up for a free WeChat account by downloading the app on your smartphone or tablet. WeChat will need to message you a confirmation code so you need to do this while you are in the state or your country of origin.



Another direct online computer to computer access is free at [www.skype.com](http://www.skype.com) and computer to land-line or cell phone is cheap. You can also consider downloading Skype to your laptop and adding contacts prior to your trip.

Test it before leaving to be sure it works correctly. If your laptop does not have a webcam, one can be purchased as a plug-and-play accessory so folks at home can see as well as talk to you via computer. Skype is the most cost efficient means of communication from China to the United States. In addition to the phone capability, Skype offers an instant messaging option, also for free.



### **Phones:**

How do phones work there?

You can make calls from your room, but it is more expensive.



### **Cell Phones:**

If you are considering using your cell phone while in China, it is highly recommended that you contact your service provider prior to leaving to check on costs for calls and text messages as well as cell phone capability. Be aware that cell phone usage can be very expensive due to roaming charges, and these charges may apply whether placing or receiving a call. Knowing these costs in advance can help you decide which communication vehicle is best.

## **Money**

The basic unit of Chinese currency is the Yuan, which equals 10 Jiao. The current exchange rate: Check exchange rate because rates fluctuate. Yuan come in denominations of 100, 50, 10, 5, and 1.



ATMs are located in the hotel and can be used with a Visa debit card. ATMs in China work both through a savings account and checking accounts depending on the machine and city you are in. Prior to leaving, it is encouraged that you make a savings account available as well as a checking account to draw funds from with a debit card. (Many cards offer the ability to be connected to both savings and checking).

### **Credit Debit Cards:**

It is encouraged that you contact your financial and credit card institutions prior to your trip to notify them that you will be in China and the dates of the trip to ensure your cards will work. Without this prior notification, institutions may not allow/authorize debits or purchases due to fraud concerns.

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## **Your Mailing Address - China Clients**

The St. Regis Tianjin  
% Clients Full Name Here  
No.158 Zhang Zizhong Road  
He Ping District, Tianjin 300041, China

**Contact Phone: 186.2269.1747 (For both)**

## **Our Mailing Address - China Office**

TCM Restoration Program  
% Ruth Lycke  
1205 Unit 1, Jinta Apartments, 162 Zhangzizhong Road  
Heping District, Tianjin, China 300041