



2017 International
Student Leadership
Symposium

**Arrival &
Departure
Manual**

Nanjing Foreign Language School

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Entry Border Inspection & Customs

According to the *Exit and Entry Administration Law of the People's Republic of China*, personnel that exit or enter China shall be subject to exit/entry border inspection.

After arrival, the delegations shall first pass the Inspection and Quarantine. If no major infectious disease is occurring outside China, arriving passengers will not need to fill out the Health Declaration Card for Entry and Exit. Participants with symptoms such as fever, vomiting, coughing, dyspnea and diarrhea should make an oral declaration to the quarantine officers at the travelers' inspection and quarantine passage.

The delegations shall next complete the Border Inspection formalities (or Immigration Inspection in some countries). All foreigners must fill in the standard *Foreigners' Entry Card* for inspection at the border. To facilitate the border inspection process, it is recommended that all participants fill in the entry/exit card before their arrival/departure. Entry cards are available on the flights and at the entry ports.

Those participants with checked baggage may then follow standard airport procedures to claim their baggage at the carousel. It is the responsibility of participants to collect their own baggage and check any possible damage before leaving the airport for their accommodation sites. Baggage carts are usually available at the airport free of charge. Inspection and Quarantine Authority may carry out spot-check to the checked baggage.

Airlines will handle baggage issues and arrange for the repair or delivery of lost or damaged luggage. In case of any loss, delay or damage to the baggage of ISLS participants, the owners are required to report to the baggage service counter (located in the arrival hall) of the relevant flight immediately after arrival following the standard airline procedures. Please also report the issue to 2017 International Student Leadership Symposium Organizing Committee (ISLSOC) at +86-25-83282333. Nanjing Foreign Language School, the Sponsor, will provide necessary assistance if possible.

In order to complete customs formalities, participants are to take the Red or Green channel depending on what they carry.

- The **red** channel (i.e. GOODS TO DECLARE channel) indicates that the person has articles to declare to Customs. Such participants must fill in the *Luggage and Articles Declaration Form for Entering Passengers at the Customs of the People's Republic of China* (available on site), and submit the form to Customs.
- The **green** channel (i.e. NOTHING TO DECLARE channel) indicates that there is nothing to declare to the Customs, but all arriving participants must agree to accept customs inspection (if applicable) during the customs clearance process.

The delegations may then leave the airport. If they are to transfer for a domestic connecting flight, follow the Domestic Transfer directions to check-in, go pass Security Check, and wait for boarding.

Warning: According to an order of Civil Aviation Administration of China (CAAC), Power bank and lithium battery are not allowed in checked baggage, but are allowed in carry-on baggage with the following conditions (lithium battery for electric wheelchairs is otherwise provided):

1. With complete and clear label and rated energy no more than 100Wh;
2. Battery with rated energy more than 100Wh and no more than 160Wh (must be approved by the airlines. Each traveler can carry no more than two such batteries.)

In case of problem, or if the delegations have any question about the entry formalities, please contact ISLSOC at once at +86-25-83282333.

Arrival Services

Nanjing Lukou International Airport (NKG, 南京禄口国际机场) is the Official Port of Entry & Exit of ISLS 2017. It is highly recommended that all delegations of ISLS 2017 enter China through the Official Port of Entry & Exit. ISLSOC staff and volunteers will be at the port for service.

The delegations may also, if they must, enter China through Beijing Capital International Airport (PEK, 北京首都国际机场) or Shanghai Pudong International Airport (PVG, 上海浦东国际机场). Such delegations are required to arrange their own travel details between the arrival city and Nanjing. CRH High-Speed Train is recommended. Those delegations who enter China through PEK may also take a transfer flight to NKG. Should the delegations have any question about travel arrangement, please contact ISLSOC at +86-25-83282333.

Nanjing Railway Station (铁路南京站) and Nanjing South Railway Station (铁路南京南站) are the Official Reception Points of ISLS 2017 for delegations. ISLSOC staff and volunteers will be at these two stations for service.

Based on the arrival information provided by delegations in advance, on 20 March, ISLSOC Arrival & Departure (A&D) Working Group will provide delegations with arrival reception and transportation services at NKG and the railway stations.

Please note that the delegations are urged to send their travel details to ISLSOC as soon as possible once they have their travel plans settled.



Departure Services

Nanjing Lukou International Airport (NKG, 南京禄口国际机场) is the Official Port of Entry & Exit of ISLS 2017. It is highly recommended by ISLSOC that all delegations start their return journey from the Official Port of Entry & Exit.

Besides, Nanjing Railway Station and Nanjing South Railway Station are also the Official Exit Ports of ISLS 2017.

Based on the departure information provided by delegations in advance, from 27 to 29 March, ISLSOC A&D Working Group will help delegations with transportation services to Nanjing Lukou International Airport, Nanjing Railway Station and Nanjing South Railway Station.

The delegations are required to arrange their own travel details afterwards if they are not to exit China through Nanjing Lukou International Airport. CRH High-Speed Train is recommended if they will depart from Shanghai Pudong International Airport (PVG) or Beijing Capital International Airport (PEK).

Should the delegations have any other question about the arrangement, please contact ISLSOC at +86-25-83282333.

Please note that the delegations are urged to send their travel details to ISLSOC as soon as possible once they have their travel plans settled.

It is generally suggested that delegations arrive at the departure airport at least 3 hours before EDT for international flights, and at least 2 hours for domestic flights.

See [Appendix 1](#) for Traffic Reference.



Exit Border Inspection & Customs

According to the *Exit and Entry Administration Law of the People's Republic of China*, personnel that exit or enter China shall be subject to exit/entry border inspection.

Again, Power Bank and lithium battery are not allowed in checked baggage.

After the delegations have checked-in and attained their boarding pass, the delegations shall first pass the Inspection and Quarantine. Participants with symptoms such as fever, vomiting, coughing, dyspnea and diarrhea should make an oral declaration to the quarantine officers at the travelers' Inspection and Quarantine passage.

The delegations shall next complete customs formalities. Participants are again to take the Red or Green channel depending on what they carry.

The delegations shall then complete the Border Inspection formalities. To facilitate the border inspection process, it is recommended that all participants take out beforehand their passports (turned to the China Visa page) and *Foreigners' Exit Card* (or other relevant name). They shall be submitted to the Border Inspector for examination.

The delegations have now completed the exiting formalities. They may now go pass Security Check and wait for boarding.

In case of problem, the delegations shall contact ISLSOC at once for help at +86-25-83282333 (Working Hours: 8:00-16:30 UTC+8), or ISLSOC Emergency Hotline at +86 139-5178-3520 (Ms. Jennifer KONG).



Appendix 1: Traffic reference

From	To	Transportation	Approx. Time	Fare
Nanjing Foreign Language School	Nanjing Lukou Int'l Airport (NKG)	School Bus	45 mins	--
Nanjing Foreign Language School	Nanjing Railway Station	School Bus	20 mins	--
Nanjing Foreign Language School	Nanjing South Railway Station	School Bus	30 mins	--
Nanjing South Railway Station	Beijing South Railway Station	Railway (CRH)	4 or 5 hrs	CNY 443.50
Beijing South Railway Station	Beijing Capital Int'l Airport (PEK)	Airport Shuttle	≥ 1 hr	CNY 24.00
Nanjing Railway Station Nanjing South Railway Station	Shanghai Hongqiao Railway Station	Railway (CRH)	1 or 2 hrs	Range: CNY 89.50 to 144.50
Shanghai Hongqiao Railway Station	Shanghai Pudong Int'l Airport (PVG)	Metro Line 2	1.5 hr	CNY 8.00
		Airport Bus	2 hrs	CNY 30.00

- Airport Shuttles in Beijing depart every 30 minutes when fully seated.
- Airport Buses in Shanghai depart every 15 or 20 minutes.
- For reference only.

Appendix 2: Emergency Contacts

Safety should always be the first concern of all delegations. However, in case of emergency, please contact the following numbers at once:

Police: 110

Traffic Police: 122

Fire Services: 119

Medical Support: 120

Foreign Affairs Office of Nanjing Foreign Language School (ISLSOC):

+86-25-83282333 (Working hours: 8:00-16:30)

ISLSOC Emergency Hotlines (24h):

+86 139-5178-3520 (Ms. Jennifer KONG)

+86 134-5192-2662 (Mr. Felix HOU)

Consular Services Hotlines (ONLY IN CASE OF EMERGENCY):

Consulate General of the United States of America in Shanghai: +86-21-32174650

Generalkonsulat der Bundesrepublik Deutschland in Shanghai: +86-21-60326500

Consulaat-Generaal van Koninkrijk België in Shanghai: +86 139-0165-6117

Consulaat-Generaal van Koninkrijk der Nederlanden in Shanghai: +86-21-22087288

Consulat général de République Française à Shanghai: +86-21-61352032, +86 136-0160-7871

Consulate General of Republic of Ireland in Shanghai: +86-21-60101360, +353 (1) 408-2000

Consulate General of Republic of South Africa in Shanghai: +86 138-1786-2180

Embaixada da República de Moçambique na República Popular da China: +86-10-65323664

