

## Application Process:

*Congratulations* on completing the interview process.

You've been accepted onto our internship program in *China!*

We are so excited that you've shown an interest in our internship programs in China and we'd be more than happy to have you on the team. You're only a couple of months away from experiencing all the beauty and wonder that China has to offer and we will be with you every step of the way. Before you can enter China however, there are a few things that we must take care of:

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### Step 1 - Intro and Teaching Video

All that is required of you at this stage is to record the following two videos:

1. A short introduction video, 1-2 minutes in length, detailing your hobbies, likes and dislikes, education background, teaching experience and anything else you'd like to mention. ***This is a requirement.***
2. A short 3-5 minute video of your class or a staged demonstration. We are just looking at the way you teach and your attitude in the class and with the children as well as how you structure a class and what games and activities you perform with the children. ***This is helpful to speed up the placement process.***

Head to [www.edcentricteaching.com/first-steps-to-china](http://www.edcentricteaching.com/first-steps-to-china) for assistance with these videos.

Please mail all videos to us directly at [applicationprocess@edcentricteaching.com](mailto:applicationprocess@edcentricteaching.com)

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### Step 2 - University Degree

You probably already have your degree certificate original copy on you. By itself it won't help much. You will need to get it translated, certified and authenticated. What do these words mean exactly?

1. Chinese Translation

- We will need both of these documents translated into Chinese by a translation company. Unfortunately getting your friend who speaks fantastic Chinese to translate them for you won't quite be enough.

## 2. Notarisation

- A Notary is an internationally recognised, independent and regulated lawyer and they will have to sign and put their seal on a document in order to prove its legitimacy.

## 3. Embassy Authentication

- Requires the Chinese embassy to confirm that this document is also real. They may attach something to the back of the document stating such.

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## Step 3 - Criminal Record Check

Now we will need to look at getting your criminal record check. This just needs to be a basic background check that shows you have no criminal record. It is usually applied for from a government agency or police station and there may be a cost involved.

It will need to go through the same steps as the degree. That is, the Chinese translation, notarisation and finally Chinese embassy authentication.

***Please remember that your Criminal Record Check has a 3-6 month validity period!***

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## Step 4 - Email Documents

The full list of documents you will need to email us are as follows:

1. University Degree with Chinese translation, notarisation and authentication by the Chinese embassy
2. Criminal Record Check with Chinese translation, notarisation and authentication by the Chinese embassy
3. Previous work experience. This just needs to be a Word document outlining all your prior work experience since your graduation from university. Please list:
  1. Start Date and End Date
  2. Job Role and Basic Job Details
4. Passport Style Photo 3.5 cm by 4.5 cm
  1. One Electronic Copy
5. One colour copy of your passport information page

Please send scanned copies to us at [applicationprocess@edcentricteaching.com](mailto:applicationprocess@edcentricteaching.com)

***Please ensure that when you come to China you bring ALL original documents with you. Failure to do so may result in you having to return home.***

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## Step 5 - The Preparation Stage

Once we have all your documents we will apply for the necessary documents to allow you entrance to China. This should normally take about 2-3 weeks depending. For this period of time all you can really do is wait.

You can use the time however to make preparations, however we do not recommend you purchase your flight over until after you have received your visa. We suggest taking a short look at the list below for things you may wish to prepare during this time, including what to pack.

When the time is ready we will inform you to go back to the embassy to collect your visa.

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## Step 6 - The Flight to China and Beyond

Now that you have your visa to China you can go ahead and purchase your flight ticket. We will give you suggestions and advice on good airlines to travel with as well as what dates we would recommend you coming over on.

Once you set foot in China there will be someone to meet you and take you to your new residence for the next year. There are still many things to do after your arrival such as completing the medical check, extending your visa for a year and also registering you with the local authorities however we will deal with that once you've arrived.

*End*