

Application Process:

Congratulations on completing the interview process.

We are so excited that you've shown an interest in teaching English in China. We are sure that you'll enjoy every minute of your stay in this fantastic country, making new friends and creating new experiences along the way.

Before you can enter China however, there are a few things that we must take care of. We have outlined them below:

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 for assistance with these videos.

Please mail all videos to us directly at applicationprocess@edcentricteaching.com

Step 2 - Medical Check

In order to enter China, we need to apply for a visa for you. In order to do this we need to have a list of documents. The first of these documents we recommend you start work on is the Physical Examination Record. This can be done at your local hospital and it consists of the following documents:

1. Physical Examination Record Application Form (we provide) with doctor stamp
2. Original Electrocardiogram test and report

3. Original Chest X-ray report and plate
4. Original Laboratory test sheet for HIV, Hep B and Syphilis
5. Original Ultrasound for liver, spleen and kidneys with report and plate

Please remember that your medical documents have a 6 month validity period!

Step 3 - 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.

Step 4 - 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!

Step 5 - TEFL Certificate

Just an original scanned copy of your TEFL certificate is acceptable.

Step 5 - 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. TEFL Certificate Original Scan
4. 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
 2. End Date
 3. Job Role
 4. Basic Job Details
5. Reference letter from your most recent job/jobs (totalling a minimum of 2 years)
6. Physical Examination Record with:
 1. Original Electrocardiogram test and report
 2. Original Chest X-ray report and plate
 3. Original Laboratory test sheet for HIV, Hep B and Syphilis
 4. Original Ultrasound for liver, spleen and kidneys with report and plate
7. Passport Style Photo 3.5 cm by 4.5 cm
 1. One Electronic Copy
8. One colour copy of your passport information page

Please send scanned copies to us at 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.

Step 6 - 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.

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

Step 7 - 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 extending your visa for a year and also registering you with the local authorities however we will deal with that once you've arrived.

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