

Adventure Teaching's Visa Process Checklist

China: Z visa

ADVENTURE
TEACHING INC

Let's Get Started!

- ☛ Remember that gathering the visa documents in a timely manner is your responsibility as an applicant of Adventure Teaching. Save yourself and us time, frustration, and finances by working through the process diligently and carefully.
- ☛ It is important to check the website of your nearest Chinese Consulate often for visa updates, working hours, and fees. **Always call the Consulate before sending any paperwork!**

Direct visa questions to the AT Staff:	
North America Office	Email: mindy@adventureteaching.com Phone: 1-866-473-4544 (Toll Free, PST) Skype: contact.adventureteaching
Asia Office	Email: dokhoon@adventureteaching.com Phone: +82-70-7618-0242 (Korea) Skype: adventure.teaching
Nearest Consulate Information (be sure to check jurisdiction)	
My Consulate	
Phone Number	
Address	
Website	

Important notes when sending documents:

- ☐ **Always get a tracking number for your packages**
- ☐ **Never** send your documents **internationally** through the National Postal Service. Use a reputable courier like FedEx, DHL, or UPS. Using the normal post service can potentially cause severe delays and lost documents.

NOTES AND UPDATES:

THE BIG PICTURE

We're thrilled to have you on board. Now that you've completed the AT Admissions process, let's start with an overview of where we go from here.

Red Documents:



Resume

Cover Letter (Addressed generically "To Whom it May Concern") – clearly outlining your motivation for teaching in China + any/all past experience with children

A **professional picture** of yourself – your picture is, in many ways, your first impression to your future employer in China. Our advice? Put on a nice shirt (collared shirt for men, nothing too low-cut for women), stand in front of a neutral background (a white wall, for example), and give a nice smile for the camera. All we need is something from the shoulders up - a basic headshot.

Letter of Recommendation (current/former employer is best)

Photocopy of the **Information Page of your Passport**

Criminal Record Check (CRC) – Please wait to apply for a CRC until later in the process, after you sign a contract with a school in China.

Photocopy of your **Bachelor's Diploma**

Health Exam from a physician – Please wait to conduct the Health Exam until later in the process, after you sign a contract with a school in China. Our Visa Process Expert will send you the generic Health Form for you to keep on file.

A completed **TEFL Certificate** (40 hour minimum)



Please send your **Resume, Cover Letter, and Picture** as soon as possible. We **will not** be able to submit you for open jobs until you email those 3 things.



Placement Coordinator submits you for job openings

Our methods can be a bit different than other recruiters. In a nutshell, it's not our practice to just throw a bunch of random schools at our teachers, like most recruiters do. Our placement coordinators try and do as much filtering work as possible beforehand, so that you're not just getting thrown random interviews and random contracts. So rest assured, when we extend an interview offer, it's most likely a school we've had in mind for you specifically. It is always our hope that a contract offer will be quick to follow the interview, as that particular school is usually one of our top 3 choices for you.



Interview with School Director

After a school expresses interest in you, we will send you detailed school information. Your placement coordinator will arrange a Skype interview between you and the director. Don't worry, we'll make sure you're all prepped for it!



Contract offer

This usually happens very quickly. Chinese directors know what they're looking for, and if you fit the job, they'll likely offer you a position immediately. Employers rarely wait more than 4-5 days for a teacher to make a decision, so get excited for a quick turnaround! Read the [info pack](#) "Hurry up and Wait" for more details.

It usually takes about 30-40 days to complete the visa process **after** you have gathered all your **red** documents and signed a contract with a school. If the process is rushed, things can potentially be completed a few days faster; but it is always best if you can have your documents gathered ahead of time to save yourself, Adventure Teaching, and your school unnecessary stress. **Priority is given to applicants who diligently complete the process.**

The following chart lets you know when you will need to have all of the required documents ready to send to China, to be eligible for a specific start date.

If you're available to depart for China starting in:	Ideal application submission via AT website:	Must have Red Documents* ready by:
January	November	December 10th
February	December	January 15th
March	January	February 15th
April	February	March 15th
May	March	April 15th
June	April	May 15th
July	May	June 15th
August	June	July 15th
September	July	August 15th
October	August	September 15th
November	September	October 15th
December	October	November 15th

* **Red documents include:** resume, scanned copy of passport, health exam from a registered physician, letter of recommendation, criminal record check from a local police station, and Bachelors degree

Date I should have my required red documents ready to send: _____

The documents that typically take the most time and effort to prepare are:

1. Your passport (should be valid for at least 6 months **beyond** your proposed arrival date in China)
2. Your diploma (unless you have the original on hand)
3. Your completed 40-hour TEFL certificate
4. Your health check (again, please wait to arrange this until after you sign a contract)

And if you don't read anything else, read this: Chinese Consulates frequently change their visa processes. It is **your responsibility** to call the Consulate in your jurisdiction to ensure that you have the proper documents, the correct amount of money, the accepted method of payment (money order, cash, etc), and the accepted mailing method (FedEx, national postal service, etc). Call your Consulate **before** sending your visa application!

A CLOSER LOOK

Gather the Required Documents (3-6 weeks).

<input checked="" type="checkbox"/>	RED documents – work diligently to gather these documents!	
<input type="checkbox"/>	Resume, Cover Letter, Picture	Email these to your placement coordinator ASAP
<input type="checkbox"/>	Letters of Recommendation	Chinese immigration wants Letters that clearly outline any/all formal teaching experience
<input type="checkbox"/>	1 photocopy of your diploma	Please email the JPEG file to your placement coordinator
<input type="checkbox"/>	1 <u>original</u> Criminal Record Check (CRC)	Please wait until you've signed a contract with a school in China.
<input type="checkbox"/>	1 CLEAR photo copy of the information page of your passport	The page with your picture, personal info, etc.
<input type="checkbox"/>	Completed Health Form Must be completed and signed by a practicing physician.	Your placement coordinator will email the form to you, but please wait until you've signed a contract with a school in China to conduct the exam.
<input type="checkbox"/>	TEFL Certificate	You will need to complete a 40-hr TEFL course, which is a visa requirement mandated by Chinese immigration

RIGHT NOW: Your **Resume, Cover Letter, and Picture** will be sent to school directors in China (and Letter of Recommendation, if you have one readily available). **Email these to your placement coordinator ASAP!**

AFTER your Placement Coordinator has received those documents, they will **submit you for job openings:**

- You interview with a School Director**
- You receive a job offer, and sign the contract**
- Your school will mail you a Letter of Invitation.**
 1. **First step** – your school submits your **RED DOCUMENTS** to Chinese immigration
 - ✓ RED Documents: signed contract, resume, Letter of Recommendation, Diploma photocopy, passport photocopy, TEFL Certificate photocopy, health form photocopy, and CRC photocopy
 2. **Second step** – wait time for the Letter of Invitation is usually 3-5 weeks
 - ✓ **Please gather your BLUE DOCUMENTS and have them ready to go!**
 3. **Third step** – you will receive the Invitation Letter at your home address
- You submit your Blue documents to the Chinese consulate, and receive your Z visa!**

CRIMINAL RECORD CHECK (CRC) instructions

After you sign a contract with a school, please clarify with that school the KIND of background check you need. Different provincial offices of immigration in China have different rules, so your school will tell you what type of check you need. After you receive confirmation, here are a few resources that might help you get what you need:

- A local police station
- An online company (please select the state-wide check)
 - [Infocubic](#) - pricing varies state to state
 - [Criminal Watchdog](#) - \$12.95 per check

TEFL COURSE instructions

Chinese immigration requires all Z visa applicants to be TEFL/TESOL certified. The good news is that you will only need a 40 hour certificate. Any company/course will do, so start researching your options now!

HEALTH FORM instructions

Chinese immigration also requires proof that you are healthy. All you'll need is a basic physical/check up with a General Practitioner or Family Doctor. Your school will have the health exam form acceptable to Chinese immigration, so you will have to wait to schedule a visit to the doctor until after you sign a contract. If you don't currently have a family doctor, start working on finding one!

***NOTE:** the following instructions will not happen until **AFTER** you've signed a contract with a school in China. **Your priority right now?** Get your resume, cover letter, and professional picture to your placement coordinator.

<input checked="" type="checkbox"/>	BLUE documents will be submitted to your nearest Chinese Consulate in your home country AFTER you sign a contract with a school in China.	
<input type="checkbox"/>	Your Passport	The Chinese consulate will place the Work Visa in your passport. You will need 2 free pages in your passport for the visa.
<input type="checkbox"/>	1 CLEAR photo copy of the information page of your passport	The page with your picture, personal info, etc.
<input type="checkbox"/>	Completed Q1 Visa Application	See instructions below.
<input type="checkbox"/>	1 Official Passport Photo Note: These photos do not need to match the photo on your passport.	Passport Photos (2 x 2 inch / 3.5 by 4.5 cm) We recommend getting 2 new passport photos (you'll need 1 more after you arrive)
<input type="checkbox"/>	Letter of Invitation	See instructions below.
<input type="checkbox"/>	Your Resume	
<input type="checkbox"/>	Money for Visa Fee	Check your Consulate's webpage for exact payment amount and preferred payment type

LETTER OF INVITATION

The Letter of Invitation from your school must include the following. Please double check the Letter when it arrives in the mail:

- ✓ The teacher's name, gender, nationality, date of birth and passport number
- ✓ Purpose of visit (teaching)
- ✓ What city and province the teacher plans to visit
- ✓ Dates of entrance and exit from China
- ✓ Specific validity of visa being requested (single, double, multiple entries, 3 month, 6 month, etc)
- ✓ Information about the relationship between the Employer and Teacher
- ✓ Who will provide financial support in China for the duration of teacher's stay
- ✓ Full name of the company in China which invited teacher
- ✓ Full name, job title, address, phone and fax numbers of the contact at company (in China)
- ✓ Signature of the inviting contact (in China) and company stamp

The Letter does not need to be the original letter, but it does need to be on the school's letterhead.

VISA APPLICATION FORM INSTRUCTIONS

The Visa Application is turned in with the rest of the **blue** documents to the Chinese Consulate during the second half of the process, in other words, after you sign a contract with a school. A few tips:

- ✓ Handwritten forms are not accepted. Please type your answers onto the form on your computer, and print it once you are finished.
- ✓ The form must be typed in CAPITAL LETTERS only!
- ✓ Do not leave any question blank. Every question must be answered – if the question does not apply to you, simply write **N/A**
- ✓ Change or correction is not allowed on the printed form. If you need to correct a mistake, edit on your computer and print out a new form.
- ✓ Your signature should be the only thing that is hand written on the entire form.

Some of the questions can be a bit confusing. Please use the chart listed below for clarification:

Box #	Question	Instructions
1.2 + 1.3	Name in Chinese? + Other names?	Write "N/A"
1.9	Local ID/Citizenship #	Your passport number
1.10	Passport Type	Ordinary
2.1	Major Purpose of Visit	Work
2.2	Intended # of entries	Your Letter of Invitation will specify the number of entries. Please check the same number of entries as listed on your Letter of Invitation.
2.4	Date of Entry	Will be written on your Letter of Invitation
2.4	Longest stay in China	Will be written on your Letter of Invitation
2.6	Itinerary in China	List Date of Entry (same as 2.4) and School Address in Column one, leave the rest blank.
2.7	Who will pay for your travel and expenses?	Write "Me"
2.8	Personal Information of Inviter	Get the information about your employer from your placement coordinator. Relationship with application: Employer.
Picture	DO NOT STAPLE YOUR PASSPORT PICTURE ON PAGE 1	Attach your passport picture to the form with a paper clip

TEMPORARY RESIDENCE PERMIT

Within the first month of your arrival, you and your employer will apply for a **Temporary Residence Permit**. Your Z visa will likely be a short term visa (1 entry, valid for 3 months), and you will not be eligible to leave China until you have your Temporary Residence permit.

Your school will take the lead on helping you arrange this, so don't sweat the details. This is simply meant to give you an overview of what to expect during your first few weeks in China:

- ✓ Your school will take you to register with local police station (don't forget your passport!)
- ✓ You'll also have a medical exam at a local health center
 - It's a basic physical exam
 - You will likely be responsible to pay for the exam (~400 RMB)
- ✓ You will interview with local PSB office (Public Security Bureau). Don't forget to bring:
 - Your passport
 - The printout from the police station
 - Medical exam results
 - Documentation from your employer
 - Fee for permit

Again – your school will be leading you through this process, as they've done it many times before. Do not plan on traveling outside Mainland China until your Permit arrives! It usually takes 2-3 weeks.