



WORK & TRAVEL USA

# INSTRUCTIONS AND DEADLINES

CIEE Asia Road Show – 2019

There are six items required for Road Show participation. Because of travel booking deadlines, please send all documents on or before the dates indicated below. Fees may be imposed for late registration.

**Please email all electronic documents to the CIEE Work Exchange Events Team - [WEXevents@ciee.org](mailto:WEXevents@ciee.org).**

## DOCUMENTS DUE

Employer Profile:

OCTOBER 17

Hiring Service Agreement:

OCTOBER 17

Employer Website:

OCTOBER 22

Attendee Registration:

DECEMBER 6

Visa Application:

DECEMBER 6

Employer Participation Agreement:

ONE WEEK PRIOR TO DEPARTURE

### 1. Employer Profiles

#### (Complete in CIEE Navigator)

If you have not completed an Employer Profile with CIEE previously, please complete Seasonal and Job Profiles in CIEE Navigator as instructed by your International Recruitment Consultant. If you have previously created profiles, your Consultant will contact you to make any revisions needed for this specific event by **October 17**.

### 2. Hiring Service Agreement

#### (Return by mail, or scan and email)

One of these forms is required per company. Please return this form to us by **October 17**. Please note that unless you prefer to sign each Job Offer Form by hand (three per student), your signature will be pre-printed to be rendered to job offers at the event.

### 3. Employer Websites

#### (Contact your International Recruitment Consultant by phone or e-mail)

CIEE will create a special website to market your company and jobs in your chosen countries. Talk to your International Recruitment Consultant about features and benefits that make your jobs appealing to candidates. Please provide this information to your International Recruitment Consultant by **October 22**.

### 4. Attendee Registration

#### (Submit form online at the event website)

The information you enter helps us to understand your travel needs. Please complete and submit your online registration by **December 6**.

Please be sure to include an address where we can FedEx your passport. A signature will be required for delivery, so P.O. boxes cannot be used. Please also note that you must enter your name as shown on your passport.

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## 5. Visa Application for China (Return by mail)

We will obtain visas for all U.S. and Canadian citizens attending the hiring event in Beijing. If you travel with a different passport, please contact us at [WEXevents@cieee.org](mailto:WEXevents@cieee.org) and we will provide you with the appropriate instructions.

The following documents will be required for each visa application by **December 6**.

1. 2 Visa application forms (original, typed, single sided and wet-signed).
2. Adigital color passport photo 2" x 2" (photo must be front view on white background) submitted electronically.
3. Your passport - with at least one blank visa page. Please note that Amendment pages in the back of the passport are not suitable for Chinese visa stamps. Passport must be valid for six months after your return home.
4. Proof of your current address (clear color copy of your driver's license or state ID). **The address listed on your ID must match the address on the Chinese visa application form.**

## 6. Employer Participation Agreement (Return by mail, or scan and email)

CIEE will tailor an Employer Participation Agreement for each company attending Road Show. Your International Recruitment Consultant will provide an agreement for your company. When you receive it, please sign and return it to [WEXevents@cieee.org](mailto:WEXevents@cieee.org) one week prior to departure.

Because of marketing and planning for the trip, we ask that you send all of the paperwork requested to arrive on or before the deadlines listed above.

**Please email all electronic documents to the CIEE Work Exchange Events Team - [WEXevents@cieee.org](mailto:WEXevents@cieee.org).** Any completed forms may be mailed to:

### CIEE

Attention: Meg Diffley  
300 Fore Street, 5th Floor  
Portland, ME 04101