INSTRUCTIONS AND DEADLINES
CIEE Asia Road Show – 2020

There are several 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.

- **Host and Placement Profiles**  
  (Complete in CIEE Host Portal)  
  Please complete seasonal Host and Placement Profiles in the CIEE Host Portal, as instructed by your International Recruitment Consultant, by **October 17**. CIEE will create special sites within Beacon to market your company and positions in your chosen sending countries.

  - **Hiring Service Agreement**  
    (Signed in CIEE Host Portal)  
    One of these forms is required per company. Please complete this form in the CIEE Host Portal by **October 17**.

  - **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.

  - **Visa Applications for China**  
    (Return by mail – see reverse)  
    We will obtain visas for all U.S. and Canadian citizens attending the hiring events in China. If you travel with a different passport, please contact us at **WEXevents@ciee.org** and we will provide you with the appropriate instructions.

  - **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@ciee.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 listed deadlines.
The following documents will be required by December 6 for each visa application.

**China:**

When you register for the trip, the Travel and Events team will email you a list of questions and clear instructions about the following materials. Please be sure to follow them carefully as China has a strict application process.

1. One digital color passport photo, including the full frontal view of your head from shoulders up with your face centered in the middle and displaying a neutral (non-smiling expression), eyes open, ears visible, no background light or shadow over your face, absolutely no jewelry or eyeglasses nor headwear except for religious purposes; you should not wear any garment that blends with the photo background.

2. Your original, signed passport plus at least one photocopy of the information page. Passport must have at least two blank visa pages for Chinese visa and entry stamps. 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 date.

3. Proof of your residential 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.

4. If you have previously traveled to Turkey, Kazakhstan, or Pakistan, please let the Travel and Events team know as we will provide a form to fill out and sign. Dates must match all entry/exit stamps in the traveler’s passport and all trips mentioned on the visa application form.

5. If you have previously traveled to China, please provide a copy of your previous Chinese visa(s). If this is in an expired passport, please include the physical passport along with your current passport.

Please email all electronic documents to the CIEE Work Exchange Events Team - WEXevents@ciee.org or mail to: CIEE, Attention: Meg Diffley, 300 Fore Street, 5th Floor, Portland, ME 04101.