There are five 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 Agreement Form**  
  (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 **November 15**. 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 Russia**  
  (Return by mail – see reverse)  
  We will obtain visas for all U.S. and Canadian citizens attending the hiring events in Russia. 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.
INSTRUCTIONS AND DEADLINES
CIEE February Europe Road Show - 2020

The following documents will be required by December 6 for each visa application. Subject to change depending on holiday travel plans, a CIEE Travel and Events coordinator will contact you to establish a concrete deadline once you register.

RUSSIA

1) The Travel and Events team will email you a list of questions when you register for your trip. This will include clear instructions about the following materials, please be sure to follow them carefully as this is a strict visa process.

2) 1 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.

3) Your original, signed passport plus at least one photocopy of the information page. Passport must have at least two blank visa pages for Russian visa and entry stamps. Please note that Amendment and Endorsement pages in the back of the passport are not suitable for Russian visa stamps. **Passport must be valid for at least 3 years and six months after your return home.**

4) **May pertain to you:** If you were born in a state of the former Soviet Republic (including Ukraine), you must supply a copy of your Soviet or Ukrainian passport along with a letter stating when you immigrated to the U.S. Former Russian Nationals must provide a cover letter stating the date that you renounced your Russian citizenship. The consulate will not issue a visa to former Russian nationals who do not supply this cover letter.

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