



# INSTRUCTIONS AND DEADLINES

CIEE Southeast 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.

## DOCUMENTS DUE

- Employer Profile:  
AUGUST 10
- Hiring Service Agreement:  
AUGUST 10
- Employer Website:  
AUGUST 14
- Attendee Registration:  
AUGUST 16
- Visa Applications:  
AUGUST 23
- Employer Participation Agreement:  
ONE WEEK PRIOR TO DEPARTURE

- **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 **August 10**.

- **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 **August 10**. 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.

- **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 markets. 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 **August 14**.

- **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 **August 16**.

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 and Thailand  
(Return by mail)**

We will obtain visas for all U.S. and Canadian citizens attending the hiring events in China and Thailand. 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 by August 23** for each visa application.

(continued on reverse)



WORK & TRAVEL USA

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## Thailand:

1. 2 Visa application forms (original, single sided and wet-signed).
2. 2 color passport photos 2" x 2" (photo must be front view on white background) submitted electronically.
3. Your passport - with at least one blank visa page. 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 Thai visa application form.**
5. Depending on your jurisdiction, a copy of your bank statement showing sufficient funds to travel to Thailand.

## China:

1. 2 Visa application forms (original, typed, single sided and wet-signed).
2. 2 digital color passport photos 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.**

- **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 listed deadlines.

**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