



Paperwork

Please upload the following documents to your participant portal as soon as possible. Your placement cannot be secured until these are received.

Resume

Cover Letter

Copy of University Transcripts

Photo

Questionnaire Form

Copy of Passport

Application Fee

\$200 application fee must be received before your placement can be secured.

Passport

A valid passport is required for ALL international travel. Please check the expiration date on your passport. If it expires LESS THAN 6 MONTHS after the start of the trip, you will need to renew your passport. If you need to order or renew your passport and you are a US citizen, you can do so here: <http://travel.state.gov/content/travel/english.html> If you are a citizen of any other country, please check with the State Department in your country for details on how to order or renew a passport.

Visa

You will be required to get a F BUSINESS visa to China in advance. Chinese visas must be obtained through a third party visa agency, or directly in person at a Chinese Embassy. This process may take as long as 4 weeks. Make sure you allow plenty of time for this step. ELI will provide you with a letter of invitation once your placement is secured. For questions or recommendations about the visa process please email info@eliabroad.org.

Medical Insurance

All participants are required to carry travel medical insurance for the entire duration of their program. This insurance needs to primarily cover major catastrophe events. Standard doctor visits and other minor medical concerns are easier paid out of pocket in most countries. Check with any current medical insurance you may have to see if you can there is a possible travel addendum you can purchase for your trip. If not, travel insurance can be purchased separately relatively inexpensively. For more information on travel medical insurance options please see our resource page here: www.eliabroad.org/travel-insurance.

Vaccinations

There are no required vaccinations for entrance into China. There are, however, recommended vaccinations that all participants should consider. We HIGHLY recommend making an appointment to see a doctor who specializes in travel medicine in order to determine which vaccinations are best for you. The US Center for Disease Control offers an excellent set of basic guidelines to look at: <http://wwwnc.cdc.gov/travel/destinations/china.htm>

Flights

Airfare can be the most expensive aspect of any trip abroad. You should begin looking at flights to China and comparing prices now. For information and suggestions on booking tickets, please see our resource page here: www.eliabroad.org/airfare. Once your airfare is booked please fill out your flight details on your portal. Please also email a full copy of your flight itinerary to info@eliabroad.org so we can make sure you get picked up from the airport. Participants doing their programs in Shanghai should fly into the Shanghai Pudong International Airport.

**Please do not book your flight until your placement is confirmed.*

Program Fee

Due 30 days before the start of your program.

This checklist is for your convenience only. Any recommendations or requests from a program specialist that differ should be considered priority over this list.