

HOW TO REGISTER FOR TEACH IN CHINA



REGISTERING IS SIMPLE! Just follow the steps below.

STEP 1 ❖ Read the Teach in China at a Glance on our website to ensure you meet all the requirements for the SWAP Teach in China program.

STEP 2 ❖ Read the Terms and Conditions attached to the SWAP Teach in China Registration Form.

STEP 3 ❖ Print out and carefully complete the SWAP Teach in China Registration Form and all supplementary documents. Don't forget to sign and date your registration form.

STEP 4 ❖ Take all of your SWAP Documents to your nearest Travel CUTS/Voyages Campus, Adventure Travel Company or Odyssey Travel office. Our travel counsellors are there to process your registration and contact SWAP to arrange your phone interview. See the Contact US page of our website for an office listing.

SWAP ELIGIBILITY & APPLICATION CHECKLIST

BEFORE REGISTERING, MAKE SURE YOU MEET THE FOLLOWING CRITERIA:

To be eligible for SWAP TEACH IN CHINA, you must be,

- A Canadian aged 20-65
- Fully fluent in English
- Hold a Bachelors Degree in any Major

TEACH IN CHINA REGISTRATION DOCUMENT CHECKLIST

- SWAP Teach in China Registration Form
- Personal Statement Essay
- Resume and 2 Letters of Recommendation
- Copies of all Diplomas and Certificates relevant to your education and training
- Photocopy of passport photo page
- 2 passport photos (You will require 2 additional photos more for your visa application and medical exam form, please retain these)
- \$500 Deposit on the Registration Fee

Please read the SWAP TEACH IN CHINA registration FAQ's and terms and conditions thoroughly. Make sure the registration form and Terms and Conditions are signed and dated.

FREQUENTLY ASKED QUESTIONS



Have a lingering question about living and working abroad with SWAP? Get the answer here , or on www.swap.ca.

WHERE DO I REGISTER?

SWAP has a Canada-wide network of travel shops for your convenience. Many of them are located right on your campus! There are over 55 locations to choose from (see the Contact Us page at www.swap.ca). If you live in an area that is not near one of our offices, you may mail your SWAP application to the office of your choice or call one of our Flightline offices.

IS IT DIFFICULT TO BE ACCEPTED ON SWAP TEACH IN CHINA?

Though the acceptance process for the SWAP Teach in China program is more involved than our regular programs, don't let that intimidate you! Acceptance is based on the successful completion and submission of the Teach in China Registration form and accompanying documents, the submission of your Personal Statement in essay form, and a phone interview with a representative from SWAP. You will be contacted to arrange a phone interview after SWAP receives your registration documents. We are looking for participants who are mature, independent, and are serious about teaching abroad.

WHAT DO I DO AFTER I HAVE BEEN ACCEPTED BY SWAP?

Shortly after the phone interview you will be notified whether your registration has been accepted. Once accepted, a Welcome pack will be sent directly to you via email. The Welcome Pack will include important information, as well as all of your visa forms. Read over all the information carefully so you know how to fill out your visa application forms, when to hand them in, and how to prepare for your trip etc. The next important step is to carefully complete the necessary visa and health forms and submit all documents listed on the checklist in your letter.

DO I HAVE TO COMPLETE A HEALTH EXAM?

Chinese government rules stipulate that all participants must complete a health exam in order to offer you a teaching placement, and we will not be able to process your visa until it has been completed. The exam form and instructions will be found in your Welcome Kit. Please do not make or attend an appointment with your doctor until you have your Welcome Kit and have read the form and instructions carefully. The *Physical Examination Record for Foreigner* form is the only acceptable form, not a standard doctor's letter.

HOW WILL MY TRAVEL OFFICE ASSIST ME?

The Travel CUTS/Voyages Campus, The Adventure Travel Company or Odyssey Travel office will help you coordinate your SWAP experience. The office will accept your registration, provide guidance through the application process and provide you with your Pre Departure/Final kit. Your travel counsellor will assist you with your flight booking, medical insurance, and any other matters pertaining to your trip abroad.

WHEN SHOULD I BOOK MY FLIGHT?

You should start thinking about booking your flight as soon as you have been accepted onto the SWAP Teach in China program, but your flight must be booked at the time you hand in your visa forms. As there will be only one orientation per start date, the sooner you book the more choice and flexibility you will have with your ticket.

Remember most bookings can be changed. It's better to make a reservation and then change it, than to try to book at a later date and not find a seat. Be sure to ask our travel counsellors about flight options.

CAN I TRAVEL BEFORE MY START DATE?

Visa restrictions do not allow you to travel in China prior to your orientation start date. You are expected to arrive into Shanghai a few days before your orientation. You are welcome to extend your travels through China after your work contract is completed.

CAN I PICK UP MY FINAL KIT AT ANOTHER TRAVEL CUTS/VOYAGES CAMPUS LOCATION IN CANADA?

Yes, absolutely. Just let the office you are dealing with know at which location you would like to collect your Final Kit.

I'VE READ THROUGH THIS REGISTRATION PACK, BUT I STILL HAVE SOME QUESTIONS, WHAT SHOULD I DO?

If you would like more information about SWAP, please contact one of our shops (see the Contact Us page at www.swap.ca) Our travel counsellors are SWAP and budget travel specialists. They can provide you with information about working abroad and with excellent budget travel advice. Visit our website, www.swap.ca, for more details about SWAP Talks and more FAQ's.



SECTION ONE

Choose your duration:

- 1 Semester – 5 months
 2 Semesters – 10 months

Choose your departure:

- February 2009
 August 2009

Placement Requests: We will try but cannot guarantee to fulfill placement requests.

Preferred Location: City Town Rural

Type of Institution (number in order of preference)

- ___ Elementary School ___ Middle School
 ___ High School ___ College/University

SECTION TWO

Please complete in ink using block letters. It is very important that the information written on this page is correctly spelled and accurate. It is important that your name matches the name written in your passport (do not use any nicknames). Please also verify that you have not reversed the day and month of your date of birth.

MS MR

LAST NAME _____

FIRST NAME _____

MIDDLE NAME _____

PERMANENT ADDRESS _____

STREET _____

CITY _____ PROV _____ PC _____

TELEPHONE () _____

CELL () _____

FAX () _____

EMAIL (required) _____

MAILING ADDRESS (PO Boxes are not permitted.)

STREET _____

CITY _____ PROV _____ PC _____

TELEPHONE () _____ VALID UNTIL _____

EMERGENCY CONTACT _____

NAME _____

RELATIONSHIP TO YOU _____

TELEPHONE () _____

CELL () _____

FAX () _____

EMAIL () _____

YOUR DATE OF BIRTH DAY ____ MONTH ____ YEAR ____

GENDER MALE FEMALE

CITY OF BIRTH _____

(as written in your passport)

COUNTRY OF BIRTH _____

(as written in your passport)

DO YOU HOLD A VALID PASSPORT? YES NO

(if NO, please apply for one immediately. You may still register for SWAP at this time, however, we'll require your passport to process your work visa. If YES, please ensure that your passport is signed and is valid for at least one year.)

TITLE

- SINGLE MARRIED DIVORCED

HAVE YOU EVER BEEN ARRESTED/CONVICTED OF AN OFFENCE OR CRIME?

- YES NO

If you have answered YES this questions, do not book a flight as your visa may be delayed.

SECTION THREE

EDUCATIONAL INFORMATION

A) Higher Education Institutions Attended

Name of Institution

1) _____

2) _____

3) _____

Dates Attended

1) _____

2) _____

3) _____

Degree/Classification & Date Earned/Expected

1) _____

2) _____

3) _____

Specialization

1) _____

2) _____

3) _____

B) Teaching qualifications (if any)

Qualified to teach grade level _____ TEFL/TESL level achieved.

Details (awarding body, date and grade attained)

Submit Copies of all relevant diplomas and certificates for sections A and B above



I understand and agree that this Agreement shall constitute a binding agreement between the undersigned and SWAP. SWAP is defined to include Travel CUTS, Voyages Campus, Adventure Travel Company, Odyssey Travel, the Canadian Federation of Students (CFS) and CIEE and all of its affiliates.

1. The participant must have a valid Canadian passport, and must be a Canadian citizen. The participant must further meet all other eligibility criteria listed on SWAP's website at www.swap.ca. These criteria are the requirements of the host governments and there are no exceptions.

2. All round trip transportation must be purchased from Travel CUTS/Voyages Campus. The participant may be exempt from this policy if they are related to airline staff who qualify for free or greatly reduced flights.

3. I understand that I am solely responsible for any and all expenses and costs incurred by me before, during and after the program. Under no circumstances will SWAP be responsible for any of the participant's expenses incurred in preparing for the program. Said expenses include, but are not limited to, air tickets, equipment, passport fees, medical expenses, or any other expense incurred by the participant in preparation for the program.

4. The participant must allow SWAP to represent the visa application to the appropriate foreign government on behalf of the participant. The participant furthermore agrees not to interfere with this process in any way.

5. If SWAP secures a visa for a participant and the participant withdraws or is dismissed from the program before departure or during the program, the participant may not use the visa to enter or remain in the program country.

6. SWAP reserves the right to reject any application. In such cases, notification will be made in writing and the participant will be refunded for the registration fee minus a \$100 administrative fee.

7. SWAP reserves the right to dismiss any person as a participant in the program at any time during the program for any reason whatsoever without liability for refund of payment.

8. I understand that travel in other nations is not similar to travel within Canada. Travel outside of Canada can involve inconvenience and risk, including, but not limited to forces of nature, geographic and climatic conditions, different hygienic standards, infrastructure problems (including but not limited to road maintenance, transportation delays and accommodation conditions), civil unrest, political stability and terrorism. Medical services or facilities may not be readily available during all or part of a program and, if available, may not be equal to standards in participants home country. I assume all risk of bodily injury, death, emotional trauma, property damage, inconvenience and/or loss resulting from negligence or any other acts of any and all persons or entities. However caused, including, but not limited to, those risks mentioned above. It is my intention fully to assume all of the risks of travel and participation in the SWAP Teach in China program and to release SWAP from any and all liabilities.

9. You are screened based on your maturity and independence. All dealings with regards to your application will be made between you and the Travel CUTS/Voyages Campus agent. Information will not be divulged to third parties, including friends and/or family members.

10. SWAP/CIEE will do all their best to arrange a suitable placement on the participant's behalf. Placements will depend on the participant's skill and experience and the type of vacancies available at the time of the proposed trip. Placements will vary and placements may be subject to change.

11. I understand that it is my responsibility to discuss my trip with my family doctor and to make the necessary arrangements for appropriate inoculations prior to travel. I will be responsible for covering the cost of all immunizations.

12. Medical Insurance in addition to your provincial health insurance plan is mandatory for the SWAP Teach in China program. You are expected to have Bon Voyage insurance coverage for the full duration of your travels. If you are otherwise adequately covered, you may be waived from this requirement as long as proof of medical coverage is demonstrated and it meets the proposed insurance requirements. Participants who let their coverage lapse while overseas waive SWAP of any responsibility, financial and/or otherwise.

13. I certify that I do not have any physical or mental condition which will create a danger or hazard for me, other participants or hosts in the program.

14. I understand that I am obligated to comply with local laws and customs while travelling abroad. Many such local laws and customs may be substantially different from those in my home country. I agree to conduct myself in a manner that will support mutually beneficial interaction with other participants and hosts. I understand that conduct considered unacceptable to SWAP includes, but is not limited to, excessive use of alcoholic beverages, loud and or abusive behaviour toward others, sexual harassment, criminal conduct of any kind, use of drugs other than prescribed drugs for legal medicinal purposes and/or unwillingness to cooperate with hosts and program management. Such conduct may lead to dismissal of participant from the program. Dismissal of participant will not reduce the obligation of the undersigned for payment of the full program costs.

15. If by my acts or omissions I cause or threaten to cause damage of any kind whatsoever to third parties, I accept full responsibility. Further, in the event of such damage or loss, I agree to indemnify and hold SWAP harmless from any and all actions taken by third parties for said damages or loss.

16. Foreign governments may change regulations that may affect the program and this is beyond SWAP's control. In such circumstances, SWAP will do its utmost to update participants of any changes.

17. Changes to the program such as changes to the itinerary sequence, substitutions of or changes in excursions, activities, lectures, site visits and topics, are without liability on the part of SWAP.

18. Some visa issuing offices will not grant visas to individuals convicted of a criminal offence. Participants should consult their travel counsellor in these instances to see if they are eligible for this program and/or what additional documentation may be required.

19. Registration fees cover approximately 75% of the costs required to operate SWAP. The remaining costs are for program administration and are provided by Travel CUTS/Voyages Campus*. SWAP does not rely on funding from any level of government.

20. The Canadian Federation of Students (CFS) reserves the right to alter or terminate the program at any time. In the event of this unlikely occurrence, affected participants are entitled to an immediate refund of any or all monies paid for services not rendered.

21. SWAP is administered through the cooperation and permission of the national governments in the respective countries and operates on an exchange basis. Corresponding numbers of foreign students from receiving countries are eligible for employment in Canada, thereby eliminating any adverse effects on domestic employment opportunities.

*The Adventure Travel Company and Odyssey Travel are Travel CUTS/Voyages Campus offices.

I have carefully read and understand the conditions of the program. I agree to be bound by them and certify that all the statements I have made on this application form are true and made of my own free will. There should be no reason why I should be refused to enter China.

Signature: _____

Date: _____

Name of Participant: _____
(please print)