

# Your Personal Check-List to teach English in China

Currently you can ONLY teach English in China if you are a Native speaker from one of the following countries: USA, Canada, UK, Ireland, Australia, or New Zealand. We are able to hire from South Africa, but it will depend on your educational background.

If you are at least 22 years old (and not over 58) plus have a Bachelor's degree (in English or Education) this is what you need to do:

1. Current passport (from your country of birth) and it must have at least 6 months remaining and 2 blank pages for visas.

2. Passport size headshot with a white background.

3. Single-page resume (CV) no longer than 1 page.

Should contain:

- ☐ a. Contact Information
- ☐ b. Address
- ☐ c. Phone Number
- ☐ d. Email Address
- ☐ e. Skype Address
- ☐ f. List your education (BA or BS is required)
- ☐ g. TEFL or TESOL (120 hours minimum)
- ☐ h. Any other education past high school.
- ☐ i. List ONLY the last 3 jobs you have done that include teaching or training skills.

Once you have gathered all of the above documents then proceed to step 4:

4. Your Bachelor Degree (BA or BS) in English or Education. This will need to be notarized, apostilled, and finally stamped by the Chinese embassy closest to where you live.

5. Your TEFL or TESOL Certification, this will need to be notarized, apostilled, and finally stamped by the Chinese embassy closest to where you live.

6. A criminal background check from your local police, this too needs to be notarized, apostilled, and stamped by the Chinese embassy closest to where you live.

When you have completed items 4-6, you should plan your **first** trip to the local Chinese Embassy to get them stamped. (see photo)

7. Complete the Health Check form that the employer sends to you and have that notarized

8. A letter of recommendation from a prior employer. **If you have worked in China before you will need the release letter and letter of recommendation from your last employer in China. If you do not have that you will not be able to work in China until you obtain it from the last employer. You will also need a letter of recommendation from a prior employer outside of China.**