

**China Maple Leaf Educational Systems**

**Teacher Candidate Practicum Visa Application Requirements**

Maple Leaf welcomes teacher candidates from many Canadian and Australian Universities to serve a portion of their practicum at one of our schools in China. The visa application process is critical to being able to successfully be welcomed into China and should be completed well in advance of your planned travel. This is the sole responsibility of the teacher candidate. We are providing this document to help guide the process for all applicants.

**Complete the attached F Visa called VISA APPLICATION FORM – UPDATED.**

***PLEASE FILL THE FORM ELECTRONICALLY AND PRINT IT OUT FOR SIGNATURE***

Here are instructions to complete the visa application form.

* **1.9**:  driver’s licence number
* **1.10**：ordinary
  + **1.15**: student
  + **1.16:** College can be viewed as university
  + **1.17:** (school info)
  + **1.23:** all family members’ info (parents, siblings, etc.)
  + **2.1**: Non-business visit
  + **2.2**:**One entry** (The tourism visa will be ten-year multiple entries visa)
  + **2.3**: No
  + **2.5**: 20
  + **2.6**: please indicate the detailed itinerary. You can only write city name or hotel address in the address sector.
  + **2.8**: (leave it blank)

***The application must be made to the location nearest to applicant’s residence.***

Chinese consulates in Canada:

* Ottawa – apply in person
* Montreal – apply in person
* Calgary – apply in person or by mail. Mail not recommended because it takes longer to process
* Vancouver- apply in person
* Toronto-apply in person

Chinese consulates in Australia:

* Perth
* Melbourne
* Sydney
* Brisbane
* Adelaide

***Please bring with you the following documents when you apply for a tourist Visa:***

1. **Passport:** 
   * 1. You are reminded that your passport must not expire within six months of your intended date of travel from Canada to China.
     2. If your passport will expire during this term, a new passport must be acquired before applying for your Visa.
     3. Chinese Consulates-Vancouver request all applicants submit your old passport for visa application. If you don’t have your old passport or there is a gap of more than one week between the old and the new passport, a declaration letter is required (see attached sample called DECLARATION LETTER - Sample).
2. **Passport Photos:**
   * 1. Make sure you have followed the instructions on the attached file called VISA PHOTOS – NEW REQUIREMENTS. To ensure you are getting the right size and to avoid having to re-take your photo, going to get your pictures taken for the visa instead of doing this yourself is recommended.
3. **Travel itinerary**:
   * 1. Please bring your flight ticket info and hotel reservation voucher.
4. **Letter of Invitation:**
   * 1. Will be provided by Maple Leaf Educational Systems and sent to you via email.

Please go to the link listed below for complete detailed instructions on how to complete the Chinese Visa application.

<https://www.visaforchina.org/web/guidance/StepByStep_questions.action?visacenterCode=YVR&request_locale=en_US&site_alias=YVR_EN>

If you have any further questions or concerns, please contact Val Dick at [humanresources@mapleleafedu.com](mailto:humanresources@mapleleafedu.com) or Rita Huang at ritahuang@mapleleaf.net.cn