



# Au Pair in China Program Procedure

Many thanks for applying for the Mandarin School Au Pair in China Program! This program guide is meant to give you an overview of the following program steps:

- What will happen next?
- Who is my contact person?
- Which documents are needed?
- How long will it take?

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## Application Follow-Up



Before the matching process with your future host family can begin, you have to (not necessarily in the stated order)

- 1) complete and send back the „Manual Application“ as well as the „Alternative Program Options“ form.
- 2) hand in the required documents for the matching process:
  - a) 5 to 10 pictures of yourself - preferably together with children
  - b) an introduction letter to the host family
  - c) references proving your stated English language skills (sometimes not required)
- 3) schedule a Skype interview with your personal Mandarin School program coordinator.



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## Skype Interview with Mandarin School



During the Skype interview you will get to know your program coordinator personally. It is a great opportunity to clear out first questions you might have in mind.

Though your program coordinator will assess your English skills during your conversation, please take it easy! No one expects you to be perfect! :-)

Additionally, your program coordinator will remind you of the documents you might not have handed in, yet.

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## Matching with Your Future Host Family



After your program coordinator will have received all necessary documents, he or she will get in touch with our certified partner agencies in China. Here of course, your program coordinator will keep in mind your individual preferences as stated on your „Alternative Program Options“ form.

After getting a positive feedback, he or she will send you the profiles of interested host families. If you are also fond of a host family's profile we will arrange a first Skype interview between you, and you will get to know your Chinese personal advisor.

If you and the family like each other we will begin with the necessary preparations for your stay in China! :-)

The matching usually requires 2 to 4 weeks.

### **Do I have to accept a host family though I don't like them?**

No, of course you don't have to accept any host family you do not like. We will then just introduce another one to you.

### **Can I contact the host family on my own?**

Yes, of course! The better you get to know each other before your departure, the easier your first days at the host family will be.

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## Preparations before Your Departure



Before you can fly to China to live with your host family, you have to go through some formalities. These usually take 3 to 5 weeks (except the vaccinations). Don't worry, these are standard and your program coordinator will assist you on every step of the way! :-)

### 1) Signing the au pair contract

The au pair contract will define the ground rules of your stay with family, e.g. working hours or pocket money. In some cases, you might be asked to also sign a cooperation agreement with our certified partner agency. This is the case when many of your benefits will not be directly provided by the host family, but by our partner agency.

### 2) Handing in further required documents

To provide you with the necessary documents for your visa application, to register you for the Chinese classes and to apply for your insurance in China, you will have to provide:

- a) a copy of your passport data pages (please make sure that your passport is valid for the period of your stay and has at least 6 blank pages)
- b) a health certificate stating that you have no dangerous infectious diseases
- c) a clean criminal record

### 3) Applying for the visa

After everything in China is set, we will provide you with the necessary documents for your visa application and explain to you which visa to apply for.

### 4) Other Preparations

Before departing to China, you might want to check:

- a) Do you have a credit/debit card to access your home country's bank account?
- b) Do your vaccinations need to be refreshed?

### 5) Coordinate your flight with your program advisor & host family in China



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## Flight to China



Please make sure you have your host family's address at hand (needed for the immigration form) as well as your Chinese program advisor's mobile phone number.

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## Arrival in China



After your arrival, your program advisor and/or the family will pick you up at the airport.

During your first days in China, you will receive training at our certified partner agencies to prepare you for your au pair stay. You will also receive your Chinese SIM-card and other helpful advices in how to cope with your new environment.

Then some last formalities are to handle: You have to register for residence permit as well as for your language classes. Of course, your personal advisor and/or your family will gladly help you with both and accompany you.

### Should I bring presents for my host family?

Little gifts for the members of your host family will be for sure most appreciated. If you need some help in choosing presents, please ask your program coordinator.



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### Stay in China



After you have received your training, you will live together with your new Chinese family and begin to attend your Chinese classes.

You are at any time welcome to contact your personal advisor and/or your Mandarin School program coordinator!

#### **Can I extend my stay in China?**

Yes! Whether you would like to extend the program itself or to travel afterwards, that's up to you. However, please tell your personal advisor as soon as possible, so the necessary preparations can be made.

#### **Can I change my host family?**

If it should not work out between you and your host family, please inform your personal advisor as soon as possible. Usually you can change the host family within two weeks.

#### **What if I would like to travel?**

Also with your travel plans your personal advisor will gladly assist you!

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### Flight Home



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