



Important Documents

In the course of your application and before your departure for China, you will need the following documents - usually in the order below :

- Proof of your language skills
- Passport
- Criminal Record
- certificate of good health
- Au Pair contract
- Invitation letter
- Certificate of approval to the University
- JW202 registration certificate
- Insurance
- X2 student visa
- Air Ticket

More information on the program can be found at [www. mandarin-school.cn](http://www.mandarin-school.cn) under "Apply" .

Proof of your language skills

It may be a school report card , a university course or another recognized test certificate (eg TOEFL) proving your knowledge of English. You'll get a copy, which must be must be directly uploaded with your registration for the Mandarin School Au Pair in China Program.

Passport

The passport is the most important document and is required for all subsequent formalities. It is necessary that it is valid at least 6 months at the time you are applying for the student visa and 8 free pages. You can apply for a new passport, which can take up to four weeks. Therefore we recommend you to apply for it as soon as possible. You can do this at any public service building. What you need:

- A recent biometric passport photo
- Your ID
- Birth or marriage certificate
- If applicable, your old passport

Police Report

It serves as proof of a person's criminal record. You can apply for this at your competent registration authority. All you need is your passport or ID.

We will show this to your prospective host family so that they may issue an invitation letter for you without hesitation. It is necessary to conclude the au pair contract.

Certificate of Good Health

A certificate that proves that you have no dangerous infectious diseases may be necessary for the University application, but is required by your host family to ensure the child's health. It is necessary to conclude the au pair contract.

Au pair contract

The Au Pair contract is between you and your host family. It outlines the obligations of the host family and your own responsibilities and remuneration. It is meant to give you security and to provide guidance in case of conflict. It can be changed individually with assistance from your supervisor and is the basis for further cooperation. An example of such a contract can be found on [www. mandarin-school.cn](http://www.mandarin-school.cn) under "Links & Downloads".

Invitation Letter

The letter of invitation is required to apply for the student visa X2. Your host family or your supervisor you will send one. It sums up the essence of your relationship together.

Registration certificate of the University

The registration certificate of the university is required to apply the X2 student visa and will be sent to you after successful registration from your supervisor. The registration at the University will be completed by your supervisor and they will make sure that this is close to the city of your host family. To register at the university he usually needs the following information or copies of documents from you:

- Copy of passport (pages with personal data and image in a German passport two pages)
- Copy of the certificate of your school / university
- Address of future student
- Information about your parents

JW202 registration certificate

This is the public version of the registration certificate to the university and requires the same information. It is issued by the Chinese Ministry of Education and sent to you by your supervisor. It is necessary to apply for the X2 student visa.

Insurance

Insurance is provided free to you by Mandarin School and its partner agencies. There is information on your insurance in the visa application. All information will be given to you by your supervisor. We recommend that you do not cancel your insurance. You can expand on your international health insurance for usually under 20 Euros per year.

An overview of the insurance benefits can be found on [www. mandarin-school.cn](http://www.mandarin-school.cn) under "Links & Downloads".

X2 student visa

You will enter via the X2 student visa to China. For this visa you need:

- Passport with at least 6 months of remaining validity and 8 free pages and a copy of the pages with photo and personal details (in German passport two pages)
- Completed application form (available on the website of the Chinese online Visa Center) with one passport photo in front of a light background (preferably with white background)
- Copy of the registration certificate of the Chinese University and JW202 registration certificate of the Chinese Ministry of Education (these documents will allow you to get your supervisor)
- Invitation letter from the host family (will be sent to you by your supervisor)
- For former citizens of the PRC as a copy of your passport and copies of all previous visas are necessary.
- For non- holder of German citizenship the original and one copy of the documents submitted to the residence status (registration certificate , employment or student status and possibly other related documents) are .

Your supervisor will let you get all the necessary documents from the Chinese side.

More information can be found on the website of the PRC Visa Center at:

<http://www.visaforchina.org/>

The processing time is normally 4 (Personal Request) or 10 business days (postal application) .

Flight ticket

When all the formalities are cleared, and you get your visa, your supervisor will help you when booking the flight.

Please note that different terms and conditions to the flight grants depending on your length of stay :

3-5 months: grant up to 300 €

6-11 months: free return flight

12 months: complimentary round-trip flight

It should be noted that Mandarin School is not responsible for special services or self-inflicted costs.