

Raising Recruitment's post-contract process guide

Now you have been secured a contract from your school, it's time to get everything in order before you start your adventure in China.

1. If you don't have a **TEFL** (Teaching English as a Foreign Language) certificate and haven't started a course yet, now is the time to do so.

Head to raising-recruitment.com/TEFL-courses to access our discounted course for **£99**.

Courses typically take 1 to 3 weeks to complete.

2. Once you have all your documents together (your degree certificates, db's check and TEFL certificate), you'll need to start the **legalization process**. (you will need a standard DBS check which costs **£25**)

Head to raising-recruitment.com/legalization-guide for details about the legalization process.

We recommend candidates use our legalization service as opposed to completing the process themselves (it's a bit cheaper and tends to take a lot less time).

Raising LTD.'s legalization service costs **£385**. Completing the process yourself can cost up to **£450**.

Depending on how you choose to complete this step, it can take 1 to 3 weeks.

3. Once your documents have been legalized they will need to be submitted in PDF form by your school in order to obtain a **Work Notification Letter**.

This letter proves to visa services that you are relocating to China with a secure job offer.

It typically takes 2 weeks for a work notification letter application to be processed. It will arrive as 2 PDF files and once you receive the letter you can apply for your visa.

4. Now you have your Work Notification Letter you can **apply for your visa**. You first need to fill out an online application form and book an appointment with your nearest embassy.

You are required to submit your application in-person at an embassy, accompanied by your legalized documents, Work Notification Letter and other documents. You may have to provide fingerprints as part of the application. Visa application fees amount to **£170**.

Once submitted, your application will take up to 4 days to be processed. Once you receive your visa you must arrive in China within 3 months.

For more information on this process visit raising-recruitment.com/visa-guide

5. Once these steps have been completed, it's time to book your flights!

When you arrive in China you will be met by a representative from your school and taken to your accommodation. The school will help with any issues/requirements at this stage such as: setting up a bank account, helping you figure out travel routes, finding local food etc.

Please note: the time period between signing a contract and arriving in China can be 1 to 2 months and we recommend that candidates do not make any hasty decisions in that time. Please get in touch before handing in any notices etc. to your current employer. Please note the flight ticket and visa cost will be reimbursed by the school.