

INTERN IN CHINA

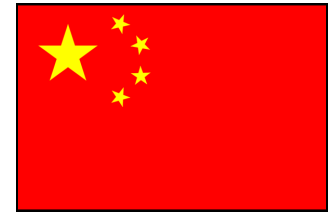
"Everything is going so well. The internship will give me a lot of experience in preparation for a graduate degree program. My coworkers are incredibly friendly and helpful. I felt right at home straight away..." -Kyle M.



- **Who:** College students and recent graduates with coursework or experience in their desired field.
- **When:** 3 months beginning any first Monday of a month.
- **Where:** Positions available in and around Beijing.
- **What:** An unpaid internship in a local company or organization with a focus on hospitality.
- **How:** First submit your Intern Application, interview, then submit payment for the program: \$4160 (3 months).

"The sheer diversity of China's terrain takes you from noisy cities fizzing with energy to isolated mountain-top Ming-Dynasty villages where you can hear a pin drop. Pūdong's ambitious skyline is a triumphant statement, but it couldn't be further from the worldly renunciation acted out in Tibet's distant monasteries. Curator of the world's oldest continuous civilization, China will have you bumping into history at every turn. But it's not just a museum of imperial relics: the frisson of development that has left China's coastline glittering with some of the world's most up-to-the-minute cities propels the land on with a forward-thinking dynamism." -Lonely Planet

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PERKS

Guaranteed internship placement.

Airport pick-up and transfer.

Training, Orientation, Evaluation & Assessment

Visa Assistance.

International Medical Insurance.

Full-time English speaking pre-departure and local support from our team of coordinators.



Join Our Community to ask questions:



Read blogs from current participants or email us: info@culturalembrace.com

PROGRAM DETAILS & FAQs

Intern in China Offers:

- Practical international work experience in your field of interest
- A reference from your employer upon completion of your term
- An opportunity to broaden your perspective and worldview
- An opportunity to participate in and learn local cultural activities (e.g.: sports, music, cooking)
- Memorable travel experiences with the chance to see exotic sites you have always dreamed about
- The ability to make lifelong friends from around the globe
- A valuable work experience that strengthens your resume, exhibiting your diligence, independence, and intercultural experiences
- A great way to develop and support your self-confidence and interpersonal skills



Cultural Embrace Includes:

- ✓ **Guaranteed Internship**
Cultural Embrace guarantees an internship offer in China. You will work with a C.E. Coordinator that will provide individualized support to help you find a potential employer, and prepare you for an adventure to live and work abroad. Due to visa regulations, all positions are unpaid, however, some companies may offer a bonus, living allowance, or other type of perks for your efforts.
- ✓ **Housing Assistance**
Housing is pre-arranged in a shared apartment located close to public transport so you can conveniently get to your internship placement each day.
- ✓ **Visa Assistance**
Interns travel on the Chinese L Visa (tourist). Please note that any visa fees are the responsibility of the applicant. And, while we can assist you during the process, ultimately it is your responsibility to ensure that you have obtained the appropriate visa for your work experience. *Cultural Embrace* has no control over the visa process and cannot guarantee that your visa application will be accepted.
- ✓ **Arrival Pick-Up and Orientation**
You will be greeted at the airport and transported to your accommodation. The next day your local coordinator will meet with you to go over expectations and introduce you to your internship company.

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PROGRAM DETAILS & FAQs CONTINUED

- ✓ **International Traveler's Insurance with Basic Major Medical Coverage**
Our policy provides basic medical coverage. Additional policies and premium plans are available at extra cost.
- ✓ **Cultural Embrace "Culture Kit"**
Before your departure, we will send you a cultural kit that is filled with useful tips, advice, information, and your insurance card to prepare you for your amazing adventure of living and working abroad.
- ✓ **Full-time Representation**
Cultural Embrace provides English-speaking representation in the United States and China prior to, during, and after your placement.

Requirements:

In order to participate in this internship program, *Cultural Embrace* requires that you:

- You must be 18-30 years of age (due to visa regulations)
- Be open to foreign cultures and living abroad
- Resume/CV and cover letter
- Be open to foreign cultures and living abroad
- Have a high level of responsibility
- Be dedicated to the full term of commitment
- You must have recent university-level coursework or a university degree in the field in which you wish to work. Experience in your field is helpful.
- Enjoy providing a service and working with others in a challenging environment



2011 Program Fees:

**Prices listed in US Dollars*

3 months	\$4160
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***Please note- Prices are subject to change according to exchange rates.*

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How to Apply:

1. Obtain the **Intern Abroad Application Forms & Procedures** documents in one of two ways:
 - (a) Download the forms from our website at www.culturalembrace.com
 - (b) Call *Cultural Embrace* at 1-512-469-9089 or Skype: Cultural.Embrace to have the forms mailed to you within 3-4 days.
2. Read the instructions carefully and *complete all forms*.
3. Submit your completed application packet to:

Cultural Embrace
7201 Bill Hughes Road
Austin, TX 78745 USA

Completed packets should include the following:

- Intern Program Application
- Signed Intern Agreement
- University/College transcript
- Resume/CV in English
- Copy of your passport (information page only)
- Copies of diploma or certificates related to field of interest (if applicable)
- Cover Letter in English explaining why you want to intern in China
- Two References: preferably professional and/or character references
- Doctor's note verifying that you are in excellent mental and physical health
- Copy of Police Clearance (obtainable from your community's local police station)
- Four 1½" x 2" official passport-size photos, with your name printed on each photo
- One smiling full-length photo of yourself (for local coordinator to identify you)
- US\$250 non-refundable deposit (credited towards your program fee)



Upon receipt of your application, a *Cultural Embrace* coordinator will contact you for a 20-30 minute phone interview. Once we accept you in to our program, you will receive an invoice for the remainder of your program fee. In order for us to contact our local partners to start your placement process, we require at least 50% of your program costs. We recommend submitting your application and program fee at least 4 months prior to your desired start date in order for us to organize and arrange your internship.

**Cultural Embrace* requires an expedited application fee for those applying 16 weeks or less before the desired date of departure. Applications received 12-16 weeks prior to desired departure date will be charged \$150; fewer than 12 weeks before the desired departure date will be charged \$250.

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PROGRAM DETAILS & FAQs CONTINUED

Frequently Asked Questions:

1) *Why should I pay to intern abroad, and where does my money go to with Cultural Embrace?*

Cultural Embrace and our local partners in China specialize in arranging a guaranteed internship placement, housing and insurance prior to your departure. This will alleviate the troubles and stress of getting everything organized in a new country, so you will have more time and energy to spend on your internship and living abroad. Your time abroad will still be an independent and memorable one, but we are here to guide you to a safe, healthy and comfortable experience before, during, and after your adventure.

You will be assigned an experienced Program Coordinator from our Austin, Texas office. He/She will provide personalized attention to help pre-arrange your internship placement, housing and travel needs. Our Program Coordinator will work with our in-country representative to match your requests and background skills with the availability and needs of the local employer. Once you go abroad, you will be assisted by our in-country representative, and will typically have a direct supervisor for your internship, as well.

Your program fee includes your customized internship placement, airport transfer, orientation, basic international traveler's insurance, and all of the administrative and logistical costs to set up your placement in the States and China. **Cultural Embrace** also pro-rates the expenses for marketing, advertising, and site visits/communication among all of our programs within our fees.

2) *Can I get paid with my internship?*

Due to visa regulations, all positions are unpaid, however, some companies may offer a bonus, living allowance, or other type of perks for your efforts. This is to the discretion of the employer.

3) *What type of internship placements may be found?*

Cultural Embrace and our local partners work with companies within the field of hospitality. While we guarantee placement, the following criteria are not valid reasons for refusing the internship placement:: type of company, size of company, company location within the city or city suburbs, or type of position.



4) *What companies can I be placed with, and may I choose where I will be placed?*

We have ground representatives in Beijing, and they have built great relationships with a wide variety of hotels and tour companies. Placements with mid and small sized businesses, as well as non-profits or social businesses have been mutually beneficial for the employers and interns; providing interns more 'hands-on' experience and input. If you have a specific company you are interested in, we will try to organize a placement with them, but we are only able to make placements according to companies' availability and acceptance. The more flexible you are with the company and destination, the better it will be to find an internship that is a good match.

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5) *What is the application process like, and when will I have confirmation about my internship?*

After C.E. receives your completed application, you will be assigned a personal Program Coordinator who will work with you through your departure and beyond. He/She will conduct ~30 phone/web interview (or in person, if applicable) to discuss your background, goals, and expectations of an internship. Then, you will receive an invoice for the remainder of the program, and once we receive at least half of this fee, we will send your resume/CV to China to find available internships within your industry-interest companies in China. Some companies may want to conduct a phone interview with you, which your Program Coordinator will prepare you accordingly. Placements are confirmed prior to departure with both interns and employers agreeing on the terms, duties, responsibilities, and schedule.

6) *Where can I live?*

Cultural Embrace pre-arranges your stay in a shard apartment located close to public transport.

7) *How long can I intern in China?*

The length of this program is 3 months as companies wish for interns to stay as long as possible and the tourist visa limits the program to 3 months.

8) *What type of visa assistance does **Cultural Embrace** provide?*

Participants going to China for an internship will be applying for the Chinese L Visa (tourist). This must be done in advance and can be done in person at the consulate or through a visa service. Your coordinator will walk you through the steps. Please note that any visa fees are the responsibility of the applicant. And, while we try to assist you during the process, ultimately it is your responsibility to ensure that you have obtained the appropriate visa for your intern experience. *Cultural Embrace* has no control over the visa process and cannot guarantee that your visa application will be accepted.



9) *What will my internship schedule be?*

Your work schedule will be assigned by your employer, but most positions average 30-35 hours per week. Although this is an unpaid work experience, you are expected to be dedicated to your duties and responsibilities. Each employer has its own working and schedule arrangement that you should be willing to accept.

10) *What should I wear and bring to China?*

This depends on your field of interest and job. We recommend that you dress with a 'smart casual' attitude. However, we will provide you with more details in your *Cultural Embrace* pre-departure kit about your job and packing list.

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PROGRAM DETAILS & FAQs CONTINUED

11) *Can I intern and/or live with a friend or partner?*

Yes, you can enroll in this program with other people, however, please note that positions may be limited within a company. If we cannot find you an internship together with the same employer, we will try our best to organize your placements in the same area. We can arrange your accommodations together in a double occupancy, or organize single rooms in the same area. Additionally, we encourage you to travel and explore your world with others. This enhances your experience and memories, and you can be rewarded for referring others to travel on a CE program.



13) *How long will it take to make my placement?*

We ask applicants to apply at least 3-4 months in advanced of your desired start date. The placement may take less time than this, but we want to ensure that we have enough time to find a great placement for you! There are additional administrative fees if you apply less than 3 months in advanced, and we do not contact our local partners until we receive at least 50% of the program fee payment. It's never too early to apply!

14) *When should I buy my plane ticket and does **Cultural Embrace** provide any resources to help with plane tickets?*

Plane tickets should not be purchased until after your placement has been confirmed. *Cultural Embrace* works with consolidators and discount travel agencies that can help find cheaper tickets than those that are available to the general public. We have a partnership with STA Travel (1-877-236-1048) for great student/youth rates, and they have a very nominal service fee if you need to make any changes before or during your travels.

15) *What do I do if I have a problem or complaint within my intern placement?*

You should first speak with your internship's supervisor or manager to give them an opportunity to explain or investigate the situation. If the complaint still exists, then please contact your bilingual local representative in China, as well as let **Cultural Embrace** (Austin office) know so we may diplomatically mediate on your behalf. Please note that you will be assigned an in-country representative that will assist you with any questions or concerns. We also encourage you to fill out our program evaluations.

16) *Is there someone I may speak to about their experience on this program, and being abroad?*

Yes, we have a network of current and past travelers that are happy to communicate with you. Due to confidentiality, please contact our Austin office to receive a list of names and contact information of participants and alumni that have agreed to be contacted by others. Additionally, we encourage you to check out, use, and get involved with our social media community. These com-

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munity sites will provide great insight of what you should expect on your adventure abroad. Plus, we provide additional discounts to our community members!

Facebook Page (<http://www.facebook.com/CulturalEmbraceTravel>)

Twitter (<http://twitter.com/culturalembrace>)

Blogger (<http://www.culturalembrace.blogspot.com/>)

Youtube (<http://www.youtube.com/user/CulturalEmbrace1>)

A Few Words. . .

At *Cultural Embrace*, we want to facilitate experiences that, first and foremost, help individuals have a safe and healthy time abroad while becoming better acquainted with both themselves and the richly textured cultures of the world around them. Our partnerships with companies, non-profits, and NGOs grant program participants the opportunity to explore China first-hand while adding valuable content to their resumes. Interning in China is, putting it shortly, a tremendously edifying experience that is sure to leave you with lasting memories and a renewed sense of purpose. So do yourself a favor: call *Cultural Embrace* straight away and let us start planning your once-in-a-lifetime international adventure!

For any questions, please do not hesitate to contact us at info@culturalembrace.com or by phone at 1-512-469-9089 or by Skype: Cultural.Embrace.



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