

Internship in China Program Brochure

You ready for China, UOutlook ready for you!



Be International Be prosperous !

Content

Program Introduction / 3

Why Intern Abroad? / 3

Why China? / 4

Why UOutlook? / 4

Internship Locations / 5

Internship Placements, Fields, and Companies / 5

Internship Length / 5

Internship Stipends / 5

Eligibility Requirements for Applicants / 6

Inclusive Program Fee / 6

What's Included / 7

When to Apply / 11

How to Apply & How It Works / 11

How to Pay / 13

Our Guarantee / 13

Living Expenses In China / 14

About Visa to China / 15

How to Contact Us / 15

Testimonials / 16

Program Introduction

The Internship in China (IIC) program run by UOutlook Education International, aims to provide opportunities for the worldwide university students, fresh graduates and young professionals to experience the Chinese culture, learn the Chinese language, explore the occupation of interest, and build up overseas work experiences so as to grow for a prosperous future in a globalized society.



In order to make the program a SAFE, FUN and REWARDING one, UOutlook provides a comprehensive one-stop service packet, which includes a pre-arranged Internship Placement of interest, Visa Assistance, Housing Arrangement Assistance, Airport Pick-up, Orientation, Convenience Package, Residence Registration Assistance, Internship Mentor Arrangement, 8-hour Chinese Mandarin Lesson, Networking and Events-organizing, Internship Certificate, and 24/7 Emergency Support. See the details at What's Included Section.

Why Intern Abroad?

Given more and more people doing their internships at home, to intern abroad is a wonderful way to help you stand out of your peers and be more internationally competitive. A few benefits of interning abroad are as follows:

- hands-on training and valuable international experience
- adaptability to work and live in exotic cultures
- international networking/contact opportunities
- experiencing the exotic cultures
- learning how to do international business
- resume enhancement



- expanding knowledge of a foreign language
- developing hands-on problem solving skills
- improving cross-cultural communication skills
- preparing a future in a global society



Why China?

- 5000-year history
- 56 nationalities and diversified cultures
- Heart-beating changes
- Friendly and hospitable people
- Bustling and dynamic economy
- Beautiful scenery
- An important player in the world economy



Why UOutlook?

- Professional & caring staff
- Paid & tailor-made internship placement
- Hundreds of internship opportunities on hand
- Well-established and Ready to help 24/7



- Competitive program fee
- Customer-oriented and 100% commitment to quality service

Internship Locations

Most of our internships are in Shanghai, the biggest city in China. We are also open to find you an internship in other cities such as Beijing, Guangzhou, Suzhou etc.

Internship Placements, Fields and Companies

UOutlook provides hundreds of internship placements in various fields ranging from Marketing, to International Business and Trade, Business Consulting, Communications, Graphic Design, English teaching and Education, Medical Science, Computer Science, Law, Accounting, and Engineering. The internship host companies also range from the locals to the internationals, from the start-ups to the well-established ones.

Feel free to check on what kind of internships we are having or used to have at Internship Opportunities List on our website www.uoutlook.com. Tell us what you are interested in. If no interested position, we will then find you one according to your interest and background.

Internship Length

The internship length varies from 1 to 6 months, or even longer.

Internship Stipends

One thing that the applicants need to be aware of is this program is made to provide people with opportunities to experience, learn and grow for a future in a global society, not aiming to help them make money.

Most of our internships are paid with certain amount of stipend which could help financially aid their expenses in China. The amount of stipend depends on the nature of position and industry, internship duration, and applicant's qualifications. Generally speaking, the stipend

5

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for an internship less than 2 months could be very little or even none. For a 3-month internship, the stipend could be about RMB 1500 Yuan (i.e. \$220 USD) per month. For a 4-6 month internship, the stipend could be about RMB 2500 Yuan (i.e. \$370 USD) per month. The short period of medical, finance, law internships would usually be non-paid, while the stipend for the long hospitality and English teaching internships being relatively higher. For example, a 6-month internship with a hotel, the accommodation would usually be provided on top of a stipend ranging from \$350-550 USD per month.

Eligibility Requirements for Applicants

- Proficiency in English speaking and writing.
- University student (undergraduate/postgraduate), graduate, young professional.
- Motivation to experience and learn, not aiming to make money
- Being covered by international travel and medical insurance.
- Observance of the IIC Program Regulations and internship company rules.

Inclusive Program Fee: RMB 7345 Yuan (or \$1080 USD)

The program fee is RMB7345 Yuan (or \$1080 USD), which includes the program enrollment fee RMB1224 Yuan (or \$180 USD) and remaining program fee RMB6121 (or \$900 USD). The enrollment fee needs to be paid upfront in order to get enrolled. The remaining program fee should be paid when the internship position has been arranged successfully and the official invitation letter sponsored by the host internship company has been issued. The program fee includes all the services listed on the [What's Included](#) section.

Surely, RMB 680 Yuan (or \$100 USD) of the enrollment fee will be refundable if UOutlook fails to provide the participant with an internship of interest within 45 working days while you are not willing to wait any longer. However, the enrollment fee will not be refundable if the internship offer which fits to your requirement is not accepted.

What's Included

The program fee is RMB7345 Yuan (or \$1080 USD), which includes Internship Placement, Visa Assistance, Housing Arrangement Assistance, Airport Pick-up, Orientation, Convenience Package, Residence Registration Assistance, Internship Mentor Arrangement, 8-hour Chinese Mandarin Lesson, Networking and Events-organizing, Internship Certificate, and 24/7 Emergency Support.

- **Internship Placement**

A suitable internship placement which correlates to the participant's interest and background will be guaranteed prior to their arrival.

- **Visa Assistance**

The participant is supposed to hold a Business F visa to carry out their internship in China. The valid duration for F visa goes from a month up to 6 months. UOutlook will assist in providing the required documents (e.g. an invitation letter sponsored by the internship host company) for the participants to sort out their visa into China. The details about the visa application process could be seen on the website of Chinese embassy in the country where the participant applies for the visa.

- **Housing Arrangement Assistance**

Based upon the request, UOutlook will provide the participants with assistance in searching, locating and arranging the accommodation according to their budget and requirements. The accommodation and related fee is not included in the internship program fee. Usually, this arrangement process will not start till the internship position has been successfully arranged and confirmed. By doing this, UOutlook could make sure the accommodation will be reasonably closed to their internship place. The accommodation detailed information including the fee, location, surrounding transport and environment plus the photos would be given to the participants to help them make a well-informed decision before their arrival in China.

Given the facts that different participant has different budget, habit and requirement on their living, and that the accommodation fee varies from the factors such as location, interior decoration, and equipment, UOutlook generally divides the accommodation into a few options (A/B/C) for every participant to choose. UOutlook will then arrange according to their choice. Please note the utility bills are usually not included in the rent. It works on the "Pay As You Go" basis. The rent payments are due upon arrival in China. The accommodation requires a damage deposit equal to one month's rent by the landlords. The deposit will not be returned till the signed rent lease has been fully completed and there is no damage beyond normal wear and tear.

A. RMB 2000-3000 Yuan (approx. \$298-448 USD) per month

Furnished single bedroom at a shared apartment with air conditioner, Internet access, washing machine, basic furniture (e.g. bed, table, chair, clothes wardrobe) and shared bathroom

B. RMB 3000- 4000 Yuan (approx. \$448-597 USD) per month

Furnished single bedroom with an independent bathroom at a shared apartment (or a one-bedroom independent apartment) with air-conditioner, Internet access, basic furniture (e.g. bed, table, chair, clothes wardrobe).

C. More than RMB 4000 Yuan (approx. \$597 USD) per month

Luxuriously Furnished single bedroom with an independent bathroom at a shared apartment (or a one-bedroom independent apartment) with air-conditioner, Internet access, basic furniture (e.g. bed, table, chair, clothes wardrobe).



(Figure: Accommodation examples)

D. Homestay Program

According to the request by the participant, UOutlook will arrange a local family or young professional to provide an accommodation for the participant. It will usually be a single bedroom with air-con. The Homestay program fee is not included in the internship program fee. For a month Homestay, the program fee is 2200 RMB Yuan (i.e. \$328 USD); for a two-month Homestay, the fee is RMB 4000 Yuan (i.e. \$597 USD); for a three-month one, it is RMB 5400 Yuan (i.e. \$806 USD); for a 4-month one, it is RMB 6400 Yuan (i.e. \$955 USD); for a 5-month one, it is RMB 8000 Yuan (i.e. \$1194 USD); for a 6-month one, it is RMB 9600 Yuan (i.e. \$1433 USD). The Homestay fee should be paid when the host has been arranged successfully.

- **Airport Pick-up**

according to the flight and arrival information provided by the participants, UOutlook will arrange the staff to pick them up from the airport, and escort them to their residence.

- **Orientation**

UOutlook's Orientation promises to be a pragmatic one. UOutlook will arrange the staff to show the participants around the place where they are going to stay, help them get

familiar with the surrounding environment, show them how to use the public transport system, how to make a local and international phone call, remind them of the things which they need to be aware of while living and working in China, and introduce them to their internship company and mentor on the first visit.

- **Convenience Package**

to help the participants settle down in a more comfortable and efficient manner, UOutlook provides them a ready-prepared comprehensive convenience package, which includes a bedding packet, a new cell phone with a local SIM card with RMB 50 Yuan pre-paid money, an international phone card with RMB 100 Yuan value, transport card (versatile for subway, bus and taxi) with RMB 30 Yuan pre-paid money, an English tourist map.

- **Residence Registration Assistance**

according to the Chinese law, the participants are supposed to register their temporary residence at a corresponding local police station within 24 hours of their arrival in China. UOutlook will assist every participant with this registration process.

- **Internship Mentor arrangement**

to help the participants have a quality internship experience, UOutlook ensures a professional will be assigned by the internship company to work as their supervisor and mentor at work.

- **8-hour Chinese Mandarin Lesson**

UOutlook provides the participants with an 8-hour one-on-one customized Chinese mandarin Lesson to help them have a good start on learning Chinese and acquire basic survival ability in the language. The Lesson can be conducted in a week prior to their internship. It can also be conducted at night or on the weekend during their internship.

- **Networking and Events-organizing**

to help the participants make the most out of their stay during the internship, UOutlook will help organize them to know each other, provide them with the opportunities of

networking and attending the various events and conferences. Any fee related to the networking or events is not included in the internship program fee.

- **Internship Certificate**

Internship Certificate will be awarded to the participants upon their successful completion of internship by UOutlook and Internship Company.

- **24/7 Emergency Support**

UOutlook provides every participant with 24/7 emergency support.

When to Apply

The start dates for this program are flexible. Application is accepted all year round. The internship placement generally takes 4 to 6 weeks to finalize. Plus the time it takes for the participant to process the visa and flight ticket, and for UOutlook to arrange the accommodation, we would suggest the applicants to submit their application at least 2 months ahead of the time they plan on arriving in China. But as always, we would like to welcome the applicant to apply and get enrolled as early as they can, especially during the busy periods like from April to June and from October to January. Please note the hiring companies will not accept new interns from February 1st to 20th 2011 in observance of Chinese New Year (also known as Spring Festival) holiday.

How to Apply & How It Works

Step 1 – application

Download *the Application Form for Internship in China* from the UOutlook's website <http://www.uoutlook.com/Application.asp>, fill it out and email it to infor@uoutlook.com or Uoutlook@yahoo.cn, with your up-to-date **resume in word format**, a **formal photo** which needs to be presented to the prospective hiring companies, and **preferably** a motivation letter and scanned copy of your passport.

Step 2 – perusing

The UOutlook’s program specialist will peruse your application materials, and get back to you if you are eligible for this program within 5 working days.

Step 3 – getting enrolled

If eligible, you need to pay the program enrollment fee RMB1224 Yuan (i.e. \$180 USD) to get enrolled. After receiving the fee, UOutlook will put you on the participate list, start the internship arrangement process, and keep you updated.

Step 4 – arrangement process

The UOutlook’s Internship Placement Specialist will start by searching the database to see if there is any available placement which matches your interest and background. If so, the detailed information will be given for your consideration. If no, our specialists will develop a suitable placement soon. Meanwhile, you can also see by yourself if there is any suitable placement on the *Internship Opportunities* section of UOutlook’s website www.uoutlook.com. To help the interested company decide on your employment, an interview by phone or Internet would be conducted if needed.

Step 5 – visa, payment, & flight

After internship placement and company has been successfully arranged, UOutlook will email you an Invitation Letter sponsored by the internship company, which you can use to apply for a business F visa to China. Meanwhile, the rest of program fee RMB 6121 Yuan (i.e. \$900 USD) should be paid. After getting a visa, you will purchase the flight ticket, and tell us your flight and itinerary information, which we need to arrange the airport pick-up.

Step 6 – accommodation, airport pickup, settling...

UOutlook will start arranging the accommodation for you according to your arrival time. It usually takes about a week to process. UOutlook will email you the accommodation

information for you to make decision. UOutlook will also arrange someone to pick you up from the airport and escort you to the pre-arranged residence.

Step 7 – Orientation & internship kick-off

UOutlook will arrange the staff to show you around the place where they are going to stay, help you get familiar with the surrounding environment, show you how to use the public transport system, how to make a local and international phone call, remind you of the things which they need to be aware of while living and working in China, and introduce you to your internship company and mentor on the first visit.

Step 8 – ongoing support...

How to Pay

- Option 1, Pay via Western Union

More information can be seen at <http://www.westernunion.com/info/selectCountry.asp>.

Details about the payment information will be followed up upon the applicant's confirmation.

- Option 2, Pay via the bank transfer

The UOutlook's bank account information can be seen at our company's website <http://www.uoutlook.com/youlian.asp>.

Our Guarantee

- About the program enrollment fee

Surely, RMB 680 Yuan (i.e. \$100 USD) of the program enrollment fee RMB 1224 Yuan (\$180 USD) will be refundable if we fail to find you an internship within 45 working days, and you are not willing to keep waiting any longer. However, if you don't take the internship after we manage to find a placement fit to your requirements, the enrollment fee is non-refundable.

- About the internship placement

The placement will be arranged according to the participant's interest and qualification.

Simply put, *we offer, and you decide!*

Living Expenses In China

Given the fact that different people have different habits and styles on spending, it is very difficult to say how much exactly it is going to cost to live in China. For your reference, we will take living in Shanghai city as an example to specify. According to some people, Shanghai is the most expensive city to live in China.

Firstly, **as for the accommodation**, for a shared or one-bedroom independent apartment, the rent generally ranges from \$300-600 USD per month. It could be more or less depending on such factors as location, interior decoration and equipments, etc. **As for the transport**, it is easy and convenient to get around the city by the public transport system. It costs 2 Yuan (about \$0.3 USD) to take a bus for a single trip. For subway, it varies from 3 Yuan (about \$0.45 USD) to 9 Yuan (about \$1.35 USD) per single trip depending on how far you travel. **As for the meal**, it costs about 10-20 Yuan (about \$1.5-3 USD) to have an ordinary meal set. **As for the entertainment or social events**, it varies from bar to bar, club to club. Generally, many clubs ask for an entry admission say 100 Yuan (about \$15 USD). Then a small bottle of beer could cost about 40 Yuan (about \$6 USD). **As for travel**, if you are traveling from Shanghai to Nanjing, a capital city of Jiangsu province, you can take an inter-city express train which costs 146 Yuan (about \$22 USD) for about 1.5 hours. If you travel to Beijing by the train, it takes about 10 hours and costs 327 Yuan (about \$49 USD). If you take a plane, it takes about 2.5 hours and costs about 1200 Yuan (about \$179 USD).

Please **note** all the above-given prices do not necessarily represent the actual prices. The real prices are decided by the market, and subject to the change. We present them for your information only.

About Visa to China

The participant needs to get a business F visa in order to carry out an internship in China. They could apply for it themselves at the Chinese embassy or general consulate in the countries where they are from or staying at the moment. They could also do it through the visa agencies. UOutlook will support the participant's visa process by providing the needed document or paper they are not able to provide. After the application has been successfully taken, it usually takes about 4 working days to process the visa. All the details about the required application materials, where and how to apply can be seen on the websites of Chinese embassies in their countries. Please note the visa fee is not included in the program fee.

How to Contact Us

Should you have any question, please feel free to contact us for more information. Our Shanghai office is open from 9:00 am to 18:00 pm in China time.

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Testimonials

Mr. Edi Studer (left) and Mr. Stefan Roesch (right) from Luzern, Switzerland, had participated in the UOutlook's Internship In China program from June to July 2010, for one month. During the period, Edi and Stefan interned at a biotech company. [Read what Edi and Stefan said about UOutlook and their internship experience.](#)



“Doing an internship abroad was a really good choice and we are really grateful that we got the chance to intern in Shanghai. We could learn a lot in the field of Business Administration and gained hands-on marketing experience which is extremely valuable for our future professional career. But we could also learn a lot about the host country, China, about their business environment, their culture and attitude. It was not only an enhancement of my knowledge in the field of Business Administration, especially Marketing, it was also an important cultural experience which convinced me once more how important Asia (particularly China) will be in the future. The internship confirmed our resolution that we are going to study abroad for our master's degree and that we aim at doing an international career in business consulting.

*We are also very happy with the service of UOutlook. You guys did a great job in helping and supporting us, and there have been basically no problem. There is always someone to turn to if there should be some questions (in our case Tony and Peter). We were also happy with the Apartment, which is close to the company and quite big. All in all we are happy that we chose UOutlook for arranging this internship in China and consider doing a second one some time later. We wish great success for your company and one more time would like to close this report with a big thank you!” – **Edi Studer and Stefan Roesch, Switzerland***

Ginny Sim, from California, USA, had participated in the UOutlook's Internship In China program from February to July 2010, for five months. During the period, Ginny interned at a Chinese Financial Services company. [Read what Ginny said about UOutlook and her internship experience.](#)



“Living in Shanghai for the past 4 months was hands down amazing! Everything I've learned from understanding how a Chinese company operates to the usage of the language has made my life so much more valuable. Many people have commended me for having the courage to dive into something

completely foreign but in all honesty, UOutlook was my backbone. I knew I had somebody there for me if I ever needed. They have helped me create unforgettable memories, enhance my vocational ability, and build life long friendships during this short period of time. I can't thank them enough for it!" – Ginny Sim, USA

Mr. Sumair Bhasin, from Texas, had participated in the UOutlook's Medical Internship program from July to August 2009, for one month. During the period, Sumair interned at a well-established hospital in Shanghai, China. [Read what Sumair said about UOutlook and his internship experience.](#)



"I'm glad the hospital was happy with me, because I was quite content with the experience I gained from there. I am very glad I got to meet such influential people there as well. Not only Dr. Hang, but a lot of the other doctors in the CCU, as well as Ms. Lu and her supporting cast. The medical students were wonderful and I wish I got to know them more. They are very intuitive and intelligent, and ask thoughtful questions.

I remember my first day at the hospital. I was quite lost and the people at the CCU made me feel welcome and that I was part of their staff. It almost felt like I was an employee of the hospital and I was an integral part of how things worked in the cardiology department. Being so immersed in meetings, case study discussions, catheter lab procedures, and group discussions, I have truly gotten a good taste of how medicine in China works. Whats more, is that I have gained a wealth of knowledge about what the medical profession entails more so than I have in the US. As the weeks went by I began to become more comfortable conversing and trying to learn some Chinese. I believe that was the biggest obstacle...learning Chinese. However, most people there had an idea of what I was trying to convey as they spoke some English. More importantly, people can learn the universal form of communication and that is through action and expression. That was something that truly opened my eyes.

I know now that being a doctor isnt all about the flashiness or the prestige, but it is truly about compassion, and interaction. That seems to be a good 80-90% of the treatment plan. If the mental side of health is not present, then everything else collapses. However, when you provide that support and confidence through an extensive knowledge of the field and how the body works, you are guaranteed success.

I want to truly thank UOutlook team for setting me up with this opportunity, and I want to thank everyone that I have come into contact with at the hospital. You guys will always be in my thoughts and you have left a footprint in my heart forever! " – Sumair Bhasin, USA

Ms. Iliana Kapitanska, from Ceredigion, U.K., had participated in the UOutlook's Internship In

17

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China program from August 2009 to January 2010, for five months. During the period, Iliana interned at a Chinese Financial Services company. [Read what Iliana said about UOutlook and her internship experience.](#)



“As a knowledge hunter, I have the drive for new adventures and challenges. What I found in China was exactly what I was looking for- a lot of land to discover, diversity of people to meet, and numerous activities to undertake. It was a challenge even to cross the street, which I found to be one of the most dangerous things in

China.

My internship position was as a Marketing Specialist, as well as an English Training Teacher. Both turned out to be very challenging posts. However they taught me to be more proactive, confident, organized and responsible. It helped me to develop myself and find out what I want from life. I once read that if you can control yourself you can take control of the future and this is what I felt at the end of my experience in China.

Through my stay in Shanghai I met a lot of interesting people and managed to get at least an idea of the way they think. I was told about its culture, history and traditions. It is different when you hear it from someone who lives with it everyday.

Moreover, during the 5 months I spent, there wasn't a single day I didn't learn something new, which was even surprising for me, especially at the end of the 4th month, when you think that you have seen it all.

One thing I didn't expect was the friendliness and kindness of the Chinese. I prepared myself for disappointments in any aspect and was thrashed back with all this outgoingness and affability and not only from colleagues and friends but from strangers as well.

Ten years wouldn't be enough to grasp the deep language, culture and traditions of this astonishing country. And I will come back one day (hopefully for a longer period)!

Thanks to UOutlook I could only experience all this. They introduced me to my host, who turned out to be a remarkable person and a friend and my Host Company, where I met all my colleagues, who turned out to be also my friends. They introduced me on how to survive in Shanghai and China, which turned out to be quite useful. They assisted me constantly with all formal documents, answered my entire questions and were regularly checking on me. I greatly appreciate their help.

Thank you UOutlook for this incredible opportunity!” – Iliana Kapitanska, U.K.

Caitlin Bergin (left first) and **Ashley Sexton** (left third), both from California, USA, had

participated in the UOutlook's Internship In China program from March to June 2008, for three months. During the period, Caitlin and Ashley interned at a Chinese International Brands Accessories company. [Read what Caitlin and Ashley said about Uoutlook and their internship experience.](#)



"I interned in Shanghai for three months with a Chinese International Brands Accessories, Inc. and I couldn't have asked for a more welcoming or friendly company. Not only did I learn a lot about the "design world," but I was also able to create lasting friendships with the people at my host company. The company as well as UOutlook has by far exceeded my expectations of an internship and I would recommend anyone to do something like it. Interning in a different country broadens your views and opens your eyes to a whole new experience and culture. My time in China was an amazing opportunity and a great experience that I will take with me forever. " – **from Ashley Sexton**

"I had a great time during my three-month internship in Shanghai. It was a good opportunity for me to meet new people and experience a new culture. While there, I worked in the business-marketing department of a design company and gained valuable work experience. " – **from Caitlin Bergin.**

Lindsey Cook, from Ohio, USA, who had participated in the UOutlook's Internship In China program from June to August 2008, for two months. During the period, Lindsey interned at a business consulting company. [Read what Lindsey said about Uoutlook and her internship experience.](#)



"As a Chinese Language major approaching my senior year I was eager to find a summer internship in mainland China which would provide me with the opportunity to use my language skills in a business environment. My search on the internet for such a position led me to UOutlook. After going through an efficiently managed application process UOutlook placed me with a Shanghai consulting firm, and located an apartment for me. I was extremely satisfied with the results of working through UOutlook. The staff is very friendly and helpful. The experience was amazing and worthwhile. I used my language skills in developing and editing business documents and electronic resources. I learned so much during my internship; it really gave me some extremely valuable work

experience. The work atmosphere was fun and the people were great to work with. I really believe that taking this opportunity through UOutlook has helped prepare me for future jobs in China!"

Mr. Matthieu Cherubini, from Switzerland, who had participated in the UOutlook's Internship In China program from July to October 2008, for three months. During the period, Matthieu interned at a Chinese web-developing company. [Read what Matthieu said about his internship experience.](#)



"I made a three-month internship in a web-developing Chinese company. UOutlook helped me to find out this internship which was related to my desire. They really did a good job. The staff are very kind and always ready to help as soon as you get some problems: like finding out where your flat is located once you arrive in huge Shanghai; help to extend visa; and they even helped me to find a very good Chinese teacher !

The biggest advantage is that UOutlook can find you an internship in a local company, things which are almost impossible if you try by yourself. Working in a local company was a really nice experience, especially on the human side because you can discover new people, a new way of life, a new culture, ... And that is as important as the working experience.

*Finally, I would simply recommend you UOutlook if you want to make an internship in China. There's nothing to be scared about, all was great!" -- **Matthieu Cherubini, Switzerland***

Welcome to Join Us!