

TEFL GUIDE

# Achievers





*Achievers Founder*

Nqobile Mdimma

# About this guide

This is a step by step guide for teaching English in China. It was created to guide and clarify the preparation process of moving to teach in China China.

# STEP 1

## PREPARE THE FOLLOWING:

- CV and Cover letter.
- Short introduction video.
- Passport.
- BA Degree or above.
- Police Clearance Certificate.
- TESOL/TEFL (120hr minimum) certification OR proof of 2 years English teaching experience.
- Medical Report.
- Recent passport photos (printed and electric copy, white background).

# STEP 2

Make copies of the following documents:

- Degree(s).
- Police Clearance Certificate.
- TEFL Certificate.

# STEP 3

Authenticate the following:

- Degree(s).
- Police Clearance Certificate.
- TEFL Certificate.

# Mbali Gumede



Read about Mbali's TEFL experience in China.

Achievers blog link:  
<https://5ef4a115dd0f0.site123.me/>

# AUTHENTICATION:

Bring the documents from step 2 (with their original copies) to the notary public and get them authenticated.

## DEGREE AUTHENTICATION

1. SAQA.
2. Department of International Relations & Cooperation.
3. Chinese Embassy/Consulate.



## **POLICE CLEARANCE CERTIFICATE AUTHENTICATION**

1. Department of International Relations & Cooperation.
2. Chinese Embassy/Consulate.

## **TEFL CERTIFICATE AUTHENTICATION**

1. Notary & High Court.
2. Department of International Relations & Cooperation.
3. Chinese Embassy/Consulate.



# Lelethu Nokwe

Read about Lelethu's TEFL experience in China.

Achievers blog link:

<https://5ef4a115dd0f0.site123.me/>

# STEP 4

- Scan your authenticated documents from Step 3 and send them to your employer (school/agent or both).
- The school will start the online visa application after submitting all of the documents to the government system (Within one week).
- The school will then bring the copies of your documents, including the authenticated non-criminal record, TEFL certificate, degree, medical report and contract to the FAO (Foreign Affairs Office) to be approved for a work permit (1-3 weeks).



# *Nolwazi Makhathini*

READ ABOUT NOLWAZI'S TEFL  
EXPERIENCE IN CHINA.

<https://5ef4a115dd0f0.site123.me/>

# STEP 5

After receiving the invitation letter, you will take it to the Chinese Embassy along with the visa application form, your passport and passport photos to apply for an entry Z-Visa. This visa is valid for 30 days upon your arrival in China. The rest of the process will be completed in China.

The form is available here:

<http://horizonslchina.com/assets/img/attachments/Visa%20Application%20Form%20of%20PRC.pdf>

# STEP 6

- Book your flight.
- Fly to China with your originals (Passport and authenticated documents).
- When you arrive, your colleagues will pick you up and take you to your apartment/a hotel.
- Your colleagues MUST take you to the police station within 24hrs of your arrival.
- You will be required to do a physical examination within your first week.
- Within 1 to 2 weeks you will receive your Foreign Experts Certificate (Resident Permit).

*Welcome to China*

成功

富貴

SUCCESS

FORTUNES

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DO NOT TAP

勿打  
DO NOT TAP

