Purpose: To get a teaching job and a Chinese Work Permit, candidates must submit TWO signed, original recommendation letters. The ultimate recipients are potential employers and visa officers, so you shouldn’t address them to CIEE.

Who Should Write Your Letter: Select someone who is/was directly responsible for supervising your work as a student or employee (i.e. a professor or manager). If a letter mentions someone worked “alongside” you, or was a “coworker” instead of a supervisor, this can cause issues.

Avoid letters from: Family members, friends, high school teachers, teaching assistants, and letters from volunteering, internships, childcare or tutoring clients, since these are usually rejected. If you can, avoid letters from restaurant work or manual labor, since these jobs may be seen as low-status in China and not suitable for a teacher candidate.

Letters Must Include:
- Greeting “To Whom It May Concern” or “Dear Sir or Madam”. No need to include CIEE in the letter, since we are only passing it along to China.
- Typed date
- Applicant’s first and last name as they appear in their passport (i.e. Jacob, not Jake).
- Recommender’s full name (typed), job title, and name of organization/company/school.
- Recommender’s phone number and email address.
- Brief evaluation of skills, strengths, and work performance
- Recommender’s original, ink signature
- Approximate dates of employment (if applicable)

Keep it Brief: Your school will need to translate each letter into Chinese before they take it to the visa officer. For this reason, short letters can actually be better than than long letters. Try to keep the body text of the letter under half a page.

How to Submit: Recommenders should mail their letters to: CIEE Teach in China, 300 Fore Street, Portland, Maine, 04101. OPTIONAL: to verify that a letter is suitable before mailing, email a scan to LBELAND@ciee.org with “Teach in China Letter” in the subject line.

When to Submit: Consult your Timeline and Checklist document for due dates.