

Internship in China Program **Brochure**



Be International Be prosperous !

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Program Introduction

Given the economic globalization and China's economy arising, the Internship in China (IIC) program aims to provide opportunities for the worldwide university students, fresh graduates and young professionals to experience, explore and build up the work experience within an international context via carrying out their internships here in China.

In order to help deliver a SAFE, FUN and FULFILLING experience for the participants, Uoutlook provides a *one-stop* and *tailor-made* service packet. The internship placement will be arranged based on the participant's preference. The details can be seen at What's Included Section.

Why Intern Abroad?

Given more and more people doing their internships at home and the economic globalization going increasingly deep and fast, to intern abroad is a wonderful way to help you stand out of your peers who intern home and be internationally competitive. Specifically, 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
- career optional analysis
- multicultural communication and problem solving skill development
- knowledge about international business
- resume enhancement
- international awareness
- language skill improvement

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
- Ready to help 24 hours
- Reputation for great service
- Competitive program fee
- Customer-oriented
- Available all the year round
- 100% commitment

Internship Locations

As to where to intern, it is up to the participants. At the moment, the places such as Shanghai, Beijing are very popular.



Internship Fields and Companies

The internship field covers the various categories such as Marketing, Computer Science, Law, Accounting, Communications, Graphic Design, Business Consulting, International Business and Trade (Import & Export), Insurance, Finance, Engineering (e.g. Mechanical, Electrical and Electronic), Language Teaching and Training, Nursing, Medical Science, Journalism, and a lot more. The kind for the host company also ranges from the Chinese local to the International.

The bottom line is the internship industry and company will be arranged based on your qualification and preference.

Internship Length

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

Internship Stipends

One important thing that the candidates need to be aware of from the outset of application is that making money is not the gist for the IIC program. Instead, this program's aim and brilliance is to help the participants build up international work experience, and explore potential professional options for their future career. In other words, it is an investment for the future.

Even so, most of the internship placements arranged by Uoutlook offer certain amount of stipend, which varies with the placements, host companies, and participant's qualifications. The marketing placement could be RMB2500 yuan per month plus the commission. The

placement like English teaching could be RMB4000 yuan per month on top of free accommodation. Generally, the minimum stipend will be RMB1500 yuan per month, except for the medical internships in the hospitals.

Requirements for Applicants

- Proficiency in English.
- University student, graduate, or postgraduate.
- Being covered by International travel and medical insurance.
- Agreement with the IIC program's spirit; that is to experience, explore, and grow for the future, instead of making money.
- Agreement with Policies and Regulations for Internship in China program.
- Agreement with the Rules of the host company.

Complete Program Fee: RMB 4125 Yuan

It was equal to \$600 USD when the exchange rate was RMB 6.875 Yuan per one US dollar. Given the floating currencies, the program fee is fixed on the Chinese currency RMB at 4125 Yuan, which includes the program deposit RMB 725 Yuan and the services listed in the What's Included section.

Affirmatively, RMB 500 Yuan of the program deposit RMB 725 Yuan 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 deposit fee is non-refundable.

What's Included

- Internship Placement
A suitable internship placement fit to the participant's preference will be guaranteed before his/her arrival.

- Visa Assistance

Given the China's law, the program participant is entitled to apply for the Business Visit (F) Visa in order to fulfill your internships here in China. Usually, the F visa holder is able to stay in China for up to 6 months. The Letter of Invitation written by the internship employer is going to help the participant get the F visa. Uoutlook makes sure that the participant will get this letter.

- Housing Arrangement Assistance

Uoutlook's staff will help arrange in advance the accommodation for the participant based on the housing location, pattern, price, and furnishings of his/her choice. The housing will be guaranteed before the participant lands in China. The location will surely be reasonably close to the internship place. The options are as follows:



A Below RMB 2000 Yuan per month

Furnished single room with a TV, bed, desk, chair, shared kitchen & shower facility, etc.

B RMB 2000-3000 Yuan per month

Furnished single room with TV, air conditioner, Internet access, shower facility, washing machine, fridge, and shared kitchen. Etc.

C Above RMB 3000 Yuan per month

Luxuriously furnished room with TV, air conditioner, Internet access, fridge, washing

machine, independent bathroom, kitchen, etc.

D Homestay Program

If you go for D – Homestay Program, the participant can get free accommodation provided by a local family or a young professional. As an exchange, the participant needs to teach the accommodation provider – the young professional or someone from the local family, a language (e.g. English) regularly (e.g. one hour a day). We strongly recommend the applicants to give us 45 working days at least to deal with this program. It suits for the internship with a less than 3-month internship. The whole program costs you RMB 1650 Yuan, which is not included in the internship in China program fee. **(Note: The above accommodation fee is not included in the program fee.)**

- Airport pick-up and drop-off service

Uoutlook provides airport pick-up and drop-off service for every program participant.

- Orientation Program

Uoutlook's Orientation promises to be a fun and pragmatic one! The Participant will be helped settle into Residence, meet his/her internship mentor and buddy (if needed), become familiar with his/her living place and workplace, and get the "business" things done and out of the way, all before the start of internship.

A brief meeting held by a Uoutlook staff will also be arranged at the office. Basically, it is a casual talk about the country and the city where the participant will stay, and about the things he/she needs to be aware of while living and working there, so as to help make a safe, fun and fulfilling experience. Generally, the meeting will last for less than 2 hours in the next morning, when the participant will probably refresh from the long trip he/she just did.

- Residence Registration Assistance

Given the Chinese law that a foreigner has to register his/her residence at the local Chinese police station for a stay, the Uoutlook's staff will assist with the documents preparation and full registration process right upon the participant's arrival.

- Intern Buddy Program (If needed)

In order to help the participant complete your transition to the life here in China quickly and smoothly, a caring and well-trained local university student – Buddy, will be assigned to help you get familiar with the local culture, environment, language, traffic, lifestyle, etiquette, etc.

- Intern Mentor program

In order to ensure that you can make the most of your internship experience, every participant will be arranged with a professional from your host company – Mentor, who is going to guide and direct you all along with your internship period.

- Language Exchange Program

Every participant is entitled to join in the Uoutlook's e-Community for free, where you can find your language exchange partner to practice your Chinese or other languages. Uoutlook's staff would also love to help with your language exchange partner arrangement if requested. (<http://www.uoutlook.com/LanguageExchange.asp>)

- Internship Certificate of Completion

Upon the completion of your internship, every qualified participant will be awarded with a Certificate of Completion.

- Internship Remembrance

Upon the completion of your internship, every participant will get an exquisite remembrance from Uoutlook.

- 24-hour support services

Uoutlook's staff would always love to assist every participant with any situation that requires extra attention and resources within or beyond the capacity of your host company.

Extra-optional Services

(Note: The fee for the following services is not included in the IIC program fee)

- Living Package: RMB 980 Yuan

In order to save some time and trouble for the participant, so as to help you settle down

more quickly and comfortably, Uoutlook provides a living package for RMB 980 Yuan, which includes: a brand-new bedding packet with a quilt, mattress, pillow, and bed sheet; an English Tourist Map; a Versatile Transport Card for subway, bus, ferry, and taxi with 30 Yuan prepaid credit; a city-guide brochure; a cell phone SIM Card with 50 Yuan prepaid credit; an International Phone Card with 100 Yuan value;

- Homestay Program: RMB 1650 Yuan

For the participant who would like to live with a local family or a young professional, Uoutlook would love to help you arrange one. The participant can get free accommodation provided by a local family or a young professional. As an exchange, the participant needs to teach the accommodation provider – the young professional or someone from the local family, a language (e.g. English) regularly (e.g. one hour a day).

Note: this program usually suits for a less than 3-month duration.

- One-on-one Chinese e-learning Course: RMB 90 Yuan per hour

This course aims to help improve the participant with the Chinese language before your arrival in China. The course will be made based on your entry and expected level, which will be carried out via the Internet instant messengers (e.g. MSN, YAHOO, and SKYPE).

- One-on-one Chinese Tutoring

This course aims to help improve the participant with the Chinese language after your arrival in China. The course will be made based on your level, requirements and time schedule. It will be carried out in a place at your convenience.

Our Guarantee

- About the program deposit

Affirmatively, RMB 500 Yuan of the program deposit fee (i.e. RMB 725 yuan) 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 deposit fee is non-refundable.

- About the internship placement

The placement will be arranged based upon the participant's requirements. Simply put, *we offer, and you decide!*

When to Apply

Application is available all the year round. Given the time for the full process, we kindly recommend the candidates to apply for the program as soon as you can. Usually, it takes about 2 months to complete such all the procedures as the internship placement arrangement, visa application, accommodation arrangement, flight ticket reservation and purchase, and etc.

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* and preferably the scanned copy of your passport, and motivation letter.

Step 2 – perusal

The Uoutlook's program specialist will peruse your application documents, seeing if you are eligible for this program, then get back to you as soon as possible. Usually it will be less than 5 work days.

Step 3 – deposit payment

As to the qualified candidate, the program deposit RMB 725 Yuan needs to be paid in order to get enrolled. After receiving the deposit, Uoutlook will get the internship arrangement process officially started.

Step 4 – arrangement process

The Uoutlook's program specialist will search the database to see if there is any available placement which may fit to your requirements, and provide for your decision. You can also

see it by yourself at *Internship Opportunities* section of the Uoutlook's website www.uoutlook.com. If there is not any, a suitable one will be developed and arranged soon. The interview by phone or Internet could be set up if necessary.

Step 5 – visa & flight

Uoutlook will provide the successful candidate with the Invitation Letter signed by the host company. The visa and flight ticket could be sorted out thereafter. The rest of program fee should be paid.

Step 6 – airport pickup, settling, ...

Based on the given arrival information, the participant will be picked up and escorted to the pre-arranged residence by the Uoutlook staff. The next morning, the Orientation program will be carried out at the office, with the residence registration sorted out thereafter.

Step 7 – internship kick-off

The Uoutlook staff will escort the participant to the host company and help kick the internship off.

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 to you when the way is confirmed.

- Option 2, Pay via the telegraphic transfer

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

(NOTE: due to the fact that the money transfer service provided by Western Union is

faster and cheaper, we kindly recommend the participant to pay via the Option 1)

How to Contact Us

Contact: Mr. Chan FU (Program Manager)

Tel: 86-21-33608238, 86-21-52680755

Skype: Uoutlook

Fax: 86-21- 52680755

Email: Info@uoutlook.com, uoutlook@yahoo.cn

Website: www.uoutlook.com

Testimonials



Caitlin Bergin (left one) and **Ashley Sexton** (left three), 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!"



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!"

Welcome to Join Us!