



2019 AASCU- CCIEE Visiting Instructor Program

Application Instructions

1. Completing your Application:

A complete application packet should include the following documents:

- Application form ([download PDF](#)) - The application form is fillable. Please be sure to save your responses as you complete the application. Please save a final copy for your records.
- Current résumé/curriculum vita
- Recommendation provided by the provost, dean or department chair of your institution
- Statement of interest for participating (limit to one page) and description of the courses proposed (no more than three potential courses), with at least a one-paragraph description of each proposed course (a syllabus from a previous offering of a course can also suffice)
- A copy of the photo page of your passport (it must be valid for at least eight months beyond the time you are scheduled to return from the program in China)
- A digital passport photo (taken within the last six months)
- Proof of payment of the \$250 application fee. This fee can be paid [online](#).

2. Submitting your Application

Your application will not be considered if not completed with all items mentioned above.

- Complete the application form with the required materials and send them to the AASCU office (address below). Application documents can also be emailed to [Jody Dixon](#) and [Sufei Li](#).
- If emailing your application, **please attach each document as a separate file**. For questions related to this program or assistance with the application, please contact Sufei Li or Jody Dixon.

Mailing Address:

Jody Dixon
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