

## **IMPORTANT NEW CHANGES TO THE TEAM APPLICATION PROCESS (BEGINNING NOVEMBER 2019)**

All applicants wishing to join our medical teams must apply online on this website. This process applies to all persons including those who have joined us on prior medical teams.

1. On our website home page ([www.icarechina.org](http://www.icarechina.org)), click the link to apply for the medical team, and complete the application. It will be automatically sent to us online.
2. Your application will be reviewed by our ICARE STAFF.
3. Periodically, our communications team will notify you of the status of your application and of any trip updates, details and logistics.
4. If we accept your application for the medical team, you will be asked to pay a non-refundable deposit in the amount of 500 RMB (or \$75 USD equivalent) to reserve your spot. Instructions on how to pay the deposit will be provided to you upon our acceptance of your application.
5. As the medical team date approaches, you will be asked to provide us with certain details of your travel (i.e., flight/train details to/from Lanzhou, China). Please understand that providing these details to us on time is very critical. Therefore, the time deadlines that we give you for these details will be firm, and failing to provide these details by the deadline will result in forfeiture of your deposit and of your place on the team.

**Foreign (Non-Chinese) Physicians and Dentists:** Chinese law requires us to apply to the government for a temporary Chinese medical license for all foreign doctors and dentists joining the team. In order for us to apply for your temporary Chinese medical/dental license on your behalf, we will ask you for the following medical credential documents:

- Copy of your current medical/dental license in your home country (or your Chinese license if you already have one)
- Copy of your medical/dental school diploma
- Copy or photo of your passport
- Passport-style photo (shoulders and face)
- Current CV (short one page CV is sufficient)
- Short letter or note from a physician confirming you are “in good health, free of communicable disease, and fit for practice during the clinic” (this exact wording is required by the government).

**IMPORTANT (DOCTORS/DENTISTS):** The first two Credential Documents above (license and diploma) must be “authenticated” (or “legalized”) by the Chinese Embassy in your home country. Sometimes this process may take 2-3 months. Therefore, it is very important to begin this process early because you will need to send these documents to us by the deadline we ask for them (as, unfortunately, we do not have discretion to offer more time for you to send these to us). Thanks for your understanding.