

2011 STARTALK Chinese Teacher Summer Institute Checklist - Teachers

(Please submit after your official acceptance to the camp)

Submit via **E-MAIL** to dtschudi@hawaii.edu by **May 15, 2011**:

- ___ 1. A digital **high resolution head-shot** in jpg format (most recent preferred).
- ___ 2. A brief paragraph introducing yourself to other camp participants.

Submit via **MAIL** by **May 20, 2011**:

- ___ 1. Your round-trip travel itinerary, if applicable. Please arrive on Thursday, June 30, 2011 and depart on Sunday, July 24, 2011 (for your convenience, departure in late afternoon or evening on July 23 is fine). Please also note that the UH on-campus housing check in begins at 2 pm and check out is by 12 pm; we recommend that you find flights to fit these parameters. Airport pick-up and drop-off will be arranged upon your request.
- ___ 2. A check payable to the **East Asian Outreach** in the amount of:
 - Mainland teachers: \$300
 - Hawaii teachers: \$100 (NO on-campus housing will be provided)

(Note: if you need to cancel your participation due to an unexpected emergency, a written notification of Voluntary Withdrawal must be provided to the Camp Coordinator by **June 10, 2011** to receive a 50% refund; thereafter, there will be no refund)

- ___ 3. A photocopy, front and back, of your current valid health insurance card. This will be used to obtain medical treatment for you, if required.
- ___ 4. University of Hawaii WH-1 Statement of Citizenship and Federal Tax Status form. This is for university fiscal purposes only and you will not be taxed.

Please be reminded again that the selection to participate in our camp is not guaranteed until all requested materials are received, so please do not delay.

Please mail your completed packet no later than May 20, 2011 to:

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