

## **ICEP China — Camper Birth Certificate:**

Please upload a clear copy of your child's birth certificate. This is needed to apply for a Chinese visa.

### **How to upload this document:**

- Scan the birth certificate and save it as a .pdf file.
- Go to the Document Center under the Additional Options menu.
- Under the Downloadable Forms section on the right side of the screen, look under the .ICEP Participant heading.
- Select the "Upload" icon to the right of the Camper Birth Certificate link.
- Select participant's name.
- Then use the Select field to find the file on your computer.
- Once you've selected your file, click the Upload Document button.

You will receive a message that your action was completed successfully once the file uploads. Allow our office a few days to process the uploaded file. This item will then be removed from your Task List.

Thank you!