

ICEP China—Parents/Guardians IDs:

Please upload a clear photocopy of each parent's/guardian's driver's license or passport. These copies are needed to obtain a Chinese visa for your child.

How to upload these documents:

- Scan the IDs and save them 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 Parent/Guardian IDs 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!