China Adoption
Travel Overview
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Dear Family,

Congratulations again on receiving your referral acceptance! We look forward to working closely with you throughout the travel phase of your adoption process. We want to make sure your trip to China is a beautiful and worry-free experience.

Before your Travel Approval (TA) arrives, we can only do preliminary planning for your trip. From the day your I800 application is submitted, we expect your TA will be issued roughly 6-10 weeks later. Once we receive your TA we will call you and be able to discuss potential travel dates and request a Consulate Appointment for your family. Once the appointment has been confirmed (usually takes 1-3 business days) we will be able to confirm your concrete travel dates and finalize your travel arrangements. Your family will tentatively travel 1 ½ - 4 weeks after receiving the TA. Please note these are tentative timelines based on the most recent trend in TA arrival dates and Hague processing, and could vary by as much as a few days - 4 weeks.

This is the most exciting stage of the adoption process, but it also takes a lot of work and planning on our part to complete. Please be patient and know that we will keep you informed of the details of your travel as they unfold. Email will be our main form of communication, so please make sure you have a functioning email account that you check regularly. Please inform me if you have another email address that you prefer for us to use.

**Please be sure to read through the travel information throughout this packet, as it will help you better understand what will happen during the travel stage of your adoption process.** Once you have read through the travel information please complete the travel forms required for us to plan your trip to China. If you have questions while completing these forms, email is the best way to reach me. Once we have reviewed your travel forms, we will email you with instructions and next steps on obtaining your Chinese visas.

We look forward to working closely with you throughout this phase of your adoption process. Please be sure to read through the travel information thoroughly as it will help you to better understand what will take place in the weeks ahead. Welcome to travel!

In Christ,

The AWAA Travel Staff
# Adoption Travel Process

## Time Frame
Approximately 8-12 weeks from I800 application submission date until departure for China

## What You Need to Do

<table>
<thead>
<tr>
<th>What Happens at AWAA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Receive travel forms from family.</td>
</tr>
<tr>
<td>2. Email family to review visa applications and travel forms.</td>
</tr>
<tr>
<td>1. Receive Travel Approval (TA) from the CCCWA (a few days - 4 weeks after Article 5 sent to CCCWA).</td>
</tr>
<tr>
<td>2. Request Consulate appointment.</td>
</tr>
<tr>
<td>3. Put international flights on hold for family.</td>
</tr>
<tr>
<td>4. Call family to review/book international flights.</td>
</tr>
<tr>
<td>5. Make all In Country arrangements.</td>
</tr>
</tbody>
</table>

### What You Need to Do

1. **Submit I800 Application** using instructions provided by AWAA

2. Read through the entire Travel Packet thoroughly.
   - Email/fax required travel forms for each traveler to AWAA.

3. Deliver visa application to the appropriate Embassy/Consulate or courier once it has been reviewed by AWAA.

   - Check email regularly for updates and information from Travel Coordinator.

### Travel to China
(About 2 - 2 ½ weeks in China)

1. Meet your child!
2. Interview at the Civil Affairs Office and sign adoption papers.
3. Obtain the notarized adoption and birth certificates.
4. Obtain a Chinese passport for your child.
5. Travel to Guangzhou, China to obtain a U.S. Visa for your child.
6. Fly home with your child.

### Apply for U.S. Documentation for your child

AWAA maintains continuous communication with China travel guides to ensure all travel arrangements are being carried out as planned.

AWAA’s Post Adoption department prepares a Welcome Back Packet to be sent to your home after travel. This packet contains all necessary information for securing your child’s citizenship.

AWAA assists you in applying for U.S. documentation for your child.

Your child is now a U.S. citizen.
Communication

It is very important that each family checks their email regularly as this will be our main form of communication.

Travel Forms
Please email/fax all required forms to 888-466-8922 Attn: China Travel Coordinator as soon as possible as we are unable to begin working on your international flights and in-country travel arrangements until we receive this documentation.

- Traveler Information
- Copy of passport photo page (for each traveler)
- Travel Preferences & America World Services
- AWAA Travel Release form (signed by each traveler over the age of 18 years old)
- Completed & signed Chinese visa application for review (only for families using AWAA courier)
- AWAA Visa Payment form (if applicable)
- Photo Consent & Release form (optional)
- Travel Expenses Overview & Agreement
- Travel Packet Agreement

Travel Meeting Conference Call
Please make it a priority to re-listen to the recorded travel meeting conference call that was sent to you with the I800 & DS260 instructions. This call provides you with a day-by-day breakdown of your adoption itinerary, including adoption appointment and paperwork specifics, as well as some general information on travel to China (packing, tipping, gifts/donations, and more). Please do not hesitate to contact your Travel Coordinator if you have any questions that were not referenced in the Travel information or the hour long call.

Travel Accommodations
AWAA plans the entirety of your in-country adoption trip on your behalf. America World uses four and five star hotels for all locations throughout your adoption trip. Hotel rooms in China are considerably smaller than American hotel rooms. The hotel rooms in Beijing & Guangzhou come with two full size beds. The hotel rooms in your child’s province & Hong Kong come with two twin size beds. Adjoining rooms may be requested; however we cannot guarantee the availability of adjoining rooms until check-in.

When determining the number of hotel rooms needed in each location of your trip, please take into consideration that China hotels have a strict policy of 3 adults per hotel room. Each person who is 12 years of age and older is considered an adult. Each person who is under 12 years of age is considered ½ of an adult.

Any changes in number of hotel rooms desired and the number of travelers must be given to us in writing (or by email) by the time you confirm your flights with the Travel Coordinator. There is no guarantee that changes can be made after this point and any changes that are made are subject to additional fees.

Please note that each family is required to present a credit card to their hotel at check-in. The hotel will place a temporary hold on your credit card as a deposit for your room. This hold will be cancelled at check-out as long as no items are taken from the hotel room.

As completing your adoption requires you to travel internationally, please make sure each traveler registers their trip with the Department of State prior to their departure date. Registering your trip will
enable the U.S. Embassy or Consulate to contact you in the event of an emergency in the U.S. or a crisis in China. Registration with the U.S. Department of State will assist the U.S. Embassy or Consulate in reaching your family. You may register your trip online by clicking here.

Travel Dates & International Flights

Travel Dates: Departure & Arrival Times
Families adopting from Guizhou, Gansu & Guangdong provinces will depart from their respective US airport departure city on a Thursday and will arrive into Beijing* on a Friday. Families adopting from Shaanxi province will depart on a Wednesday and arrive into Beijing on a Thursday. The official adoption itinerary will begin with sightseeing in Beijing the morning after families arrive in Beijing. Each family will depart from Guangzhou to return home two days after their Consulate appointment.

*Beijing sightseeing is optional. Families who choose to skip Beijing are required to arrive in their child’s province the day before their Gotcha Day.

Booking International Flights through AWAA
Once your family receives your TA as well as a confirmed Consulate appointment for your trip, we will work to finalize all international flight arrangements and will contact you within 1-2 business days to review and confirm your proposed international flight itinerary. If your family would like AWAA to arrange your international flights, please be sure to circle this preference on your Travel Preferences form. We will email you a copy of the international flight itinerary we have on hold for your family as soon as we have them completed. In order to guarantee the quoted airfare on the itinerary, the proposed flight will need to be finalized the same business day as airfare prices typically fluctuate overnight. All tickets are nonrefundable once purchased. Please also note we are not able to confirm that full mile points can be awarded on all tickets.

Booking International Flights On Your Own
If your family will be booking your own international flights, please review the International Flight Guidelines and email a copy of your proposed international flight itinerary from the airline to the Travel Coordinator’s email address. Please wait to finalize all flight reservations until we have officially reviewed and approved your family’s international flights.

Frequent Flyer Miles
Families who would like to purchase tickets with frequent flyer miles will need to plan their own international flights. It is possible to purchase upgradeable tickets if your family has a significant amount of frequent flyer miles with an airline.

Flying Stand-By
We do not recommend flying “stand-by” as it is very important to ensure that your family arrives in China by the required date. A delayed arrival in China could mean a delayed departure from China in which you would incur additional costs associated with an extended stay. Flying stand-by would not allow us to pre-determine the number of set days in China in order to determine your family’s travel package cost.

International Flights Seating Assignments
Please be aware that America World cannot place seating requests for your flights. In our experience airlines are not generally consistent with seating protocol. Sometimes they will allow you to make the seating arrangements beforehand; other instances indicate that you will be unable to do so until your date of departure. Once your flights are booked, you can call the airline with your last name and flight number to request seating assignments.
Post Adoption Reports

It is important to note that the your first post adoption report will be due to AWAA six months after your Civil Affairs/adoption finalization date. Your family will also be submitting a one month self-assessment to our post adoption department as a means of checking in on how things are going upon your first weeks home. More information on your reports will be emailed to you by our Post Adoption department the week after you return from China.

Travel Payments

There are separate portions of travel that will require payment individually:

- Chinese Visas
- International Flights
- In-Country Travel Package
- In-Country Adoption Expenses

For a detailed timeline of all travel expenses from Referral Acceptance to in-country, please reference the Travel Payment Overview Chart.

Chinese Visas
Each traveler must obtain a visa to enter China. Chinese visas are issued by one of the five Chinese Consulates or the Chinese Embassy in the United States. Please see page 10 to access the visa application instructions.

International Flights
International flights must be paid for with a credit card of your choice and may be paid by the family or separately by each individual. Airfare will vary depending on the season of travel and airline. Payment for your international flights is due when your flights are booked. Your credit card information will be received and charged once we have confirmed your flight arrangements with you.

In-Country Travel Package
AWAA coordinates all aspects of your in-country travel. You will receive one package price per family group including any additional traveler(s). This package price includes all travel arrangements for the adoption trip including:

- Travel Coordination and Processing
- All In-Country Transportation (Ground & Air)
- 5 & 4 star Hotel Accommodations*
- 4 group meals in Beijing
- Sightseeing
- Expert Guide Services
- Tips for Guides & Bus Drivers

This price is determined per family group and cannot be broken down or itemized. Depending on the season of travel, the package cost will range from:

- Adoptive Couple (includes the adopted child) = $5,000 - $7,000**
- 1 - 2 Additional Travelers = $1,700 - $2,200 per traveler***

Families adopting children with special needs or traveling in a small group could potentially pay a larger amount for their in-country package. The in-country travel package price will also vary depending on the season of travel and the number of additional travelers in the family’s group. Each family is allotted to have up to 6 travelers total (not including the adopted child). An additional $500 per traveler will be added to the seventh plus traveler(s).
The travel package price will be emailed to you about 1-2 weeks after booking your international flights. You will have at least 24 hours from the time you receive the price to pay on the AWAA payment site. Please note AWAA does not accept America Express.

*Our in-country staff has long-standing partnerships with the hotels we have families stay at and obtain discounted rates for adoptive families. They are unable to use credit card/hotel reward points to book hotel rooms.

**This estimated cost range is calculated for families who are adopting one child and will be in China for 1 ½ - 2 weeks. The price of the travel package for families who are adopting two children from two different provinces will cost an additional $1,000 - $3,000 since they will remain in China a week longer than families adopting one child.

***For families with more than more four travelers, the estimated range per additional traveler could be higher. The size of a family and age of each traveler will impact the total cost.

Travel Payments Continued

Grants and Eternal Family Funds

The day after your TA arrives at the AWAA office, the travel department will work with the finance department to ensure your account is in good standing and determine how much grant and Eternal Family funds (EFF) are available to be applied to your in-country travel package. Accordingly, any grant or EFF contributions that are deposited into your account after the day the TA arrives will not be able to be credited toward your in-country travel package. For this reason it is important that you follow up on any pending grants or EFF contributions in a timely manner and prior to the TA being issued.

In-Country Adoption Expenses

Each family is required to bring $7,300 in cash (per child) with them to China to cover the expenses for your child. Cash must be free of marks, tears, or stains. The breakdown of the cash is as follows:

- $7,100 in clean $100 bills
- $200 in clean smaller denominations ($50 and $20 bills)

Adoption fees may vary according to the province and current exchange rate. All fees are paid in Chinese currency.

The AWAA guides will assist your family in converting the US currency to Chinese currency once you arrive in your child’s province, or may convert the money for you. Please do not convert any US currency related to the following fees until your provincial guide has instructed you to do so.

<table>
<thead>
<tr>
<th>Breakdown of Adoption Fees (per child)</th>
<th>Cost Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orphanage Donation* (pay in child’s province)</td>
<td>$5,650 - $5,700</td>
</tr>
<tr>
<td>Notarization (pay in child’s province)</td>
<td>$500 - $700</td>
</tr>
<tr>
<td>Registration (Family Photo, Child Transportation, Finding Ad) (pay in child’s province)</td>
<td>$100 - $400</td>
</tr>
<tr>
<td>Child’s Chinese Passport (pay in child’s province)</td>
<td>$100 - $200</td>
</tr>
<tr>
<td>Child’s Medical Exam &amp; Picture (pay in Guangzhou)</td>
<td>$120 – $270</td>
</tr>
</tbody>
</table>

*Note: Our orphanage partners have requested that we not use wire transfers due to the difficulty it causes for them to obtain the money and convert it into US currency. For this reason, we do not allow wire transfers to be made.
The Breakdown of Adoption Fees outlined above does not include money for adoptive parents’ or additional traveler(s) food or personal purchases. We have had previous adoptive families recommend bringing $600-$1,000 extra per adoptive couple to spend on food expenses and personal purchases during your 1 ½ - 2 weeks spent in China.

**IMPORTANT NOTE ON CUSTOMS DECLARATION**
Families who will be traveling with $10,000 or more in cash are required to declare the money and can do so at the airport or in advance by completing a “Report of International Transportation of Currency and Monetary Instruments” FinCEN 105 (former CF 4790). Please click [here](#) to download the form.

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**Sample Adoption Trip Itinerary**

Keep in mind, this is a sample itinerary. Most trips will closely follow this sample itinerary, but definite plans cannot be confirmed until you receive your actual itinerary.

<table>
<thead>
<tr>
<th>DATES</th>
<th>TRAVEL DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOCATION</td>
<td>BEIJING</td>
</tr>
<tr>
<td>WEDNESDAY</td>
<td>*Depart for Beijing</td>
</tr>
</tbody>
</table>
| THURSDAY | Some Families Depart for Beijing  
Arrive in Beijing |
| FRIDAY | Beijing Sightseeing:  
Tiananmen Square, Forbidden City, Summer Palace |
| SATURDAY | Beijing Sightseeing: Church Service, Great Wall |
| LOCATION | YOUR CHILD’S PROVINCE |
| SUNDAY | GOTCHA DAY! A.M. – Flight to Child’s Province  
P.M. – Meet Your Child! |
| MONDAY | Civil Affairs Appointment |
| TUESDAY | Adoption Appointments / Sightseeing & Shopping |
| WEDNESDAY | Adoption Appointments / Sightseeing & Shopping |
| THURSDAY | Adoption Appointments / Sightseeing & Shopping |
| FRIDAY | Flight to Guangzhou for Consulate appointment & paperwork |
| LOCATION | GUANGZHOU |
| SATURDAY | Child’s Medical Exam |
| SUNDAY | Consulate Paperwork |
| MONDAY | Consulate Appointment**  
Consulate Oath-Taking Ceremony |
| TUESDAY | Pick-up Child’s U.S. Visa  
Depart from Guangzhou |
| LOCATION | DEPARTURE CITY |
| WEDNESDAY | Depart for U.S. |

*Families adopting from Gansu, Guizhou, Henan, or Shaanxi have a Sunday Gotcha Day (rather than Monday) which means that you may choose to leave the US one day earlier so you do not need to cut your sightseeing short.*
Families adopting children over age 2 at the time of Consulate appointment will have their appointment on Tuesday, Wednesday, or Thursday and will be in China until Thursday, Friday, or Saturday due to the additional TB testing required by the CDC.

**Vital Travel Documents**

The links below contain additional information about certain aspects of your travel. *It is extremely important that you read through each of the following packets thoroughly.*

- **Visa Process & Instruction Packet**
  This packet will instruct you on the process of obtaining a Chinese visa. There is a sample application and instructions for each section of the application. Applications need to be approved by the Travel Coordinator prior to being sent to the Chinese Consulate.

- **Adoption Trip Forms**
  These forms need to be completed and returned to the Travel Coordinator no later than the date listed on your “Welcome to Travel” email.

- **Documents to Travel With**
  This is a checklist and list of documents that need to be taken with you on your trip to China. Please read through this thoroughly now and ensure that you are familiar with each document and double check that you have everything you need prior to receiving your TA.

- **Preparing to Meet Your Child**
  This document will give you valuable information regarding the emotions and expectations surrounding your Gotcha Day.

- **Preparing for Travel**
  These details are important to read and familiarize yourself with prior to leaving for China. If you have any questions after reading through this information, don’t hesitate to reach out to your Travel Coordinator.

- **One Parent Travel Paperwork**
  If only one parent will be traveling or there is even a slight chance that only one parent will travel, please read through this packet and get started on the additional paperwork required.

- **Adoptive Parent Recommended Packing List**
  This packet was put together from feedback we have received from previous adoptive families. The information will vary depending on season, age of child, province, etc. Please use it as a guideline and reach out to your Travel Coordinator or other adoptive family resources for more accurate suggestions.

- **Families Adopting Two Children**
  This document contains helpful information for families that are pursuing a two child adoption – specifically if the children are from two different provinces.