Student Recruitment Tour

East Asia Tour
31 August - 12 September
Seoul & Jeju, South Korea
Beijing & Shanghai, China
Taipei, Taiwan
Hong Kong, SAR China
Hanoi, Vietnam

Southeast Asia Tour
9 - 20 September
Hanoi & Ho Chi Minh City, Vietnam
Phnom Penh & Siem Reap, Cambodia
Kuala Lumpur, Malaysia
Jakarta, Indonesia
Singapore, Singapore

Full Asia Tour
31 August - 20 September
Includes both East and Southeast Asia tours

Shaping the future of international education
ABOUT THE TOUR

By joining the CIS Asia Tour 2019, you’ll gain opportunities to interact with thousands of students from a diverse range of high schools and educational backgrounds, exposing them to the breadth of opportunity available at institutions of higher learning around the world. Our goal is to maximize opportunities for university representatives, meeting the needs of a broad range of institutional enrolment priorities.

In addition to offering university fairs in high schools, the tour will provide travelers with the opportunity to facilitate educational workshops on a variety of topics for prospective students and counsellors in the schools. Tour participants will also take part in counsellor programmes offered in Shanghai, China and Siem Riep, Cambodia. Counsellor programs are designed to help university representatives build meaningful relationships with school counsellors from the region through facilitated conversations, workshops, and shared experiences.

36 Schools Visited
4,600 Students Seen

highereducation@cois.org | www.cois.org
WHAT MAKES CIS TOURS UNIQUE?

CIS TOURS HAVE STOOD THE TEST OF TIME
CIS is a non-profit organization that has been sponsoring recruitment tours for nearly 40 years. Our tour leaders are experienced admissions professionals working at CIS member universities. They understand your needs and goals.

CIS TOURS ARE TARGETED
Tour events include invited students from CIS member schools and outstanding national schools with student populations preparing to study abroad.

CIS TOURS OFFER INCLUSIVE PRICING
There are no surprise bills at the end of the tour. The tours are assisted by highly experienced travel professionals to manage all the logistics.

CIS TOURS ARE TRULY EDUCATIONAL
During the tour, participants lead workshops to help students, parents, counsellors, and teachers learn more about admission-related topics. Daily interaction with admissions professionals from other CIS member universities allows you to learn from others, share ideas, and build your network.

TOUR MENTORSHIP PROGRAMME
On CIS Tours, participants who are new to admissions and recruitment (less than 2 years of experience) are matched with experienced admission travelers who serve as their mentors. The programme aims to support mentees in building relevant skills and expertise as student recruitment/admission experts travelling internationally.
EAST ASIA TOUR DIRECTOR
Kevin Hostetler
Associate Director of Admissions
University of Southern California
khostetl@usc.edu
+1 213-740-4042

Kevin Hostetler is Associate Director of Admissions at the University of Southern California. Kevin works with students in the Greater China Region as well as the Middle East and has worked with international students for nearly a decade. He has served on the CIS Asia Committee since 2014, and he led the CIS South Asia Tour in 2016. His goal for the tour is to introduce our outstanding colleges and universities to students in East Asia and to create meaningful connections with university counsellors.

EAST ASIA ASSISTANT TOUR DIRECTOR
Fred Silva
Manager of Strategic Recruitment
Northwestern University in Qatar
fred.silva@northwestern.edu
+974 4454 5077

Fred Silva is Manager of Strategic Recruitment at Northwestern University in Qatar. He has worked in the field of international education for over 10 years and implemented enrollment strategies for institutions in the United States, Saudi Arabia, and Qatar. Before joining the CIS Asia Committee, Fred served on the CIS Latin America Committee and has participated in a number of CIS recruitment tours. Fred led the 2015 Brazil Tour and is excited about building long-lasting collaboration with local schools and counsellors in East Asia.
MEET THE TOUR DIRECTORS

SOUTHEAST ASIA TOUR DIRECTOR
David Wagner
Director of Admissions
St. Olaf College
wagner@stolaf.edu
+1 507-786-3306

David Wagner is the Director of Admissions at St. Olaf College. He has worked at St. Olaf for 14 years and has actively recruited in Asia for the past nine years. He has served on the CIS Asia Committee since 2013 and led the CIS China Tour in 2015 and 2018. His goal for the tour is to provide college and university representatives with meaningful opportunities to connect with prospective students, their families, and college counsellors from the region.

SOUTHEAST ASIA ASSISTANT TOUR DIRECTOR
Stephanie Sweeney
Associate Director of Admission
Suffolk University
Ssweeney3@suffolk.edu
+1 617-573-8460

Stephanie Sweeney is the Associate Director of Undergraduate Admission at Suffolk University in Boston, Massachusetts. She has worked as an admissions professional for over 12 years and has managed international recruitment in Asia for the past five years. A veteran of six CIS tours, Stephanie enjoys the productivity and camaraderie that the CIS tours create.

TRAVEL SUPPORT
Wren International
Veronica Mann
vmann@wrenintl.com
+1 508-561-2283
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Full CIS Asia Tour

DESTINATIONS
Seoul & Jeju, South Korea; Beijing & Shanghai, China; Taipei, Taiwan; Hong Kong, SAR China; Hanoi & Ho Chi Minh City, Vietnam; Phnom Penh & Siem Reap, Cambodia; Singapore, Singapore; Jakarta, Indonesia; Kuala Lumpur, Malaysia

TRANSPORTATION
All flights will be coach/economy class. Flights begin in Seoul, South Korea and end in Kuala Lumpur. International flights outside of this itinerary are not included, though Wren International can assist you with flight booking.

ACCOMMODATIONS
20 nights at first class hotels, single rooms, taxes, breakfast and internet included. Hotel list will be posted to the Wren International website.

East Asia Option

DESTINATIONS
Seoul & Jeju, South Korea; Beijing & Shanghai, China; Taipei, Taiwan; Hong Kong, SAR China; Hanoi, Vietnam

TRANSPORTATION
All flights will be coach/economy class. Flights begin in Seoul, South Korea, and end in Hanoi, Vietnam. International flights outside of this itinerary are not included, though Wren International can assist you with flight booking.

ACCOMMODATIONS
12 nights at first class hotels, single rooms, taxes, breakfast and internet included. Hotel list will be posted to the Wren International website.

Southeast Asia Option

DESTINATIONS
Hanoi & Ho Chi Minh City, Vietnam; Phnom Penh & Siem Reap, Cambodia; Singapore, Singapore; Jakarta, Indonesia; Kuala Lumpur, Malaysia

TRANSPORTATION
All flights will be coach/economy class. Flights begin in Hanoi, Vietnam and end in Kuala Lumpur. International flights outside of this itinerary are not included, though Wren International can assist you with flight booking.

ACCOMMODATIONS
11 nights at first class hotels, single rooms, taxes, breakfast and internet included. Hotel list will be posted to the Wren International website.
Full CIS Asia Tour

**ORIENTATION/DEBRIEFING**
Orientation meeting in Seoul and debriefing in Kuala Lumpur.

**MEALS**

**COUNSELLOR PROGRAMMES**
Counsellor brunch in Shanghai and counsellor fly-in programme in Siem Reap.

East Asia Option

**ORIENTATION/DEBRIEFING**
Orientation meeting in Seoul and debriefing in Hanoi.

**MEALS**

**COUNSELLOR PROGRAMMES**
Counsellor brunch in Shanghai.

Southeast Asia Option

**ORIENTATION/DEBRIEFING**
Orientation meeting in Hanoi and debriefing in Kuala Lumpur.

**MEALS**

**COUNSELLOR PROGRAMMES**
Counsellor fly-in programme in Siem Reap.
TRANSFERS
Included from airport to the hotel and vice versa, by private motor coach. All group transfers for school visits and college fairs are included.

GRATUITIES & TAXES
All gratuities and taxes related to transportation, accommodation and transfers are included. Airport and hotel porters, drivers and guide gratuities are all included. Airport departure taxes are also included.

PASSPORTS/VISAS
A valid passport is required to travel, with a minimum of six empty pages and validity through April of 2020. Citizens of some countries will need visas for China, Vietnam, and Cambodia. Visas are not included in the cost of the tour. Wren International will provide information and links to obtain visas before the tours depart.

TOUR GUIDANCE
The tour director and assistant tour director are experienced admissions professionals. A professional tour manager from Wren International will also travel with the group to handle all tour logistics.

WEBPAGE
A webpage with login and password will be provided for pre-trip communication.

TOUR MATERIALS
Appropriate pre-tour information and pre-trip literature will be provided to all tour participants. Luggage tags, a personalized name badge and mobile app will be provided for all participants.

TRAVEL INSURANCE
A group coverage policy is included for all participants. A copy can be obtained from Wren International.

MISCELLANEOUS
Information on schools to be visited on the tour and cultural background information on the countries to be visited will be provided in advance. A CIS brochure with information about each participating institution will be provided to each school to share with prospective students.
• CIS tours are available to CIS Higher Education member institutions only.

• Participants must be full-time, permanent international admission officers of the member institution.

• Preference is shown to participants with at least two years of full-time university admissions experience. A limited number of places are available for participants with less than two years of experience who agree to participate in the CIS Tour Mentorship Programme to support their professional development while on the tour.

• Participants must adhere to the CIS Code of Ethics and the Guiding Principles for Higher Education Members.

• Participants must take part in the entire tour itinerary; deviations from the tour itinerary are not permitted.

• An institution may not send more than one representative.

• Additional travellers may not accompany the tour participant at any time on the tour.
• Participants must be prepared to make general presentations on the university admissions process and be familiar with the admission and financial aid policies of their own institutions and the concerns of international students.

• Any substitution in the person travelling must be reviewed and approved by CIS at least 45 days prior to the start of the tour. The new participant must submit a completed application and is required to meet all of the conditions for participation. Once approved, substitute travellers will pay a USD 1,000 change fee plus any additional tour expenses.

• Due to space restrictions, floor displays at school visits are prohibited. Promotional giveaways are also not permitted. Participants must remain behind their tables when interacting with attendees.

• CIS frequently photographs and/or videotapes and records its events and meetings. By attending this event you consent to being recorded and/or photographed, and authorize CIS to use any video, recording, and/or photographs in any medium (web, digital, print, broadcast) throughout the world at CIS’s sole and exclusive discretion.
COST OF PARTICIPATION

Full Asia Tour: USD 19,750
Southeast Asia Tour: USD 11,600
East Asia Tour: USD 10,700

PRIORITY APPLICATION DEADLINE

17 MAY 2019

PAYMENT & REGISTRATION

17 May 2019 - Tour application with USD 1,125 deposit (excl. VAT) is due to CIS. Participants must meet the conditions for participation and application deadlines in order to be considered.

3 June 2019 - Remaining balance due to Wren International.

Full Asia Tour: USD 18,625 (excluding VAT)
Southeast Asia Tour: USD 10,475 (excluding VAT)
East Asia Tour: USD 9,575 (excluding VAT)

Tour price and itinerary are subject to change due to: revaluation of the US dollar, fuel surcharges, government taxes, airport departure taxes, reciprocity taxes, entry visa fees, changes in security situation, itinerary changes (before and during the tour) and all other items not in the control of Wren International and the Council of International Schools.

CANCELLATION/PENALTIES

CIS and Wren International will only accept written cancellations. Fees will be assessed for cancellations in the following manner:

Cancellations prior to 17 May 2019: 100% of the tour balance is refundable, including the USD 1,125 tour deposit.

Cancellations between 18 May 2019 and 3 June 2019: 100% of the tour balance is refundable, less the USD 1,125 tour deposit and any unrecoverable tour expenses.

Cancellations between 4 June 2019 and 17 June 2019: 50% of the tour balance is refundable, less the USD 1,125 tour deposit and any unrecoverable tour expenses. No refund will be made if cancellation is received after 17 June 2019.

If you have chosen to pay with a credit card, your tour deposit will be processed when you click Submit Application. All wire transfers must be made within 30 days of the tour application date. The tour deposit is refundable should a tour applicant not be selected for the tour.

CONTACT THE TEAM

CIS Higher Education Services
highereducation@cois.org
www.cois.org