



Checklist

Preparing for an international move

When you move to another country, there are many details to arrange. Cecilia Davis from ELM has compiled the following checklists of things you'll need to remember. Don't forget to read the lists one last time before you leave to ensure you haven't forgotten anything!

General preparations

- Take a language course. Speaking the language of your destination country is highly recommended – and an informal conversation is quite different from defending your proposal to colleagues in a meeting.
- Be sure you have a valid passport or national identity card.
- Apply for the necessary permits. EEA residents moving to another EEA member state do not need a visa. Work permits and residence permits are granted without a problem, but you do have to apply for them.
- Check whether you'll need to exchange your driving licence.
- Make copies of all the important documents: passport, diplomas, insurance papers, etc.
- Have your name removed from the register of population and/or electoral roll in your home country.
- Inform all the necessary authorities about your move: gas, telephone, electricity, bank, etc.
- Confirm that all the important authorities, as well as your friends and family, have your new contact details.
- Arrange to have your mail forwarded.

Accommodation and banking

- Try to arrange accommodation in your destination country before you leave, at least for the first week. If necessary, book a hotel room. For long-term accommodation, be prepared to pay a deposit of up to three months' rent in advance.
- If you plan to go abroad for a fixed or short period, consider keeping your current home.
- Open a bank account in your destination country.
- As you'll probably be paid a month in arrears, transfer enough money to your new account to keep you going for the first three months.

Social security and health

- Make sure you know the social security rules of your destination country.
- If you're moving between EEA countries, you'll need E-forms to claim social benefits. Check whether you need Series E100 (insurance, urgent medical treatment), Series E200 (pensions), Series E300 (unemployment benefit), or Series E400 (family benefits).
- On June 1, 2004 the new European Health Card is slated for distribution. This card will replace all current paper forms needed for health treatment during temporary stays or holidays. The card is designed to simplify the life of EU citizens, social security institutions and healthcare providers. It will also help to combat the potential for fraudulent activity.
- The new health card will first replace the E111 form used for short stays such as holidays. Later the card will replace all other forms used for short stays such as



employees posted to another country, international road transport, study and employment seekers.

- Later on, the card will take the form of an electronic smart card, which will be readable by computer. These changes are designed to simplify operations and will not change the rights and obligations of EU citizens.
- Arrange medical insurance, if you are not covered under the EU health card.
- Check what happens to your pension when you move abroad.
- Find out in advance which authorities you have to register with in your destination country.

Taxation

- Inform the tax authorities in your home country that you are moving and register with those in your destination country.
- Make sure you have settled your debts with your home tax authority.
- Make sure you know about the taxation rules of your destination country.
- PriceWaterhouseCoopers has an extensive website www.pwcglobal.com listing the latest tax info for many countries. This is a helpful tool to look for tax authority information in your destination country.

Work

- Arrange an employment contract and written confirmation of your salary before you leave.
- Confirm your job title, work location, and the currency of your salary payments.
- If you have a fixed contract, confirm the expected duration.
- If you plan to go abroad for a fixed or short period, arrange work for when you plan to return.
- If you are sent abroad to work, consider getting a clause in your contract stating the expected length of the assignment, method of repatriation, and any guarantees regarding a job on your return.
- Ensure that your qualifications will be officially recognised in your destination country.
- Obtain a certified translation of your diploma.
- Make copies of your diploma bearing the original stamp and signature of the school or university.

Moving

- Obtain several estimates of shipping costs and transit times.
- Arrange for an inventory of your goods.
- Obtain estimates for storing goods in your home country, if needed, and arrange insurance.
- Essential documents to carry with you
- Your valid passport or identity card.
- Ensure that you have been taken off the register of population and/or electoral roll in your home country.
- Have proof of residency, birth certificate, marriage certificate, statement of health, and proof of health insurance.
- Obtain a medical passport (if required).
- It is useful in some countries to have the full names, birthdays, and addresses of your parents.
- Recent passport photos (four or five), both colour and black-and-white.