

Checklist

Name of the post it: "Checklist prior to departure"

Ready for departure?

"Use this checklist together with your client to make sure that they are well prepared when going abroad for work"

I. Find out what opportunities there are available:

- Find out about the labour market situation in other European countries and look for job opportunities that fit your background (*link to information guide*)
- Get information about salaries AND about living costs (*link to information guide*)
- Find support services in the destination country that can help you when you arrive (*link to contacts*)
- Get inspired by the experience of others (*link to case studies*)

II. Find out more about your EU destination country (*link to information guide*)

Regulations of entry and residence

- What entry regulations exist in the destination country?
- What residence conditions exist in the destination country? Is official registration compulsory?

Employment, taxes, finances

- What is the job market like? What earning opportunities are there?
- You will have to pay income tax in the destination country. Find out how to do this.
- What are the local costs of living and accommodation?

Health care and social security

- How does the health care system and social security system work in the destination country? What do you need to consider regarding health insurance?
- How do you insure against unemployment?
- You will have to pay contributions towards a state pension in the destination country. You can choose to continue to pay these in your home country (but will need to arrange this with the Inland Revenue). You could also consider entering a private pension scheme in the destination country. It is best to ask your employer's advice about this.

Education and child care

- How does the education system work? Is there an English speaking school/ International school nearby?
- What type of local child care services do exist in the destination country?
- Are your educational and professional certificates recognised in the destination country? Do you need to get them officially translated?

Everyday life:

- Look for accommodation
- Look for language courses

III. Motivation and resources

- Think about your motivation for moving (e.g. money, developing languages skills, labour market opportunities, weather, new culture, meet new people, etc.) and choose the destination country accordingly!
- What resources do you have?:
 - o Do you have sufficient language skills, spoken and written or do you need a language course? Speaking the local language is a huge advantage!
 - o Do you have enough money to get by, even without earning for a while?
 - o Do you already know somebody living in the country?

IV. Just before you go

Passport and documents

- Are your ID card and/or passport and European driving license valid?
- Do you have official translations of all important documents in the language of the destination country? e.g. birth certificate, marriage certificate, proof of disability.
- You should get forms U1 (formerly E301) and E104 when you leave an EU country where you have been working. These forms are available at the relevant social security agency in the country you are coming from and provide details of your social security. Form E104 is needed if you apply for sickness benefits and form U1 is required for unemployment benefits.

Work Permit and Visa

- You can enter every country within the EU without a visa; you only need a valid passport and/or ID card.

In some EU countries you need to register and/or apply for a residence permit for Border Crossing

- In most countries, border controls are not allowed to ask for your financial resources or how much cash you have. However, there are exceptions e.g. German customs investigators at the Austrian and Swiss border.

Health

- Get a dental check-up before you go!
- If you take a medicine regularly, you should bring enough for at least 2 months and ask your doctor for the generic name so you will be able to ask for the equivalent in the country, as the brand names of medicines vary.
- If you have a specific medical condition, get your medical file from your doctor and organise a translation of the important parts.
- If you want to take pets with you, check if there are any medical requirements – such as vaccinations or identity chips they will need to comply with, and arrange these.

Be Prepared

- Cancel all your contracts and standing orders (e.g. apartment, phone, electricity, gas, water)

- Check the costs of bank services abroad– does it make sense to change your bank? What about online banking? Your current bank should be able to give you advice.
- Decide whether it is worth moving all your furniture and personal belongings with you or would it be easier to ask family/friends to store them or pay for storage?
- Arrange for your post to be forwarded or find another way for your post to reach you in the destination country.

Insurance

- Home/contents insurance – cancel it if you are leaving your home
- Private liability insurance – often will cover the policy holder abroad as well for up to 3 to 5 years.
- Health insurance. Get the European health insurance card (EHIC)
- Insurance in general: do you want to come back in a few years? Sometimes it is worth paying contributions from abroad. Some payments can be paid at a later date or paused temporarily.
- Car insurance. Contact your car insurer and ask for written confirmation of your no claims bonus. This will often be accepted overseas, enabling you to get cheaper insurance after you've moved. Cancel your car insurance once you are covered abroad.

(Use these checklists and links)... – each partner can add national checklists

- There should not only be links, but a few hints what the additional checklist inform on e.g. Checklist of the Meldebox (Germany): this checklist provides a timeline: what needs to be done 4 months, 1 month, 2 weeks... prior to departure, and what needs to be done when arriving?
- Link also to **checklists for returnees**, if there are some (labour mobility is not necessarily about permanent migration)