

Employee Relocation Pre-Arrival Checklist

Documentation & Paperwork

- ☐ Obtain necessary visas and work permits
- ☐ Check passport validity
- ☐ Sign and return employment contract
- ☐ Review relocation policy and entitlements

Travel Arrangements

- ☐ Book flights and transport
- ☐ Arrange travel insurance
- ☐ Reserve temporary accommodation

Personal Preparation

- ☐ Schedule medical check-ups
- ☐ Update vaccinations
- ☐ Notify bank of relocation

Packing & Shipping

- ☐ Arrange shipment of belongings
- ☐ Create packing list
- ☐ Organize storage for remaining items

Settling In

- ☐ Research utilities and internet options
- ☐ Plan for children's school enrollment
- ☐ Gather local area information

Other

- ☐ Notify emergency contacts of move
- ☐
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