

Checklist for families

**4 weeks before departure**

- Organise farewell party.
- Have you placed the order with the removal company?
- Insure removal goods.
- Have you placed an order with the workmen?
- Arrange to have your post sent on.
- Request a final invoice from doctors and hospitals.
- Apply for postponement of military service with the district draft and recruitment board, if applicable.
- Send new address data to all friends and relatives.
- If you are importing a vehicle into a country where the traffic drives on the left, make arrangements to get stickers for headlights (ADAC).
- Notify waste collection company, dispose of bulky waste.
- Organise helpers for the move.
- Organise cleaning.
- Examine checklist for open items.
- Define records for handing over ongoing projects.
- Create back-up copies of relevant data and documents.
- Complete statement of expenses.
- Select an administrator for a smooth transfer.
- Make arrangements to hire a car. Do you need one on arrival?
- Discuss open points with the human resources department.
- Get mains adapter or voltage converter, if necessary.

Notes

- Prepare address list with important contact data such as addresses of embassy, employer, human resources department etc.
- Get maps of the host country and mark important places such as place of residence, location of school, company offices etc.
- Have you finalised the tenancy agreement for your new home?
- Everything OK with your visa and immigration documents?
- Have you booked your hotel?
- Everything OK with the schedule?
- Organise children's party
- Get baskets for transporting pets and get the animals used to them.
- Clarify healthcare matters.
- Get international student identity card(s).
- Set aside marriage and birth certificates.
- Request a final invoice from doctors and hospitals.
- Discuss the move with your children and have them learn the new address.
- Organise childcare for the day of the move.
- Get information about the host country, possibly intercultural Training also for the children!

Notes

We'll be pleased to organise  
all this for you!