



## PRE-ARRIVAL CHECKLIST

As you prepare for your upcoming international move, please use this checklist of important documents and items to carry with you in person (do not include these in checked luggage or in a household shipment). We also highly recommend that you scan these documents and have them stored on a computer or flash drive, as you may be emailing some of them in the future.

*While this is a thorough list, it is not exhaustive and some items vary depending on local requirements and on the needs of you and your family.* It is important to note that requirements from various regulatory agencies change frequently, and sometimes without advance notice. It is important to be as flexible and patient as possible.

**Should you have any questions about this list, please contact your Destination Services Consultant.**

### **REQUIRED DOCUMENTS:**

- Passport and work visa
  - Passports must be valid for at least 6 months beyond the applicant's intended period of stay in the U.S.
  - If your passport is less than one year old, bring your expired passport
  - The I-94 will be processed by U.S. immigration upon entry into the country. You will be provided instructions on how to retrieve an electronic version of your processed I-94. (Very Important! - See separate I-94 info sheet. Need for SSN application)
- Letter of Employment / Offer letter
- Original or certified birth certificate for each member of the family. Adoption papers\*
- Original or certified marriage license\* (Translated in English is preferred)
- Valid home country driver's license (and international drivers permit (IDP)), as proof of the home country address is often necessary to open bank account. IDP is strictly a translation of your existing license and is issued by the country that issued the original license. Must show IDP with current license to be valid.
- Document verifying temporary U.S. address, as verification of current U.S. address is often necessary to open a bank account. (A Hotel address cannot be used for opening a bank account and receiving a social security number by mail.) However, you may use your office address for both banking and social security.
- Cash or cash equivalents (e.g. traveler's checks) for the first two weeks of expenses and for required deposits.



- There is usually a hold on cashing non-U.S. checks / transfers & fees for international debit & credit cards (About 7- 10 days)
- Suggested amount of money to bring: This should cover Property Application Fee, School Application Fee\*, one month's rent, one-two month's rent for security deposit\*\*, and money for living incidentals. Minimum amount to open a bank account can be \$25-\$100 USD.
- You may also be able to use an ATM/ Debit card that has access to an account with current funds available
- If you have lived in the U.S. before and previously received a Social Security Number (SSN), your social security card
- Up-to-date children's immunization records and medical exam history
- Children's academic records (such as grades and/or written evaluation) for school admission\*
- Child safety car seats, if appropriate
  - You may travel with a car seat or purchase in the U.S. (Car rental company may include if requested). These are mandatory to transport young children via automobile. All occupants must wear a seat restraint such as a seat belt for adults.
  - The age and weight of a child determines the type of necessary seat as well as where in the car the child may sit (these laws vary state to state—discuss with your Destination Services Consultant)

### **Recommended Documents:**

- Instructions from your employer on how to seek urgent medical care upon arrival in the U.S.
- Medical and dental records and/or filled medication prescriptions for the family (3-month supply is recommended)
- Proof of home country driving history (often this is not necessary as you are treated as a new driver in the US but can help reduce automobile insurance rates in the U.S. for SOME insurance companies).
- Existing credit cards (e.g. VISA, MasterCard, American Express) to use for expenses
  - Notify credit card company when traveling so cards are not denied for unusual use.
  - Not all merchants accept non-U.S. credit cards for payment and you may wish to check with your credit card company regarding fees for using the card internationally



**Miscellaneous:**

- Electrical converters for electrical appliances you are bringing\*
- Loose/unlabeled pills may be confiscated or cause inconvenience at customs entry. Bring copies of prescriptions\*

\*If applicable

\*\* If assignee will be responsible making rent payments