International Moving Checklist

Two — Three Months Before the Move

☐ Establish a timeline for the move.
☐ Decide what to do with your current home: rent it, sell it or terminate your lease.
☐ Consider storing some of your belongings rather than shipping everything to your host country.
☐ Choose a moving company and set a date for the movers to pack and load.
☐ Obtain your Order for Service, extended protection and import and export documents from UniGroup.
☐ Apply for visas and working permits.
☐ Arrange for pre-assignment services such as home finding, school search and orientation tours.
☐ Obtain copies of passports, driver licenses, birth certificates and school records.
☐ Apply for special permits required to export/import goods (firearms, alcohol, etc.).
☐ Check the quarantine laws when transporting pets to your host country.
☐ Apply for CITES export permits from your origin country if you plan to export items from an endangered species (ivory, bones, animal skins, etc.).

One Month Before the Move

☐ Stop or transfer all subscriptions.
☐ Check whether or not appliances will work in the new country.
☐ Have all necessary mechanical equipment serviced.
☐ Arrange to see your doctor and dentist.
☐ Get supplies and generic names of all necessary medications.
☐ Order extra contact lenses or glasses.
☐ Research whether your current bank has an overseas branch.
☐ Sell or give away things you don’t need or can’t take with you.

Three Weeks Before the Move

☐ Buy products that will not be available in your new country.
☐ Start sorting your belongings according to what will come with you and what will be left behind.
☐ Begin packing if you are doing any of the packing yourself. (Be sure to leave the boxes open.)
☐ List all belongings to be moved, indicating a value for each on the inventory form.
☐ Notify the post office, contacts and creditors of your change of address.
Two Weeks Before the Move
- Transfer bank accounts.
- Take pets to vet for immunizations and travel documents.
- Take care of any bills and investments.
- Arrange for any insurance requirements.

One Week Before the Move
- Finish packing.
- Arrange for deliveries to be stopped.
- Arrange for someone to look after children and pets while the movers are packing and loading.
- Confirm you have received all required permits for exporting and importing goods.

Two Days Before the Move
- Buy travelers checks or get cash in the foreign currency for your first week in the new location.
- Pick up dry cleaning.
- Return library books.

One Day Before the Move
- Clean and dry all electrical appliances to avoid mildew.

Items to Take with You
- Passports
- Travel documents
- Birth certificates
- Marriage certificate
- Divorce papers
- Child custody papers
- Adoption papers
- Driver licenses
- Record of vehicle “No-Claims Bonus”
- Medical and dental records
- Medication
- Insurance cards
- School records
- Legal documents such as a will, power of attorney, bank statements and income tax records
- Electric adapters
- Special infant needs such as baby food, diapers or formula