

DOCUMENTS

<input type="checkbox"/>	Acquire a passport. If you already have one, make sure it will be valid for longer than your intended trip.
<input type="checkbox"/>	Obtain the appropriate visa for the country in which you will be teaching.
<input type="checkbox"/>	Make copies of all of your important travel documentation (i.e., passport, visas, university degree, travel itinerary, etc.) and leave them with someone you trust.
<input type="checkbox"/>	Write down any essential contact information (i.e. family, friends, accountant).
<input type="checkbox"/>	Make copies of all other important documents. Don't forget insurance details, credit card numbers, essential phone numbers, and airline tickets.
<input type="checkbox"/>	Consider getting an international driver's license (usually quite cheap and easy to do).
<input type="checkbox"/>	Extra copies of your passport photo for any other official documents you might need once you are in the destination country or to ease the process of replacing your passport if it is lost.

AIRLINE TICKETS

<input type="checkbox"/>	Before purchasing your airline ticket, discuss the purchase with your school. They may have advice or limitations on reimbursement such as dates you can fly or destinations you can fly from.
<input type="checkbox"/>	Visit various travel agents to find the best price and best options before purchasing your tickets.
<input type="checkbox"/>	Check the airline website for any restrictions, such as on the weight and size of luggage.
<input type="checkbox"/>	Make sure you have purchased a return ticket. Most visas require you to prove that you intend to return once the contract is up.
<input type="checkbox"/>	Make your checked bags as distinctive as possible. This way, you'll be able to spot them easily on the baggage carousel.

MEDICAL CONSIDERATIONS

<input type="checkbox"/>	It is a good idea to visit a dentist and get a check-up before leaving.
<input type="checkbox"/>	Get a general check-up from your doctor and ask for any special health information that you may need overseas. Also ask for any vaccinations that apply to where you are travelling (this could take up to two months).
<input type="checkbox"/>	Be sure you take enough prescription medication with you to last the whole trip. Some medicines won't be available in some countries.
<input type="checkbox"/>	Check the expiration date of any medications you plan to take before you pack them.
<input type="checkbox"/>	Ensure you have health and accident insurance, not just travel insurance and will be able to contact the insurance company in case of an emergency.
<input type="checkbox"/>	If you wear glasses, carry a spare pair of glasses and know your lens prescription.

FINANCIAL REMINDERS

<input type="checkbox"/>	Clear any debts (credit, fines, penalties, etc.).
<input type="checkbox"/>	Cancel automatic withdrawals from your bank account.
<input type="checkbox"/>	Plan for filing your income tax. Talk to your tax agent to find out if you should remove yourself from the taxation system in your home country so you don't pay tax in two countries.
<input type="checkbox"/>	Visit an accountant to get tax information that is specific to the country you are travelling.
<input type="checkbox"/>	If you plan on sending money home, be sure you have someone you trust receiving the money to update you when payments go through.
<input type="checkbox"/>	Think about how much it will cost to live in a foreign country for a month and prepare accordingly. You probably won't get any pay until you have already worked for a couple of weeks.

LEGAL ISSUES

<input type="checkbox"/>	Settle any legal issues that you may be involved in.
<input type="checkbox"/>	Get a criminal record check completed. This may take up to two months, however, the criminal record check must not be older than six months before your arrival date. This is essential for some visas.
<input type="checkbox"/>	Become familiar with the basic laws and customs of the country you plan to visit.

PREPARE FOR THE CLASSROOM

<input type="checkbox"/>	Collect gifts/souvenirs from your own country to hand out to your students and co-workers. Something small is often a big step to starting friendships.
<input type="checkbox"/>	Review everything you've learned through your Teflen course. Take a secondary look at your course, the resources we have provided for you, and our travel tips.
<input type="checkbox"/>	Make sure you take an English dictionary, a grammar book, and other essential classroom supplies.
<input type="checkbox"/>	Prepare a few language centred games such as Boggle® or children's word association games.
<input type="checkbox"/>	Think about what you can take that sets you apart individually. Take photos of your family and special things from home that students will find interesting and will help them connect with you.
<input type="checkbox"/>	Discuss with your school what is considered appropriate dress. Some schools require teachers be very smartly dressed, where others are more casual.

ATTITUDE

<input type="checkbox"/>	Be sure you are mentally prepared to travel. If you have doubts, feel free to wait and go when you are ready. Travelling overseas to teach English is a big decision. Staying positive is the most important thing to do, as it will help you move forward past minor setbacks and problems.
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PREPARING TO TRAVEL: PACKING CHECKLIST



The final step before leaving is to pack your suitcase. This task can seem overwhelming the first time a teacher leaves to go overseas as there are so many things that you need to remember. In our countries, we enjoy a level of comfort from certain items and these may not be available in some countries. Below is a checklist to help you pack everything you need.

ESSENTIALS	
<input type="checkbox"/>	Documents (passport and visa, degree certificate, university transcripts, any other important papers) and copies of each document.
<input type="checkbox"/>	Airline tickets and itinerary, as well as photocopies of these packed separately. If you lose your originals, copies of your ticket can often be used in the same way as the original ticket itself.
<input type="checkbox"/>	Extra passport photos.
<input type="checkbox"/>	Health insurance and emergency contact information.
<input type="checkbox"/>	International driver's license (if you have one).
<input type="checkbox"/>	Prescription medications.
<input type="checkbox"/>	Credit cards, ATM cards, and enough cash for emergencies.
<input type="checkbox"/>	Proof of vaccinations.
<input type="checkbox"/>	Money for survival in the first month.
<input type="checkbox"/>	Spare glasses and a lens prescription.
<input type="checkbox"/>	Copies of your resume.

GENERAL LIVING ITEMS	
<input type="checkbox"/>	Professional clothing for work.
<input type="checkbox"/>	Clothing suitable for the climate and traveling the country - remember you could be there all year and the climate will most likely be quite different from your country.
<input type="checkbox"/>	Secure storage for important documents.
<input type="checkbox"/>	Personal items, such as photos of friends/family. Any sentimental items will help ease culture shock and make it easier to adapt to a new country.
<input type="checkbox"/>	All of the relevant contact information for your family, friends, and other important people.
<input type="checkbox"/>	Some personal luxuries, such as music, books, hobby accessories etc.

General Living Items, Continue...

<input type="checkbox"/>	Camera, charger, and extra batteries. A power adapter, some countries have different types of plugs and voltages. Make sure the one you purchase will be appropriate for the place you are going.
<input type="checkbox"/>	Writing journal & Phrase book.
<input type="checkbox"/>	Souvenirs for gifts.
<input type="checkbox"/>	Personal hygiene products / toiletries such as deodorant, toothpaste, shampoo, conditioner, lip balm, brush, comb, and special cosmetics, as they may not all be available in your destination country
<input type="checkbox"/>	Luggage tags or something to identify your bags.
<input type="checkbox"/>	Guide Book and maps of your destination country.
<input type="checkbox"/>	Money for survival in the first month.

ITEMS TO TAKE FOR THE CLASSROOM

<input type="checkbox"/>	Educational games (Boggle®, children’s word association games).
<input type="checkbox"/>	An English dictionary and a concise grammar textbook.
<input type="checkbox"/>	Personal writing paper, pens, etc. The school may provide some things, anything individual you bring will certainly be useful.
<input type="checkbox"/>	Magazines with pictures, books and popular culture items from your country. Students will enjoy learning about your home country and you.
<input type="checkbox"/>	Additional teacher resource books and language game books.
<input type="checkbox"/>	Souvenirs from your home country to give to students and staff.

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