

CHECKLIST

6 Months

- ✓ Register with Michael Page.
- ✓ Complete your CV template from Michael Page and start preparing travel documents.
- ✓ Check you have a valid passport.
- ✓ Contact the relevant embassy for a Visa application form or download a form and view information on their website.

3 Months

- ✓ Open a bank account in the country you're heading to. This process can take a number of weeks so we suggest doing it now.*
- ✓ Arrange a Power of Attorney to manage any financial or legal affairs while you are away.
- ✓ Compare flight options and book your ticket.
- ✓ Inform Michael Page once your flight has been booked and/or your visa has been approved.

1 Month

- ✓ Hand in notice to work and obtain written references from your current employers.
- ✓ Organise for all correspondence to be re-directed and cancel subscriptions.
- ✓ Set up a hotmail or gmail email account.
- ✓ Arrange for storage of any items you cannot take.
- ✓ File your Tax Return.
- ✓ Arrange a registration interview with Michael Page for your arrival in the UK.

3 Weeks

- ✓ Arrange accommodation overseas.
- ✓ Contact your bank to change the status of your accounts as necessary and obtain call free numbers should you need to contact the bank whilst you are away.

2 Weeks

- ✓ Record your contact details for friends and family.
- ✓ Photocopy all important documents. Take two copies of each and leave one copy with a friend or family member and take the other with you. Save a copy of your CV on your email.

1 Week

- ✓ Organise what to pack.
- ✓ Contact Michael Page with any last minute questions or queries.
- ✓ Start applying to vacancies on the Michael Page website in preparation of your arrival: www.michaelpage.co.uk

On Arrival

- ✓ Purchase a UK SIM Card.
- ✓ Update Michael Page with your new contact details and re-confirm your appointment.
- ✓ Apply for your National Insurance number.

*If you are not able to open a bank account before you arrive then we can help you with this by providing you with a letter of introduction for HSBC.

For more information, please contact the Global Opportunities team at globalopportunities@michaelpage.com.au