



Your Adventure Begins Soon!

Congratulations on your upcoming international internship! Embarking on this journey is an incredible opportunity to gain professional experience while immersing yourself in a new culture. To help ensure you have a smooth transition and a successful experience abroad, we've prepared this comprehensive pre-departure checklist. Use it in the weeks leading up to your departure to stay organized and prepared.

Travel Documents

- **Passport Validity**
 - Ensure it's valid for at least 6 months beyond your planned return date.
- **Visa Documentation**
 - Check if you need to bring additional documents for immigration.
- **Flight Booking Confirmation**
 - Save digital and print copies of your itinerary.
- **Travel Insurance Documentation**
 - Confirm coverage includes medical, liability, and trip cancellation.

Accommodation

- **Secure Housing**
 - Consider options like student housing, Airbnb, co-living, or intern housing programs.
- **Understand Lease Terms**
 - Check deposit requirements, duration, and rules.
- **Know Your Route to the Workplace**
 - Research public transportation options and commute times.
- **Check Neighborhood Safety & Accessibility**
 - Research local amenities like grocery stores and pharmacies.
- **Furnishing Needs**
 - Determine what essentials to bring vs. buying locally.
- **Wi-Fi and Utilities Setup**
 - Confirm if these are included or need to be arranged separately.

Work Preparation

- **Confirm First Day Details**
 - Date, time, meeting point, and dress code.
- **Understand Dress Code**
 - Business formal, business casual, uniform requirements, etc.
- **Pack Work-Appropriate Clothing**
 - Include weather-appropriate items for the season.
- **Work Equipment**
 - Confirm if a laptop, notebook, and office supplies are provided.
- **Review Company Policies/Handbook**
 - Familiarize yourself with any materials shared beforehand.
- **Know Your Role & Expectations**
 - Understand your goals, reporting structure, and tasks.

Finance

- **Open a Local Bank Account**
 - Research if this is needed; some employers can assist.
- **Bring Some Local Currency**
 - For immediate expenses upon arrival.
- **International Debit/Credit Card**
 - Ensure it's activated for overseas use and notify your bank.
- **Budget Plan**
 - Create a budget for accommodation, food, transport, and leisure.
- **Stipend Details**
 - Confirm amount, payment schedule, and currency.

Health & Safety

- **Travel Insurance With Medical Coverage**
 - Ensure your policy covers medical expenses abroad.
- **Vaccinations**
 - Check if any are required or recommended for your destination.
- **Prescription Medications**
 - Bring a sufficient supply with translated prescriptions if needed.
- **Register with Local Embassy**
 - Optional but useful in emergencies.
- **Emergency Medical Numbers**
 - Research nearest clinics/hospitals to your accommodation.

Communication & Connectivity

- **Local SIM Card or eSIM Plan**
 - Research options for data and calls.
- **Download Essential Apps**
 - Maps, translation, transport, delivery, and work tools like Slack.
- **VPN Subscription**
 - If access to certain services is restricted in your destination.

- **Time Zone Setup**
 - Adjust your devices for meetings and family calls.

Packing Essentials

- **Adapters & Converters**
 - For your electronics.
- **Weather-Appropriate Clothing**
 - Research local climate for your internship period.
- **Work & Casual Outfits**
 - Pack a balance of professional and casual clothing.
- **Personal Care Items**
 - Consider what might be difficult to find locally.
- **Basic First-Aid Kit**
 - Include common medications you use.
- **Gifts or Tokens**
 - Small items from your home country for hosts or networking events.

Cultural & Social Preparation

- **Research Local Etiquette & Customs**
 - Especially for professional settings.
- **Learn Basic Phrases**
 - If a different language is spoken.
- **Join Expat or Intern Groups**
 - Facebook, Meetup, Internations for social connections.
- **Local Laws & Restrictions**
 - Research dress codes, alcohol policies, curfews, etc.

Mental Prep & Mindset

- **Set Goals**
 - Define skills to learn and networks to build during your internship.
- **Prepare for Culture Shock**
 - Research differences in food, working style, and communication.
- **Backup Plans**
 - Know who to contact if something goes wrong.

Have Questions Before You Go?

Our team is here to support you every step of the way. Don't hesitate to reach out if you need any assistance with your preparations!

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