

Checklist - What should I know and answer before leaving my country?

- Do I have a passport? Is it valid?
- Do I have my flight tickets?
- Do I have money in the currency of the other country/ do I have a bank card?
- Name of contact person at company/ hosting organisation?
- Telephone number of contact person?
- Address of the accommodation?
- Transport from the airport to the accommodation?
- (Address of the company?)
- Transport from accommodation to the company?
- Working clothes: What is the dress code? Do you need to bring your own working shoes? Your own safety protection shoes are always most comfortable.
- Normal clothes; what is the weather like in the country where I'm going?
- How much money do I need? What are my expenses; bus tickets, lunches, dinners, travels, spare time activities, food?

