

Working Abroad: Employment Contract Checklist

Employment Contract Checklist

Moving overseas is one of the biggest challenges you may face. You must do thorough research on the legal requirements to stay and work in your chosen country. This often requires you contacting the relevant embassy to ask questions about the process.

Every country has its own regulations and rules for entry and work, so you need to read the instructions, processes, and requirements fully before accepting a job. Use this checklist to make sure you have considered everything whilst completing your international job search.

The country

- What is the visa process?
- Will you need a residency permit?
- Do you need to consider how any of this countries environmental changes will affect you? (Weather, geography, any rules on visiting other countries)
- Are there cultural rules, custome and regulations you will need to follow?
- What is the social and political climate of this country? Is it safe?
- What is the tax process?
- Have you considered how your social security, income tax provisions or other agreements will operate between your host country and home country?

Cost of living

- What is the general cost of living in this country?
- Will your employment offer cover your needs while living there?
- Do you have advance financial funds available before leaving in case of emergency?
- Will you be setting up a bank account in this country?
- What will be you regular outgoings? (accommodation, utility bills, taxes, rates)
- Have you explored what kinds of insurance you will need? (Expat insurance, medical Insurance)

Everyday life

- Where will you live?
- Do you need to learn the language?
- How will you socialise with your colleagues, neighbours, other country natives?
- How will you handle homesickness?



Miguel Desport and Marion Bisserier during their Internship at Pentagram. ©



Amber Duke-Cohan during her Internship at Superdrug. © Alys Tomlinson.

- Do you need to register with a Doctor?
- Have you reached out to other UAL alumni living in the country?

Your job offer

- Have you explored your future employers policies, do they align with your values?
- Have you familiarised yourself with the employment law of that country?
- Have to translated your contract and checked the relevant law and your legal rights as needed?
- Will they be sorting your visa and/or work permit or do you need to apply for this?
- What will be your payment schedule and what currency will it be in?
- What is your benefits package, if there is one? (relocation expenses, repatriation expenses, vacation, pension, holiday entitlement, medical insurance)
- What will your working hours be?
- Will you receive overtime pay?
- Do you know the company policies around termination of employment, your notice period, severance packages, repatriation, and grounds for cessation?
- Have you received detailed information about your roles and responsibilities, personal development management and performance appraisal methods?