

## How to proceed 'check list'

*So, both companies agree, it's all approved, now all that's left to do is to use the check list below to make sure it goes smoothly:*

### → **Visas**

Check whether you need a visa to enter the country you are swapping to - if so apply in plenty of time. Click here for more information on visas. ([www.deskswap.com/visa](http://www.deskswap.com/visa)).

### → **Work permits**

Check whether you need a work permit to enter the country you are swapping to - if so apply in plenty of time. Click here for more information on work permits. ([www.deskswap.com/visa](http://www.deskswap.com/visa)).

### → **Documentation to enter your swap country**

Check what other documentation you need to enter the country you are swapping to. Documentation is usually linked to your permit and can include medical records or x-rays, proof of employment or address, referees... Click here for information ([www.deskswap.com/visa](http://www.deskswap.com/visa)).

### → **Payment**

How are you going to arrange the finances? An easy option is to continue to be paid by your present company, but, any company considering this option should look into the insurance implications in detail. Or, you could swap salaries as well as jobs. If you swap salaries your employer will need to look into adding a new employee to the payroll.

### → **Bank account**

If you will be paid by your swap company then you will need to organise a bank account in your new country.

### → **Travel insurance**

You will need to organise insurance to travel and live abroad. Click here for more information on insurance. ([www.deskswap.com/insurance](http://www.deskswap.com/insurance)).

### → **European Health Insurance Cards (EHIC)**

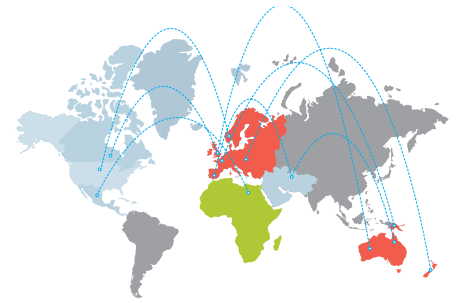
These have taken over from the older E111 forms and can be used when swapping within Europe between any European economic area country. You will need to travel with this card to cover any medical treatment you may need.

### → **Work insurance**

Both companies will need to check to make sure that they are covered for insurance for a new temporary employee.

### → **Passport**

Check that your passport is accurate and in date. Typically to enter most countries your passport must be valid for at least 6 months longer than intend to stay in that country.



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### → Accommodation swapping

If you want to swap lodgings as well as jobs, you will need to organise this with your swapper. You might want to think about creating a 'how my home runs' information pack to make sure that your swap has all the information that they will need and will know how you expect your home to be kept. Click here for more information on accommodation ([www.deskswap.com/visa](http://www.deskswap.com/visa)).

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### → Renting

If you are not planning to swap homes, you will need to rent out your existing home or room and find a new place to rent in your swap location. You can do this through an agent or use one of the many user generated websites, all shown in our 'accommodation' advice. Click here for more information on accommodation ([www.deskswap.com/visa](http://www.deskswap.com/visa)).

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### → Vaccinations

Find out whether you need any vaccinations to enter the country of your swap and have them done in plenty of time

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### → Packing

Find out whether you need any vaccinations to travel light if you can it will be easier. However, if you need to take more belongings with you, make sure you find out about maximum luggage allowances for airlines, trains and coaches.

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### → Freight arrangements

If you are going for a longer period of time look into freight and long haul luggage logistics Click here for our more information on travel ([www.deskswap.com/travel](http://www.deskswap.com/travel)).

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### → Suitable dress

Find out what clothes you will be expected to wear in your new job and make sure you pack appropriately.

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### → Don't forget

There are little things that you'll be pleased you remembered to take: Electrical adapters, medication, camera...

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### → Welcoming your new swap

How about making a welcome pack for the person you are swapping with. A pack with information about their new colleagues, how the company works, the local area, fun things to do in their free time etc will ensure that they have a great time.

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### → You're off

Have a brilliant time and don't forget to send us a postcard!