IMPR.

International Engagement Checklist

For overseas opportunities

Complete these preparations before committing to an international engagement.

- [ ] **Work authorisation**
  Confirm the correct work permission with the destination's official immigration authority. Clarify who is responsible for securing it.

- [ ] **Written terms**
  Obtain a contract in a language you understand, with duties, remuneration, payment schedule and termination provisions.

- [ ] **Travel and accommodation**
  Agree transport, lodging, costs, arrival contacts and arrangements for departure.

- [ ] **Insurance and healthcare**
  Check coverage for work activities, medical emergencies and return travel; identify local healthcare options.

- [ ] **Documents and funds**
  Keep independent access to your identity documents, copies, personal money and emergency communication.

- [ ] **Emergency planning**
  Identify the embassy or consulate for your nationality, local emergency services and a trusted contact.