

Global Job Application & Relocation Checklist

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Use this practical, printable checklist to prepare documents, verify offers, plan visas, and relocate smoothly for roles across the GCC, EU/UK, US/Canada, and APAC.

1. Profile Readiness	2. ATS CV & Applications	3. Employer Due Diligence
4. Visa & Work Permits	5. Documents Pack	6. Background & Medicals
7. Salary & Benefits	8. Relocation & Housing	9. Travel & Arrival
10. First 90 Days	11. Country Resources	12. Scam Red Flags

Tip: Check off items as you complete them. Keep digital copies in a secure cloud folder named “**Global-Relocation-[Country]-[Year]**”.

1) Profile Readiness

- Valid passport with at least 6–12 months before expiry; scan PDF of photo and bio pages
- Professional email (`yourname@`) and updated LinkedIn profile with location openness
- Portfolio links (GitHub/Behance/Dribbble/Medium) or case-study PDFs
- Two professional references (official emails + phone)
- Language tests where needed (IELTS/OET/TOEFL) — keep TRF numbers handy

2) ATS CV & Applications

- Create an ATS-friendly CV matched to the target country’s keywords and format
- Quantify outcomes (KPIs, %, \$) and add role-specific skills as keywords
- Prepare a role-specific cover letter template you can adapt quickly
- Export to PDF unless the employer specifically requests DOCX
- Set job alerts and apply through verified channels (employer sites or trusted portals)

Helpful resources: Manpower HR [ATS Resume Optimization](#) and [Interview Coaching](#) pages.

3) Employer Due Diligence

- Verify company website, registered address, and corporate email domain
- Check employer reviews/salaries on trusted platforms

- Request a written job offer and detailed JD (title, duties, location, schedule)
- Confirm who pays visa/government fees; employers should not ask you to pay for a job
- Video call with HR/hiring manager to validate authenticity

4) Visa & Work Permits

- Identify correct pathway: UAE Employment Visa, KSA Work Permit (Qiwa), EU Blue Card, US H-1B/EB, Canada Express Entry/Work Permit, AU Subclass 482, SG Employment Pass, etc.
- Collect employer sponsorship/offer letters and government application forms
- Schedule biometrics/medical checks where required
- Track processing times and validity dates; keep payment receipts
- Understand dependents' rules (spouse, children), school options, and healthcare coverage

5) Documents Pack

- Passport, national ID, birth & marriage certificates (notarized where needed)
- Education transcripts, degree certificates, and equivalency assessments (e.g., WES)
- Professional licenses/certifications (NMC, DHA/HAAD/MOH, AHPRA, PMI, ISACA, AWS, etc.)
- Employment letters, pay slips, and bank statements (proof of experience)
- Police clearance and background checks (as required)
- Multiple passport-size photos meeting target country specs

6) Background & Medicals

- Authorized background screening consent forms signed
- Country-specific police/clearance certificates obtained
- Pre-employment medical exam scheduled at approved clinics (if required)
- Vaccination card or proof where applicable
- Keep encrypted copies of all reports

7) Salary & Benefits Verification

- Confirm base salary currency and pay frequency
- Itemize allowances: housing, transport, food, mobile/internet, shift/OT
- Relocation support: flights, visa costs, airport pickup, temporary housing
- Insurance: medical/dental/vision, life, disability; coverage for dependents
- Pension/social security, paid leave, public holidays, sick leave
- Probation duration, KPI/bonus structure, appraisal & promotion cycle

- Remote/hybrid policy, work hours, overtime rules, and on-call expectations

8) Relocation & Housing

- Plan flight, baggage allowance, and pet travel (if applicable)
- Temporary accommodation booked for first 2–4 weeks
- Research neighborhoods: commute time, safety, schools, cost of living
- Open bank/mobile account; obtain local SIM on arrival
- Understand rental contracts, deposits, utilities, and furnishing options
- Emergency contacts and nearest embassy/consulate noted

9) Travel & Arrival

- Print soft/hard copies of visa approval, offer letter, and address for immigration
- Arrange airport pickup or safe transit from airport
- Download offline maps and key contact numbers
- Register with local authorities if required (residence card/Emirates ID, etc.)
- Set up payroll, tax number, and healthcare registration

10) First 90 Days

- Agree written KPIs with your manager and set a 30-60-90 day plan
- Complete compliance and safety trainings
- Meet cross-functional stakeholders; map decision-makers
- Schedule probation review checkpoints
- Start a learning log (courses, certifications, shadowing)

11) Country Resources (Official Portals)

- UAE: u.ae (Visa & Emirates ID), MOHRE
- KSA: Qiwa.sa (work permits)
- EU: EU Blue Card, EURES
- US: USCIS (work in the US)
- Canada: IRCC (work/PR)
- Australia: Home Affairs (Skilled visas)
- Singapore: MOM (passes/permits)

12) Scam Red Flags (Protect Yourself)

- Requests for payment to secure a job/visa

- Interviews only on chat apps, no corporate email or video calls
- Offer letters without company address or signatures
- Unrealistic salaries or urgent deadlines to pressure decisions
- No written contract, or refusal to detail benefits and policies

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