



International Mobility Checklist



We hope this checklist will help you prepare for your move abroad. There are a few important things to take care of before leaving Belgium.

**Good preparation is the key to an excellent expat experience.
Good luck!**

All the information in this document has been carefully gathered from sources we believe to be reliable. Nevertheless, we cannot guarantee the contents of websites or the quality of service providers. We therefore kindly request that you double-check the quality of the services offered and that you take account of any changes that may have occurred since the publication of this document. 02/02/2018

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Formalities and documents required

Documents

- **international passport**
 - the children will need one too
 - preferably with the maximum period of validity (5 years, etc.)
 - not required for EU nationals for expatriation within the European Union, but required for all other countries and also whenever a visa is necessary
- **work permit**
- **residence permit**
- **visa if required:** if necessary, consult [VISAHQ](#) for the list of countries for which a visa is required
- **de-registration from the municipal register** (“Service Population/Bevolkingsdienst”)
- **take civil status documents**, e.g. birth, marriage certificate, etc., with you
- **take an international driving licence** with you for all nationalities, or for EU nationals only if you are going outside the European Union

Formalities

- enquire about the length of procedures
- translations
- photocopies of relevant documents: birth, marriage, etc.
- identity photos
- Belgian national identification number for Belgians

Relocation, move and accommodation

Relocation

(professional assistance with the move)

check whether the employer has arranged for a “relocator”

▪ If yes:

- check whether the employer will pay for the “relocator”
- check the services provided by the “relocator”
 - leaving Belgium
 - assistance with formalities in Belgium
 - introduction in the country of destination
 - finding accommodation
 - finding a school
 - assistance with local foreign authority formalities
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▪ if no:

- enquire about “relocation”
 - www.eura-relocation.com
 - www.arp-relocation.com
- autres :

Leaving your home in Belgium

▪ If you own your home

- selling or letting your home: doing it yourself: see for instance on [Immoweb real estate](#)
 - contacting a [real estate agent](#) (website not in English)
- keeping your home for your occasional returns to Belgium

▪ If you rent your home

- termination of the rental agreement by means of a (registered and ordinary) letter to the landlord or his representative, at least three months before your departure
- return of the keys and settlement of rental guarantee before you leave
- stop, pay or transfer the utility contracts:
 - water
 - electricity
 - gas

- phone
- internet
- satellite television
- where appropriate, terminate home and fire insurance
- make the necessary arrangements for the mail which arrives at your old address
 - forwarding of any magazines and subscriptions
 - normal mail:
 - to be forwarded abroad
 - kept for collection from the Post Office
 - keep a contact address in Belgium for instance with friends, etc.

The actual move

(unless it is organised directly by the relocater or by the company)

- **contact a removal company: for instance**
www.gosselingroup.eu, www.santaferelo.com, www.zieglermoving.com, www.fidi.org
 - check the prices
 - check the destinations
 - check the services offered
 - consider whether you need to put the belongings you are not taking with you into storage in Belgium. See for instance www.shurgard.com, or organise a sale.
- it is advisable to arrange hotel accommodation for the period between your move and your arrival in the country abroad, as a move generally takes several weeks, especially for faraway destinations

Accommodation abroad

- **check whether your company can arrange for your accommodation abroad**
- **if yes:**
 - check availability dates of the accommodation
- **if no:**
 - book a hotel or temporary accommodation to be able to look for permanent accommodation
- **gather practical information about local accommodation**
 - furnished or not
 - rental guarantee
 - connection to water, gas, electricity, etc.
- **souscrivez les assurances nécessaires**
 - fire insurance
 - third-party liability

- **phone and internet**
 - apply to the local access providers for a phone and internet connections
 - make any necessary mobile phone network adaptations

Taking your family with you

- **your spouse's career**
 - dual career planning and support abroad via your employer: www.netexpat.com
- **travelling with the children**
 - for instance www.travelwithyourkids.com advice for making the journey as pleasant as possible for the children
- **schooling the children**
 - via the network of international schools for instance [Council of International Schools](#)
 - enrol in due time
 - to avoid waiting lists
 - as the school year can start at a different time
- **pets**
 - mandatory vaccinations
 - means of transport
 - www.ipata.com
world-wide information on the international transportation of pets and mandatory vaccinations

Health & pension

- before leaving: medical check-up for the whole family (not forgetting the pets)
- vaccinations: consult your doctor or the Institute for Tropical Medicine at www.itg.be
- enquire about the medical infrastructure in the host country, for instance hospitals, doctors, etc. See for example [information per country](#).
- if necessary, update medical treatments and medicines (equivalents)
- take your own medical supplies
- find out about changes to social security status and update insurance (ask your employer about this as well). For Belgians: within the EU, please contact your social security office (Mutuelle, Mutualiteit) or www.socialsecurity.be (website not in English); outside the EU, please take a look at www.dibiss.be (website not in English)

Integration in the host country

- **information on the country of destination, for instance:**
 - <http://www.countryreports.org>: practical and specific info on many countries
 - <http://www.worldatlas.com>: information on many international cities
- or travel guides on the relevant country published by Lonely Planet, Marco Polo, etc.
- **the local language: info on language courses see for instance:**
 - www.ceran.com and www.elanlanguages.com: companies specialising in linguistic and socio-economic support for expats and their partners
- **contact with other expats**
 - Belgian consulates (for other nationalities, please check your preferred internet search engine with keywords: country of nationality, host country and “embassy” or “consulate”) list of sites specific to [Belgian representations abroad](#)
- **enquire about:**
 - lists of Belgian expats living in the country
 - expat associations
 - expat events
- associations that bring Belgians living abroad into contact with each other (for other nationalities, try your preferred internet search engines)
e.g. Union Francophone des Belges à l'Etranger (UFBE): www.ufbe.be
Vlamingen in de Wereld (VIW): www.viw.be
- **forums and chat boxes on expat sites, for instance:**
 - www.expatica.com (for a few countries)
 - www.expatechange.com
- particulars (name, address, phone and e-mail) of contacts in the host country provided by the company, colleagues or friends:

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Financial aspects

- contact your bank:
 - make an appointment with your bank to examine your present and future financial situation (what do I really need, what can I stop?)
 - send an e-mail with any specific queries to nr@ing.be
 - call 02/464 66 64 (English), 02/464 66 62 (Français), 02/464 66 63 (Deutsch), or 02/464 66 61 (Nederlands)
- enquire about the possibilities of using your Belgian ING account abroad as well as other financial services: banking, insurance and asset management (with possible tax advantages, and a free tax check on your financial investments)
- enquire about ING's correspondents abroad

Tax

Income tax.

- if you do not leave Belgium on the first of January, contact your manager at the Belgian Tax Authorities: it is in your best interest to apply in due time for the income tax statement for the months you still worked in Belgium. For your information: you can file income tax statements with the Belgian Tax Authorities online.
- for current legal information regarding income tax, please refer to: www.fisconet.fgov.be
- with a view to optimising your financial assets, ING can offer you a free tax check without any commitment on your part as soon as you know your country of destination: nr@ing.be
- contact the Ministry of Finance via www.minfin.fgov.be

VAT

Non-residents have the possibility of purchasing goods in Belgium exempt from VAT, or of having the VAT reimbursed after exporting the purchase. Please check the conditions with the vendor.

Your car

- **when selling your car:**
 - return the licence plate
 - terminate the insurance in Belgium
- **if you are taking the car with you:**
 - search for information on vehicle registration, tax and insurance abroad
 - seek information about the formalities with your mover, garage and removalist.
 - If necessary, contact [the local Belgian customs office](#) (website in French or Dutch)
 - check the validity of your European driver's licence. If necessary, order an international driver's licence.
- **renting abroad: for instance**
 - www.avis.com
 - www.hertz.com
 - www.europcar.com
- **buying abroad**

Contact with Belgium

- **Register as soon as possible with the local Belgian consulate** (or, if you are not Belgian, your country's local consulate) [Belgian Consulates abroad](#)
- Information bulletins and newspapers, e.g. for Belgium:
 - www.lesoir.be
 - www.lecho.be
 - www.destandaard.be
 - www.tijd.be
 - www.rtbf.be RTBF International
 - www.rvi.be Radio Vlaanderen Internationaal
 - www.bvn.tv Television in Dutch
- Addresses, phone numbers and e-mail addresses of people or companies with whom you would like to stay in contact

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contact 2:
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contact 3:
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contact 4:
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contact 5:
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contact 6:
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contact 7:
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contact 8:
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