

Teach Abroad Readiness Checklist

Documents, employer checks, safety and classroom preparation

Documents and eligibility

- Passport validity checked against destination and transit rules.
- Visa/work-permit requirements confirmed on official government sources.
- Degree, TEFL certificate, transcripts and references prepared if the role requires them.
- Certified copies, apostille/legalisation and translations arranged where required.
- Digital encrypted copies stored separately from originals.

Employer due diligence

- Written contract reviewed: pay, currency, hours, probation, leave, housing and termination.
- School identity, address and contact details independently verified.
- Recruitment fees and unusual payment requests treated cautiously.
- Current or former teachers contacted where possible.

Money, health and safety

- Emergency fund and first-month costs budgeted.
- Travel/health insurance checked for work activities and destination coverage.
- Vaccination and medication rules confirmed with qualified sources.
- Emergency contacts, embassy details and local transport plan saved offline.

Teaching readiness

- Starter lesson plans and low-resource activities saved offline.
- Professional clothes checked against local norms and climate.
- Laptop, adapters, headset and backup teaching materials tested.

Important

Entry, visa and work rules change. Always verify current requirements with the destination government's official immigration service and the employer before booking travel. TEFL certification does not by itself guarantee a visa or job.

Next step: use TEFLen's destination guides and free career checker at teflen.com.