

Once You've Been Hired

Now that you've been hired to work and minister at Dalat International School, here is a month-by-month guideline to help you in making your preparations to move to Penang.



Immediately!

The process of obtaining your work permit takes 1-2 months. In order to speed the process along, send a copy of the following documents via registered mail, UPS or DHL to Raj in the school office:

- photocopy of marriage certificate
- photocopy of birth certificate (for each member of the family)
- photo copy of college/university diplomas
- health certificate
- photocopy of passport (for each member of the family)
- resume
- photocopy of teaching certificate
- 4 passport size photos

4 Months before Departure

If you do not have a passport, or it needs to be renewed, contact the passport agency nearest to your home (for the US, log on to http://travel.state.gov/passport/passport_1738.html, for Canada log on to http://www.pptc.gc.ca/passports/how_obtain_e.asp). To obtain a passport for the first time, you need to go in person to one of the passport acceptance facilities located throughout the country with two identical photographs of yourself (taken within the last year), proof of citizenship, and a valid form of photo identification such as a driver's license.

If you are married, investigate and enroll in appropriate life insurance for yourself (and/or your spouse). You will have different options when applying from North America than you will here. Work on preparing your will and guardianship for your children. This is not meant to frighten you, but it is a good measure to be taken regardless of working overseas or not. Doing it before you leave frees you up not to worry about it once you're here.

As you begin considering what personal effects you will bring with you, read the documents "What's Available and What to Bring" and "Packing a Crate." The Word documents are available on the school's website (www.dalat.org). On the blue bar across the top you will find the option to click on Staff. As you scroll down you will find the option Moving to Penang. Here you will find a number of helpful documents in your preparation to move.

3 Months before Departure

The director will ask you to go through a screening process. Someone will conduct a phone interview, send you a personality inventory and a few other assessments, and do a background check on you. This is standard procedure for a school hiring new personnel.

Begin communicating with the director's administrative assistant on airline tickets. Read the document "Making the Journey" available on the school's website (<http://www.dalat.org/moving.html>).

2 Months before Departure

Read through some of our predeparture materials to help you in leaving well (<http://www.dalat.org/moving.html>). There is information about Malaysian culture, our unique Dalat School culture, Third Culture Kids (TCK's), and helping yourself and your family prepare for farewells.

1 Month before Departure

- Begin the process of packing your suitcases. Re-read the document "What's Available and What to Bring" (<http://www.dalat.org/moving.html>).
- Confirm your airline tickets. E-mail the director if there have been any changes.

Two Days before Departure

- Pack your carry-on bags (include a change of clothes and toiletries if you plan to stay in the Singapore airport transit hotel).
- Ensure that important documents are in your hand luggage (passports, tickets, original documents needed for your work visa and children's schooling - college/university diplomas and transcripts, teaching certificate, children's school records and immunization records, marriage and birth certificates, health records).
- Write down the important phone numbers you'll need once you arrive (listed in "Making the Journey").