



BEFORE BOOKING, TRAVEL PACK, HOUSING AND FIRST WEEK

PLAN THE MOVE

Candidate Relocation Guide

04

A six-page guide for travel, housing, first-month money, arrival contacts and the first working week in Europe.

01

Book after confirmation

Match travel to the official decision and employer plan.

02

Know the first address

Keep housing, pickup and backup transport details offline.

03

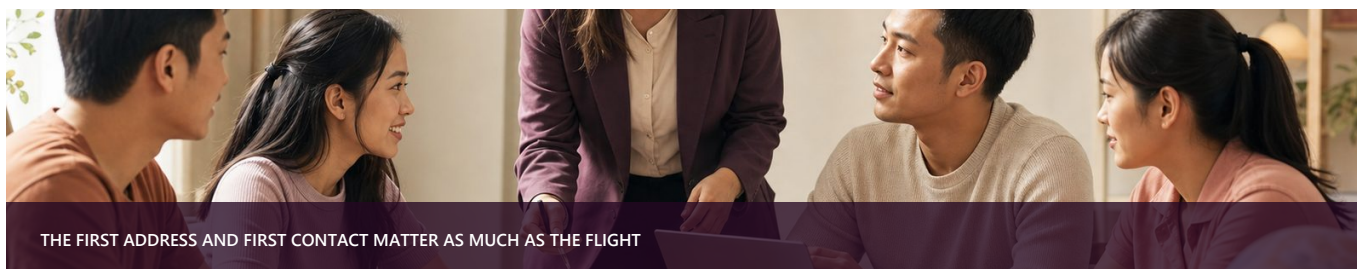
Budget the first month

List known costs and ask when the first payment is due.

BEFORE YOU BOOK

Confirm the job, route, address and money before you buy the ticket.

Travel should follow the job, official route and arrival plan. Keep each fact in writing and name the person who confirmed it.



01

FACT 01

Job and start plan

- ☐ Employer, worksite and job are named.
- ☐ Expected start and reporting instructions are written.
- ☐ Changes have one contact and one communication channel.

02

FACT 02

Official travel basis

- ☐ Required visa or residence decision is received.
- ☐ Travel dates match the document and route instructions.
- ☐ Any transit requirement is checked for the itinerary.

03

FACT 03

Address and transport

- ☐ Full first address is written down.
- ☐ Pickup or public transport plan is known.
- ☐ A backup contact answers if the plan changes.

04

FACT 04

Money and communication

- ☐ Known housing, travel and local costs are listed.
- ☐ First payment timing is confirmed by the employer.
- ☐ Phone, roaming and offline access are planned.

1

Confirm

Job, route and date agree.

2

Book

Ticket matches the plan.

3

Carry

Documents stay in hand luggage.

4

Arrive

Address and contact are ready.

5

Check in

Housing and work start are recorded.

TRAVEL PACK

Pack for travel and for one day without internet.

Keep essential information in hand luggage and available offline. Do not depend on one phone, one message or one contact.

QUESTIONS

Identity and travel

- ☐ Passport and required travel or residence documents.
- ☐ Ticket, route and transit information.
- ☐ Printed and offline copies of essential papers.
- ☐ A copy stored separately from the originals.

QUESTIONS

Job and arrival

- ☐ Employer, job and worksite information.
- ☐ Full address and accommodation contact.
- ☐ Pickup plan plus backup transport.
- ☐ First working day and supervisor contact.

QUESTIONS

Phone and money

- ☐ Charged phone, cable and suitable power adapter.
- ☐ Offline map and key contacts written on paper.
- ☐ Payment method plus a small emergency reserve.
- ☐ Known first-month costs and payment dates.

QUESTIONS

Health and personal needs

- ☐ Prescribed medicine in original packaging where possible.
- ☐ Travel cover or health papers required for the route.
- ☐ Basic clothing for work and local weather.
- ☐ A trusted person has the itinerary and contacts.

Keep the first address outside your phone.

Write the address, contact name and phone number on paper. It still works when the battery, internet connection or messaging app does not.



HOUSING AND FIRST-MONTH MONEY

Ask what you will pay, when you will pay it and what is included.

Housing and payroll arrangements belong in the decision before travel. Turn general promises into specific written information.

01

The place

Ask for the area or address, room type, number of occupants, shared facilities, house rules and who manages the property.

02

The cost

List rent, deposits, utilities and any employer deduction. Ask when each cost starts, how it is collected and how long it applies.

03

The commute

Confirm distance, shift transport, public transport options and the cost of getting to work when normal services are unavailable.

04

The first payment

Ask the employer for the payroll date, payment method and any documents needed before payment. Budget until that confirmed date.



BUDGET LIST

Write the first month in categories.

- Travel and local transport.
- Housing and any deposit.
- Food and daily essentials.
- Phone or connectivity.
- Work clothing only if not provided.
- Emergency reserve.

FIRST 72 HOURS

Check the address, contacts and work start plan after arrival.

The first days should turn the written plan into real contacts and routines. Record changes instead of relying on memory.



KNOW WHERE TO REPORT AND WHO EXPLAINS THE FIRST SHIFT

01

CHECK IN

Arrival day

- ☐ Confirm the room, address and housing contact.
- ☐ Tell a trusted person that you arrived safely.
- ☐ Check the next transport and reporting time.
- ☐ Save the employer, supervisor and emergency contacts.
- ☐ Record any change to the plan in writing.

02

START

First working week

- ☐ Attend the workplace and safety induction.
- ☐ Learn how shifts, attendance and payroll are recorded.
- ☐ Confirm the supervisor and problem-reporting channel.
- ☐ Ask how housing and transport issues are handled.
- ☐ Keep your own copies of job and payroll records.

Use 112 only for a real emergency.

112 is available throughout the EU and is free to call. For routine housing, work, pay or document questions, use the appropriate local contact.



ARRIVAL CARD

Put the first week on one printable page.

Complete this card before departure. Keep one copy in your hand luggage and another with a trusted person.

Travel and address

FLIGHT OR ROUTE

FULL FIRST ADDRESS

PICKUP OR TRANSPORT

HOUSING CONTACT

Work and people

EMPLOYER AND WORKSITE

FIRST SHIFT AND SUPERVISOR

LOCAL HELP CONTACT

TRUSTED EMERGENCY CONTACT

Official source desk

Checked 31 July 2026. Pages and requirements can change.

EURES

Living and working across Europe

Country information on housing, services, work and daily life.

eures.europa.eu/living-and-working

PORTUGAL

Living and working conditions in Portugal

EURES country guide to work, housing, services and daily life.

eures.europa.eu/.../portugal_en

ROMANIA

Living and working conditions in Romania

EURES country guide to work, housing, services and daily life.

eures.europa.eu/.../romania_en

EU

112 emergency number

Official EU information on when and how to use 112.

digital-strategy.ec.europa.eu/.../112

Have a job and need to organise the move?

Asia Connect can help connect the job, document and arrival questions.

[ASIA-CONNECT.EU/CONTACT/](https://asia-connect.eu/contact/)