



Leaving Egypt?

CSA has compiled a helpful list to assist you with your impending relocation. Please use this as a general guide as each move is unique.

As Early As Possible

- Notify your landlord that you are leaving the country, check your contract for details of your deposit and how to get it back.
- Start researching new destination
 - o Look for useful websites on the internet
 - o Buy a guide book for the country and
 - o Find expats who lived there or are from the country
 - o If you are offered a preview trip to the country by your company then definitely go. Try and see:
 - some apartments to give you an idea of size/price/furnishings etc
 - all international schools that maybe suitable for your children's needs
 - a supermarket to see what foods are available and give you a rough idea of living costs
 - social clubs/sports clubs

Children

- Discuss the move with your children, try and prepare them as much as possible. (time this discussion according to their age: younger children closer to a move than older ones)
- Notify your children's school that you are leaving.
- Obtain any relevant documents/reports/education records that are needed for the next school.
- Organize a leaving party for your children so they can say a proper goodbye to their friends and teachers.
- Find out information about schools in destination country:
 - o Type of curriculum
 - o Facilities
 - o Waiting lists



Pets

- Decide if you are taking your pets with you (see Getting Your Pets Ready).
- If not taking your pets start the process of trying to find them a good home.
- If you are taking them start researching the process for taking pets into your destination country.
- As the process for taking an animal into another country can be complicated starting early should help reduce any problems that may arise.
- Check you have up to date vaccinations/test results/health certificate/microchip and any other required information.
- Obtain any medical records for your pet from the vet.

Passports & Visas

- Make sure all passports are up to date (for all family members)
- If it is a company move, find out what paperwork is needed for the new country visa.
- If it is a personal move research visa application process (Country government websites should have this information)
- Alternatively ask your relocation agent if they offer visa assistance.
- Make sure you have:
 - o multiple passport copies (for all family members)
 - o passport size photos (for all family members)
 - o copies of birth certificates (for all family members)
 - o copies of marriage certificate
 - o medical reports (if necessary)
- Make sure you have the necessary visas for entry into the new country (for all family members)

Personal Belongings

- Start sorting through your personal belongings including furniture/household items and decide what you will take with you. For example some items might be old/worn/damaged and you would rather not pay to ship them.
- Buy any last minute gifts/souvenirs so that they can be included in your movers quote.



- It is important to consider where you are moving to when looking at personal belongings. Try to find out if it is easy to buy certain items in the new country or would it be better to buy more items before you leave your current country to save spending when you arrive.
- Whether it is a company move or personal move start getting quotes from movers (see our List of Movers).
- If it is a company move you may have to present the three best quotes to your company for final approval before you can choose the mover you are using.
- Once the mover is confirmed book a date/time for your removal.
- If you have decided to leave some personal belongings/furniture behind then you may wish to sell it. If so ask friends if they would like to buy/have any of the items, donate them to charity or put an advert on the CSA bulletin board.
- If you are trying to sell a vehicle before leaving Egypt it is important to advertise it early to avoid any last minute panic:
 - o Check the car is in good working order and make any changes/improvements you feel necessary
 - o Decide on the amount you wish to sell the car for
 - o Check all the paperwork is in order for selling
 - o Print advert and put on CSA bulletin board with picture of car, description, mileage, extras, price, contact information

6 weeks before moving

- Check and confirm all travel arrangements such as flights and who will pick you up in the new country.
- It is unlikely you will be moving straight into your new home so try and confirm temporary accommodation details. If you are booking this yourself this is very straight forward. If the company is doing this for you try and get as much information as possible.
- Visit your doctor to find out if you or family need any vaccinations for the new country.
- Arrange for the last checkups so you do not need to visit a doctor or dentist as soon as you arrive in your destination country.
- Visit your doctor/dentist/other medical professionals to advise that you are leaving the country and obtain your medical records.
- Research the medical care in your destination country, do you need medical insurance?
- If you already have medical insurance in place does it cover the destination country?



4 weeks before moving

- Review the details of your move with your mover. Make sure you have written confirmation that everything in your shipment is allowed into the destination country.
- If you have mail delivered to your home make sure all the necessary people are aware of your new address or give a temporary forwarding address.
- Make sure all your finances are in order:
 - o Visit the bank and arrange to cancel any bank accounts/credit cards
- Cancel any clubs/memberships/subscriptions:
 - o Ace Club/BCA/Gym/Golf Clubs
 - o E-newsletters e.g. CSA, Gourmet Egypt etc

3 weeks before moving

- Make sure you have contact information for all your friends in Egypt.
- Organise your leaving party for friends/colleagues.
- Arrange for any utilities/insurances to be stopped just before you leave and final bills to be paid:
 - o Water/Gas/Electricity
 - o Phone
 - o Internet
 - o Cable/Satellite
 - o Cancel car insurance and try and obtain no claims declaration in English (if possible)

1-2 weeks before moving

- Order any foreign currency you may need.
- Separate what you want to take with you and what will be shipped (or go with airfreight)