

INCOMING EXPATS CHECKLIST

Travel

- I have an incoming ticket to Manila with arrival date between.
- I have provided ISM with my itinerary.
- I have received an outbound ticket from ISM if I am coming in on a one-way ticket.

Shipping

- I have provided ISM with the local Manila agent that my agent will be working with.
- My shipment has been picked up and should arrive in the Philippines at about the same time as I will.
- The shipping company has completed a weight certificate and I have a copy of it.
- I have emailed ISM with my personal property listing for insurance purposes.

Others

- I have submitted all my new hire document requirements
- If I am bringing a pet I have secured the import permit and provided a copy of the permit to ISM for their reference.
- If I have children studying at ISM I have communicated with admissions already.
- I am excited to arrive in the Philippines!!! 😊