



# International Immigration Checklist

## **Payroll**

- a. Does employee change payrolls?
- b. Certain countries have payroll requirements such as local taxes, or health contributions (e.g. Taiwan, Brazil and Argentina)

## **Tax Implications**

- a. Social Security contribution issues
- b. Double taxation issues
- c. Exemption Certificates available from Treaty Members - Certificate of Coverage ("COC")

## **Medical Examinations**

Country specific requirements may exist:

- a. Required in host country after arrival (e.g. China, Saudi Arabia, France)
- b. Required in home country before departure (e.g. Belgium, Saudi Arabia, South Africa)

## **Vaccinations**

- a. Check on vaccinations requirements:
  - (i) Center for Disease Control
  - (ii) US State Department
- b. Travelling to Africa requires a Yellow Fever Certificate

## **Citizenship versus Country of Origin**

Emphasis on birthplace over passport issuing country (e.g. traveling to India if born in Pakistan can be troubling even if holding a current U.S. passport)

## **Dependent Issues**

- a. Age – 16, 18 or 21?
- b. Eligibility to work issues
- c. Aging parents and non-traditional dependents

## **Religious Issues**

- a. Certain religions barred in certain countries
- b. Religious affiliation asked on some immigration forms (e.g. Singapore)

## **Police Clearances**

- a. Certain countries require national FBI / police clearance from every address for the past 5 years (e.g. Belgium)
- b. Some countries will accept state wide clearance from Sheriff's office (e.g. Brazil)
- c. Certain countries bar entrance if criminal record exists

## International Immigration Checklist - continued

### **Previous Work Permits**

- a. Establish if employee has worked abroad previously
- b. Has employee worked in host country previously?
- c. Will evidence of previous work permit be required?
- d. Was previous work permit terminated effectively?

### **Gender & Relations**

- a. In certain countries, woman cannot be the principal assignee
- b. Engagement versus marriage issues
- c. Civil union issues

### **Language**

Language fluency may be a requirement (e.g. Canada)