

YOUR ULTIMATE TEACH ABROAD CHECKLIST

INTERESTED IN TEACHING ABROAD BUT DON'T KNOW WHERE TO START? USE THIS CHECKLIST AS A SPRINGBOARD FOR YOUR JOB SEARCH.

DECIDE ON YOUR TEACH ABROAD PRIORITIES. IS IT IMPORTANT FOR YOU TO:
Save money? Find a job in advance or on the ground? Have a paid flight? Work with kids? You get the gist.

Notes: _____

CONSIDER YOUR QUALIFICATIONS. DO YOU HAVE A:
College degree? Teaching license? A clean criminal record? Are you a native English speaker? A U.S. citizen? Requirements vary by country.

Notes: _____

FIGURE OUT WHEN YOU WANT TO BE ABROAD. WHY DOES THIS MATTER?
Different countries have different hiring seasons. Do you have a preference?

Notes: _____

BASED ON YOUR ABOVE ANSWERS, CHOOSE WHERE YOU WANT TO TEACH. CONSULT YOUR:

[Job Search Guidance Manual](#) and [Country Comparison Chart](#) to find a teaching market that matches your priorities, qualifications, and timeline.

Notes: _____

RESEARCH THE JOB APPLICATION PROCESS IN YOUR COUNTRY/IES OF CHOICE. ARE THERE:

Private language schools? Government programs? Recruiters? ITA partner schools? Job boards?

Notes: _____



FIGURE OUT THE VISA PROCESS FOR YOUR COUNTRY/IES OF CHOICE. WILL YOU GET:

A work visa? Student visa? Tourist visa? Where will it be processed? What's the timeline?

Notes: _____

PREPARE YOUR INTERNATIONAL RESUME AND COVER LETTER. LOST?

We have a [webinar](#) on that, as well as templates in your Job Search Guidance Manual. Then, [contact](#) Student Affairs to have both documents reviewed!

Notes: _____

GET YOUR VISA MATERIALS READY. WILL YOU NEED:

A background check? Photos? A health statement? Transcripts? Anything notarized? Apostilled?

Notes: _____

SUBMIT YOUR JOB APPLICATION! DON'T FORGET TO:

Double check everything. And cross your fingers! That always helps.

Notes: _____

INTERVIEW. GET NERVOUS EASILY?

Fear not! Check out our interview tips in the Job Search Guidance Manual.

Notes: _____

REVIEW YOUR CONTRACT. UM, HOW?

Submit it to Student Affairs via the [Contract Review Form](#).

Notes: _____

SHARE YOUR EXPERIENCE. TO THE WORLD?

Yes! Or at least other ITA alum via [Facebook](#), [Instagram](#), and our [Alumni Ambassador Program](#).

Notes: _____

