

Candidate Document Checklist

A clean file-preparation checklist before a role conversation becomes serious.



FILE READY EDITION
ALL ROUTES

FOCUS

Identity ready

Passport, contact details and emergency contact are easy to verify.

FOCUS

Work proof organized

CV, references and certificates are grouped by role type.

FOCUS

Scans kept clean

Readable filenames, backups and originals stay together.

Before you rely on this guide

This guide is informational only. It is not legal advice and it does not guarantee visas, approvals, contracts, timelines, residence outcomes or relocation results. Always confirm requirements with official authorities, qualified advisors, licensed local partners or your employer before making decisions.

1 Identity and profile

Prepare passport, updated CV, recent photo if requested, address, phone, email and emergency contact.

2 Work and training proof

Group work history, references, recommendation letters, trade certificates, education records and training certificates.

" Clear documents make your profile easier to understand and easier to verify.

Preparation map

Organize identity, work proof and scans before a role conversation becomes serious.

1 Prepare the file

- Valid passport with a clear scan.
- Updated CV with current phone, email and address.
- Work history, references, certificates and training proof.
- Role-specific licences or health documents where requested.
- Original documents and translations stored together.
- Backup copies saved in a safe cloud folder and on your phone.

2 Ask before you commit

- 1 Does every file use the same name spelling and date format?
- 2 Which documents are required for this exact country and role?
- 3 Who receives the documents, and through which official channel?



Identity ready

Passport, contact details and emergency contact are easy to verify.



Work proof organized

CV, references and certificates are grouped by role type.



Scans kept clean

Readable filenames, backups and originals stay together.



01

Identity and profile

Prepare passport, updated CV, recent photo if requested, address, phone, email and emergency contact.



02

Work and training proof

Group work history, references, recommendation letters, trade certificates, education records and training certificates.



03

Country or role documents

Some roles may need medical documents, background checks, language evidence or extra forms.



04

Keep the file clean

Use clear file names, readable scans, complete pages and secure backups.

Proof board

Turn the guide into a working board: what you have, what is missing and what must be confirmed through the correct channel.



Ready

- Valid passport with a clear scan.
- Updated CV with current phone, email and address.
- Work history, references, certificates and training proof.
- Role-specific licences or health documents where requested.

Ask

- Does every file use the same name spelling and date format?
- Which documents are required for this exact country and role?
- Who receives the documents, and through which official channel?

Confirm

- Rename files clearly.
- Remove blurred scans.
- Keep a record of who received each document.

Keep it simple, readable and traceable.

A clean file is easier to review. Keep copies, label documents clearly and avoid pressure to move forward when key details are still unclear.



Name files clearly

Easy for you, easy to review.



Know the channel

Official steps need proper confirmation.

Move forward with cleaner information.

Bring the role details you have, the route under discussion and the documents already prepared. Asia Connect can help structure the next conversation.



Talk to Asia Connect

Use the checklist to prepare. Bring the role details you have. We can help you structure the next conversation without making promises that depend on authorities or third parties.

[Open contact page](#)

asia-connect.eu/contact/

Before you continue

- Rename files clearly.
- Remove blurred scans.
- Keep a record of who received each document.

Keep the process transparent

A transparent process should leave room for questions before you pay, travel or submit sensitive documents.

When requirements affect legal status, ask the correct authority, employer, licensed partner or qualified advisor to confirm them.