



# International Student Career Guide



UNIVERSITY OF  
**GEORGIA**  
Career Center

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# A Quick Guide to Our Services



The Career Center provides a wide variety of services to UGA students and alumni, including:

**Individual Career Counseling:** Meet with your Career Consultant to explore your options and develop a plan to help you reach your career goals. To make an appointment, call 706-542-3375.

**Career Assessments:** Learn how your personality, interests, values, and skills play an important role in identifying a fulfilling career.

**Walk-In/Satellite Hours:** Have a quick question? Stop by the Career Center between 12 and 2pm Monday-Friday during the fall and spring semesters to meet with a Career Consultant for 10 minutes. No appointment necessary. Career Consultants also hold satellite hours on campus at a location near you. Check out our website to find out dates, times, and locations for your consultant in the staff directory.

**Mock Interviews:** Schedule a practice interview with your Career Consultant to make sure you are ready to face the employers or admissions committees.

**Career-Related Programming:** The Career Center facilitates programs throughout the year to assist you in your career development. For a list of events, visit:  
<http://career.uga.edu/calendar>.

**Intern for a Day:** Need experience? Check out the Career Center's job shadowing program:  
[http://career.uga.edu/job\\_search/internships/intern\\_for\\_a\\_day](http://career.uga.edu/job_search/internships/intern_for_a_day).

**Online Resources:** Under the "Resources" tab at [career.uga.edu](http://career.uga.edu), check out the "Career Guides" link and "Online Resources" link for additional tools including our Social Media Guide, the Vault, GoinGlobal, and more!

**Handshake:** This is your online job and internship board. Begin here when looking for internships and jobs that are for UGA students and alumni; including part-time, full-time, and on- and off-campus employment. **International Students can search by Work Authorization type.**

# CPT/OPT



	<b>CPT</b> <b>F-1 Visa Status</b>	<b>OPT</b> <b>F-1 Visa Status</b>
<b>When can I use CPT and OPT?</b>	CPT can only be authorized during your academic program. CPT cannot be authorized after the end of your academic program.	OPT is usually used after the completion of your program. (Pre-completion OPT is authorized prior to completion).
<b>Do I have to have a job offer?</b>	Yes, approval is given for a specific employer during a specific time.	No, you do not need a job before applying for OPT.
<b>Can I work at any kind of job?</b>	No, the job must be considered an integral part of your academic program.	No, it is your responsibility to find employment in your field of study.
<b>Who gives the authorization?</b>	Immigration Services can give CPT authorization. Processing time is approximately 2 weeks.	Immigration Services can only recommend OPT, you must apply with USCIS for authorization. Processing time is up to 90
<b>How long can I use CPT or OPT?</b>	There is no limit to the amount of CPT you can use. If you use full-time CPT for more than 12 months/365	Post-Completion OPT is authorized for 12 months unless you receive a STEM OPT-Extension.

For more information on visa statuses and requirements, visit the Office of International Education website at <http://www.international.uga.edu/issis>.

# CPT/OPT/AT



	<b>CPT</b> <b>F-1 Visa Status</b>	<b>OPT</b> <b>F-1 Visa Status</b>	<b>Academic Training</b> <b>J-1 Visa Status</b>
<b>Process</b>	<ul style="list-style-type: none"> <li>• Can be done prior to completion of studies</li> <li>• Student applies for approval from UGA after completing online workshop</li> <li>• Student can request to work part-time (20 hours/week while in school) or full-time (21 hours/week or more when school is not in session)</li> </ul>	<ul style="list-style-type: none"> <li>• Can be authorized for full-time employment after completion of studies</li> <li>• Student files OPT application with UGA after completing online workshop</li> <li>• Approval is granted by USCIS</li> <li>• Student must obtain Employment Authorization Document (EAD card) prior to starting work</li> </ul>	<ul style="list-style-type: none"> <li>• AT can be done before and after completion of study</li> <li>• Student applies for approval from UGA</li> <li>• Students are eligible to work anywhere from 18-36 months depending on length of study</li> </ul>
<b>Employer Requirements</b>	<ul style="list-style-type: none"> <li>• Provide offer letter and/or details on other job specifications</li> </ul>	<ul style="list-style-type: none"> <li>• None</li> <li>• Student must present EAD card to employer on the first day of work as proof of authorization</li> </ul>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<b>Timing</b>	<ul style="list-style-type: none"> <li>• Approval can take up to 2 weeks</li> </ul>	<ul style="list-style-type: none"> <li>• Approval takes 2-3 months</li> <li>• Students can apply 90 days in advance of their program</li> </ul>	<ul style="list-style-type: none"> <li>• Approval can take up to 2 weeks</li> </ul>
<b>Cost</b>	<ul style="list-style-type: none"> <li>• No cost to employer or student</li> </ul>	<ul style="list-style-type: none"> <li>• No cost to employer</li> <li>• \$410 paid by student</li> </ul>	<ul style="list-style-type: none"> <li>• No cost to employer</li> </ul>

# H-1B Visa Resources



An H-1B is an employment status for temporary employment in the U.S. allowing international citizens to work in specialty jobs which require skills and knowledge achieved through a baccalaureate or higher degree. If your employer would like to sponsor you for a H-1B visa, start the process as soon as possible! The number of available visas has been reduced considerably over the past few years.

## Resources for information on the H-1B

### **U.S. Department of Labor**

<http://www.dol.gov>

The Department of Labor is a Federal agency which exists to promote the welfare of job seekers, workers, and retirees.

### **U.S. Citizenship & Immigration Services**

<http://www.uscis.gov>

Responsible for the administration of immigration and naturalization adjudication functions and establishing immigration services, policies, and priorities.

### **Association for International Practical Training**

<http://www.aipt.org>

Practical Training information for international students and non-US citizens seeking career related experience.

### **International Student**

<http://www.internationalstudent.com>

Extensive job search resources, study abroad resources, immigration information, and more.

### **My Visa Jobs**

<http://www.myvisajobs.com>

Extensive reports on companies applying for H-1B visas.

### **GoinGlobal**

[http://www.career.uga.edu/resources/online\\_resources](http://www.career.uga.edu/resources/online_resources)

Offered through the UGA Career Center, provides information on jobs and career guides regarding working in other countries.

# Resumes & CVs



A resume is a tailored document highlighting a person’s education, work experience, and skills. It is a summary of qualifications for a job, internship, scholarship, or other opportunity, and should be considered a marketing tool.

To learn more about resumes, check out our Career Guide at <http://www.career.uga.edu/uploads/documents/UGACareerGuide.pdf>

In many other countries, curriculum vita (CV) is the preferred term for this document. In the U.S., resumes and CVs have different purposes.

<b>Differences Between Resume and CV</b>	
1. Resumes are used when seeking employment in industry	1. CVs are used in educational and research settings and include information on research, publications, conferences, fellowships, and
2. Resumes are brief in design and are usually only one page	2. CVs are more detailed and are usually several pages in length
3. Resumes are targeted and only relevant information is listed	3. CVs are intended to be complete records of professional work
4. Resumes do not include references—the references are listed on a separate document	4. CVs may include references as the last category or references may be listed on a separate document

## **What NOT To Include:**

There are many similarities for resumes across the world, but these are a few things to leave **OFF** a U.S.-style resume:

- Marital Status
- Age/Birth Date
- Visa Status
- Social Security Number/Identification Numbers

# Preparing Your CV



## Typical CV Categories

- **Personal/Contact Information:**
  - Name, address, phone number, and email address
- **Academic Background**
  - List all academic degrees beginning with the degree in progress or most recently earned. Include name of institution, city and state/country, type of degree, area of concentration, month and year of graduation. You may also include thesis/dissertation information here.
- **Professional Licenses/Certifications**
- **Academic/Teaching Experience**
- **Technical and Specialized Skills**
- **Related/Other Work Experience**
  - List of positions related to the work sought. Include company name, position title, city and state/country, and dates worked. Also include a brief description of your activities/duties using bullet points. List positions in reverse chronological order with the most recent position listed first.
  - Break your experience into categories such as work experience, volunteer work, community involvement, etc.
- **Professional/Academic Honors and Awards**
- **Professional Development (conferences, workshops, etc.)**
- **Research/Scholarly Activities**
- **Grants**
- **Academic/Research Interests**
- **Presentations**
- **Affiliations/Memberships**
- **Abilities/Skills**
  - Include language skills here!
- **Volunteer Work**
- **References**



# Researching Employers



As part of the process of finding the right places for employment, it is to your advantage to practice your research skills to locate companies or organizations.

Many international students decide to find internships and jobs in the U.S. One tip is to look for foreign companies with operations in the U.S. These companies may be more open to hiring diverse candidates. Additionally, you can use the H-1B resources or Handshake to find potential employers.

## Handshake

Handshake is a great resource to find employers who are willing to sponsor international candidates!

- Visit [www.uga.joinhandshake.com](http://www.uga.joinhandshake.com)
- Make sure your profile is up to date with your major, graduation year, and GPA in your “primary education” section
- Select “Jobs/Internships” from the left side
- At the bottom of the left-hand side, select “Show Advanced Options”
- Check “US Work Authorization Optional”. This will provide you with opportunities for employers who are open to sponsoring

## Diversity Inc. Top Employers

Each year, Diversity Inc. releases a list of the top companies for diversity in categories including:

- Workers with Disabilities
- LGBT
- Global Diversity

Check out the list at [www.diversityinc.com](http://www.diversityinc.com)

## Challenges for Students

**Hiring Complexities:** After international students complete the optional one year of practical training, employers must sponsor them to obtain an H-1B visa to continue employment. Hiring an international student is more complex and often less familiar process to many U.S. employers than hiring a domestic student. **Research the H-1B visa sponsorship requirements so you may help educate employers.**

**Commitment:** Some employers fear international employees will return to their home country after the employer has invested time and money, hiring, training, and possibly sponsoring the international student. **Show that you are ready for a career with the company. Demonstrate how you are an asset to the company’s overseas locations and operations.**

**Animosity:** Some employers feel that by hiring an international student that they are taking jobs away from U.S. citizens. **Be able to demonstrate how your skills and knowledge will be an asset to the company. Also, research diversity and its benefits in the workplace, and target companies that have a record of valuing diversity.**

# Networking



Networking means establishing relationships with professionals in your fields of interest for the purpose of making contacts and sharing information for personal or professional gain. Students can network through their current relationships and ready-made networks such as professional organizations, religious organizations, social organizations, and UGA Alumni. Meet with your Career Consultant to create a networking plan!

## Ways to Network

### Face-to-Face

- Talk to people you know well and let them know your purpose for networking
- These initial contacts will lead to meetings with secondary contacts
- Have a list of questions to facilitate the conversation

### Phone Call

- Always clearly identify yourself, the reason you are calling, and give the name of who referred you, if applicable
- Suggest a follow-up conversation by phone, face-to-face, or email

### Email

- Use this if you are familiar with the contact and know their organization's culture is email friendly
- Do not send a message that is overly casual
- Do not start an email with "hey!" Instead, use "Dear Mr./Ms. [last name]."
- Include a signature with your name, major, and contact information

## Message Template

Dear Mr. Liu,

I am currently a senior biology major at UGA hoping to enter the medical research industry and I noticed that you are also a UGA alumnus with experience in this field. I would love the opportunity to connect with you and learn more about your career path. Thank you!

Sincerely, Kevin Ngyuen

## Leverage LinkedIn

LinkedIn is a great tool to network with others in your field! Use the "Find Alumni Tool" to find UGA Alumni in your industry. Join groups to build your network and learn of potential job openings.

Utilize our Social Media Guide on the Career Center website under Resources—Career Guides for a LinkedIn profile checklist, details on using these features, more job search functions, and sample networking messages!

# Interviewing



Interviews can take place over the phone, on campus, or on-site at the company's location. No matter what the circumstances, their purpose remains the same: to find the best candidate for a position. Generally, a recruiter decides whether or not to seriously consider you for a position within the first 4 to 9 minutes. Make sure you go into the interview prepared!

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## Top 10 Interview Tips

### 1. Research the company or school

View the company website, attend information sessions, and do some internet searches on the company to learn about their values, product, and recent news.

### 2. Arrive 10-15 minutes early

In the U.S., people are expected to show up on time! Tardiness is frowned upon.

### 3. Dress for success

For many employers, business professional or business casual is expected. Wear a business suit, neutral colored shirt, and conservative shoes and accessories. Make sure to practice good hygiene, are well-groomed, and don't wear too much cologne or perfume.

### 4. Have a firm handshake and display confidence

### 5. Use body language to show interest

Don't sit with your arms crossed over your chest or fidget in your seat. Have good posture.

### 6. Listen

### 7. Bring extra copies of your resume

### 8. Have questions prepared ahead of time

### 9. Ask about the next step in the process

### 10. Thank the interviewers and follow-up with thank-you notes/ emails to each interviewer

# Dress for Success



More than 70% of your first impression is what people see. Appearance is an important aspect of interviewing. Make a good impression by dressing professionally and being well-groomed! Bring a professional briefcase, bag, or folder to carry extra copies of your resume, keys, pens, and breath mints.

Appropriate professional dress depends on the industry. If you are unsure about what is considered appropriate, it is best to dress conservatively for the first impression.



## Business Professional

- Suits in neutral colors (black, grey)
- Dress shoes should be low-heeled and closed-toe
- Use simple accessories and wear neat, simple makeup
- Limit perfume or cologne
- All clothing should reflect a neutral color palette



## Business Casual

- Blazers are a good business casual item
- Buttoned shirts, blouses, and collared shirts are acceptable
- Ties are generally not necessary
- Dresses and skirts should be knee length
- Business casual allows you to add a bit of color and variety to your outfit



# U.S. Business Etiquette



## **Timeliness**

- People are expected to show up to business engagements on time, including lunch or dinner meetings. Tardiness is frowned upon, so one can mitigate the damage by calling to say they they will be late.
- In the U.S., lunch is typically taken for one hour around 12-1pm. Some companies have strict rules against drinking alcoholic beverages at lunch, others do not. If dining with others, each person generally pays their own bill.

## **Conversations and Physical Space**

- Greetings involve a minimal amount of physical contact. A firm, quick handshake with a smile and direct eye contact is typical. Do not kiss co-workers or strangers on the cheek as a greeting.
- In the U.S., it is important to maintain personal space. Americans typically do not like to be in close proximity to others, so it is best to keep an arms length away when talking or standing near someone else.
- Conversations begin with small talk that may seem personal. This is not meant to be interpreted as an intrusion or invasion of privacy. Typical topics may include a person's job, favorite food/books/movies, the weather, etc.
- Avoid discussing religion or politics with those you do not know well. Do not make ethnic, racial, or religious jokes. It is also best to avoid controversial topics such as abortion or sex discrimination.
- It is common in the U.S. to become friends with co-workers and to have close, personal relationships.
- Using a title (Dr., Mr., Mrs., Ms, etc.) followed by the last name is considered appropriate and shows respect. Once acquainted, a person may give you permission to address them by first name.

## **Meal Etiquette**

- In other countries, slurping or belching may be shown as a sign of respect to the chef; however, in the U.S., these can be seen as impolite and should be avoided.
- Do not eat off others' plates.
- Tipping is common and expected in the U.S. It is best to tip between 15-20% of the total bill.

# Additional Departments



These offices aim to answer questions and provide assistance with your academic, personal, and professional development. Please take advantage of these departments and visit them often!

## **Office of International Education (OIE)**

**<http://www.oie.uga.edu> - 706-542-2900**

- Includes Immigration Services and Study Abroad
- Assists in areas of immigration matters, financial concerns, health insurance, and related administrative details of international exchange. Questions about immigration matters should be addressed before making any changes in program of study/exchange visitor objective or before departing the United States.
- OIE offers a number of programs each semester
- Offers weekly walk-in hours for quick questions. For a longer appointment, email [immigration@uga.edu](mailto:immigration@uga.edu) to schedule.

## **International Student Life Office (ISL)**

**<http://www.isl.uga.edu> - 706-542-5867**

- ISL offers a variety of services and programs to benefit the UGA international student population. ISL works to incorporate opportunities for involvement on campus, personal and academic assistance, and professional and leadership development.
- Services include: Housing and off-campus living assistance, non-resident tax program, cultural adjustment and advising, Global Friends mentoring program, conference travel opportunities, student organizations, committee involvement opportunities for the International Street Festival.

## **Division of Academic Enhancement (DAE)**

**<http://www.dae.uga.edu> - 706-542-7575**

- Offers assistance in a variety of academic areas including tutoring, writing tutoring, and conversational ESL.
- To make an appointment, visit the DAE website and follow the directions under “make an appointment”.