

# KATHMANDU TO KENT

## *Career Planning for International Students*



### The World Comes to Kent, Ohio

With an ever-increasing number of international students coming to study in the U.S., the world is becoming smaller by the day. At Kent State, over 2,000 international students from nearly 100 countries are enrolled. This guide aims to answer questions and provide assistance for your internship and job search needs.

### Career Planning Assistance

Your career development is a lifelong process that actually started when you were born! Our career counselors can help you better understand the many factors that influence your career direction including your interests, abilities, values, personality, background, and circumstances.

#### Meet with a Career Counselor

- During daily drop-in hours: Monday-Friday, 11am-12:30pm & 2-4pm, for 10-15 minute sessions in our Career Library to quickly answer career questions.
- For more in depth concerns, call to schedule a one-hour, private appointment.

#### Our Career Counselors Can Help You:

- ❖ Find part-time student jobs and graduate assistantships on campus
- ❖ Explore careers and majors
- ❖ Write resume and cover letters
- ❖ Obtain tips on how to network for internships and jobs
- ❖ Prepare to attend the Fall and Spring Job & Internship Fairs
- ❖ Practice interviewing with a mock interview and Interview Stream - <http://kent.interviewstream.com/>
- ❖ Use the *Experience Job & Internship Board* to find jobs on/off campus - <https://experience.kent.edu>

### Skills Employers Seek

Communication (listening, verbal, written)	Leadership/Management/ Supervisory	Interpersonal (sensitivity/global awareness/)
Honesty/Integrity	Motivation/Initiative	Strong Work Ethic
Organizing/Planning (detail oriented)	Teamwork	Computer/Technical
Flexible/Adaptable	Analytical/Critical Thinking (problem solving, creativity)	Self Confidence

### Networking

Networking through personal contacts has been proven to be the **#1** way to find a job or internship. Building a professional and social network starts with people you already know: friends, family, professors, advisors, co-workers. Get involved at Kent State by making friends and joining campus organizations related to your major/profession. Use social media tools like **LinkedIn**, Facebook, and Twitter to connect with professionals. When contacting people, ask for an informational interview (not a job) so you can learn more about the field. Stay in touch with these contacts to update them on your job search. You never know, they may approach you in the future should they learn of any opportunities.

## How to Work in the United States

Most international students hold an F-1 non-immigrant student visa. With this, you are permitted to work in the United States, but only under certain conditions. Below is a summary of the most common types of employment authorization available to F-1 visa holders. However, you should note that immigration regulations are subject to change. Please consult with an advisor in the Office of Global Education prior to accepting any form of employment to avoid violating the terms of your immigration status.

On-Campus Student Employment is the least restrictive:

- ♦ Can work up to 20 hours per week on-campus while in school.
- ♦ Can work more than 20 hours when classes are not in session (winter/spring breaks and summer).

Optional Practical Training (OPT) requires extensive planning:

- ♦ May work off-campus for up to 12 months in a job “directly related” to ones major during and after completion of degree, with special approval from the US Citizenship and Immigration Service (USCIS).
- ♦ Can apply for OPT after taking classes for 9 months, but you cannot start employment until you get your Employment Authorization Document (EAD) from USCIS and have taken classes for 1 year.
- ♦ Begin this process early since it takes 90+ days to process applications.
- ♦ Permitted for each degree level earned.

Curricular Practical Training (CPT) is authorized by the Office of Global Education:

- ♦ Can obtain work outside the university prior to degree completion if the academic program includes the option for internship, practicum, etc.
- ♦ Employment experience must be related to your major.

### More Job Search Tips

- ♦ For more detail on above, see <http://tinyurl.com/64ojb3n> and <http://tinyurl.com/d8mke5f>
- ♦ Learn the difference between an American-style resume and curriculum vitae (CV). Meet with a career counselor to review your materials to best-market your skills and abilities.
- ♦ Create a customized cover letter for each position to which you apply.
- ♦ Continue to work on your English skills and confidence. Also, market your ability to speak different languages, as this will make you stand out in a unique way.
- ♦ Current law caps the number of available H1B visas at 85,000. Applications are accepted the first business day of April, and end once the cap has been reached. **The earlier you apply the better.**
- ♦ Become an expert in the H1B visa sponsorship process. Prepare to answer any questions prospective employer may have about the process.
- ♦ Identify employers who hire in your field and have an international presence.

## Proper Business Etiquette

Here are some steps you can take to present yourself in the best-way possible:

- ♦ Be patient and openminded to suggestions and opinions
- ♦ Show appreciation and gratitude for time given to you
- ♦ Respect boundaries with appointment times and resources
- ♦ Always ask questions when unsure of something
- ♦ Maintain proper etiquette with handshakes, eye contact, enthusiasm
- ♦ Practice your English speaking skills

## Dress for Success

When interviewing, a professional appearance is essential for both men and women.

### Men

- Dark suit with dress shirt
- Coordinating tie
- Dark dress shoes and socks
- Clean-shaven (mustache acceptable if neatly trimmed)

### Women

- Dark skirt or pant suit
- Coordinating business-style blouse or shell
- Hosiery and low/medium heel pumps
- Moderate make-up and jewelry

### Men and Women

- Two-piece business suit
- Well-groomed hair
- Minimal cologne or perfume
- No visible body piercings
- No visible body art (cover tattoos)

## Online Resources

- ❖ **Going Global**- for H1B employers and more, access the data in Flashline on the Student Career Path tab
- ❖ **H1base.com** ([www.h1base.com/](http://www.h1base.com/))
- ❖ **H1VisaJobs.com** ([www.h1visajobs.com/](http://www.h1visajobs.com/))
- ❖ **U.S. Dept. of Labor’s Foreign Labor Certification Disclosure Data** ([www.foreignlaborcert.doleta.gov/](http://www.foreignlaborcert.doleta.gov/)) Shows which companies have applied for H-1B visas for one or more new employees in the past few years.
- ❖ **myvisajobs.com** (largest employment website for foreign students)