

# INTERNATIONAL STUDENT GUIDE

<http://www.career.uga.edu/multimedia/UGAIntlStudentCareerGuide.pdf>

## UGA Departments/Offices

## International Students Partners

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### ABOUT US

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

#### Career Center

[www.career.uga.edu](http://www.career.uga.edu)  
2nd Floor, Clark Howell Hall  
Phone: 706- 542-3375

#### International Student Life Office (ISL)

<http://www.uga.edu/isl/>  
210 Memorial Hall  
Phone: 706-542-5867

#### Division of Academic Enhancement (DAE)

<http://www.uga.edu/dae/>  
Milledge Hall  
Phone: 706- 542-7575

#### Office of International Public Service and Outreach (IPSO)

[www.uga.edu/internationalpso](http://www.uga.edu/internationalpso)  
Cobb House  
1224 S Lumpkin Street  
706-542-7887

#### Office of International Education (OIE)

<http://www.uga.edu/oie/index.htm>

#### ISSIS

<http://www.uga.edu/oie/ISSIS/>  
110 E. Clayton Street, 4th Floor, Bank of America Building  
Phone: 706-425-3154

#### Study Abroad Office

[http://www.uga.edu/oie/sa\\_info.htm](http://www.uga.edu/oie/sa_info.htm) 110 E. Clayton Street, Suite 300 Bank of America Building  
Phone (706)425-3274

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## THE UNIVERSITY OF GEORGIA

## CAREER CENTER SERVICES/RESOURCES

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### INDIVIDUAL CAREER COUNSELING

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

### CAREER ASSESSMENTS

Assessment tools are available to help you learn about yourself and the world of work. Learn how your personality, interests, values, and skills play an important role in identifying a fulfilling career.

### CAREER CENTER LIBRARY

Over 600 books and resources relevant to choosing majors, researching careers, searching for jobs, resume writing, interviewing, and applying to graduate school are available for you to look through.

### STUDENT EMPLOYMENT OFFICE

Assists students with available information in obtaining internships as well as on-campus and off-campus part-time employment

### WALK-IN HOURS/SATELLITE HOURS

The Career Center holds walk-in hours for quick questions about topics such as resumes, cover letters, and job search strategies. A Career Consultant and/or a Career Development Intern is on hand Monday through Friday from 12 PM - 2 PM. In addition, every college has its own set of hours when your Career Consultant

comes to you! Check the Career Center website for days, times, and locations.

### **MOCK INTERVIEWS**

Don't make the mistake of scheduling your most important interview before you prepare for it. Participate in a Practice (Mock) Interview at the Career Center. The practice interviews are designed to replicate the type of interview that you may expect from a recruiter.

### **CAREER-RELATED PROGRAMMING**

The Career Center facilitates programs throughout the year to assist you in your career development. Whether you are still exploring careers, looking to make the best impression as you interview, or just trying to expand your professional network, these programs are key to your success! For ongoing events visit: <http://career.uga.edu/DYNAMIC/mainevents.cfm>

### **ONLINE RESOURCES**

There are a number of resources available to you online through the Career Center website. These include The Vault, Wetfeet, Career Beam, Going Global, Interview Stream, and Career Search, a database profiling over 1.4 million companies and organizations. Prominent resources include:

#### **1. NACELINK NETWORK**

Search external sites for relevant job postings. Users enter search criteria, and the network searches millions of sites, resulting in a list of postings. This service is free and accessible through the "Jobs" tab in DAWGlink.

#### **2. GOING GLOBAL**

**Going Global Career Guides** are the ultimate international job seeker's guide! Updated continually, this massive research tool contains more than 10,000 resources for finding employment at home and abroad. **The Global Key Employer Directory** contains corporate listings of leading local and multinational employers in 31 countries around the globe! Over 25,000 listings have been specially selected to reflect companies where professional opportunities are more likely to be available.

#### **3. DAWGlink**

Register with DAWGlink, the career management system to connect with career opportunities. Access Career Center events, campus employment opportunities, internship listings, campus interviews, company information sessions, and receive our weekly e-mail update!

**\*International students can search jobs by Work Authorization type.**

**THE UNIVERSITY OF GEORGIA**

**OFFICE OF INTERNATIONAL EDUCATION**

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### **INTERNATIONAL STUDENT AND SCHOLAR IMMIGRATION SERVICES**

The International Student and Scholar Immigration Services Advisors in the Office of International Education assist 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 weekly programs to educate students about employment options, regular orientation programs for new scholars and staff, and also each semester on reading day, the OIE offers a program called "Signing Day" where students and scholars can get instant travel signatures, ask an advisor travel or other immigration questions, enjoy refreshments, and win door prizes.

### **STUDY ABROAD OFFICE - *Go Beyond the Arch!!***

If you are interested in studying, working, volunteering or interning abroad, we encourage you to attend an Options Abroad Session. In these 50-minute information sessions, we explain the basics of finding a study abroad program, using the resources in our study abroad library, the process of transferring credit from an external study abroad program, financial aid and scholarships for study abroad, health and insurance, basic travel information, information on working, volunteering, or interning abroad, and SISA, the study abroad

listserv. The sessions are held three times a week in 303 Bank of America Building, 110 E. Clayton St., during the fall and spring semesters. For information on timings and dates for information sessions please visit: [http://www.uga.edu/oie/sa\\_info\\_session.htm](http://www.uga.edu/oie/sa_info_session.htm)

Please call our office at (706)425-3274 to sign up for a session as there is limited space available.

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**THE UNIVERSITY OF GEORGIA****INTERNATIONAL STUDENT LIFE**

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The International Student Life (ISL) office offers a variety of services and programs to benefit the University of Georgia international student population. The ISL office works to incorporate opportunities for involvement on campus, personal and academic assistance, and professional and leadership development.

**Services for International Students**

- ~ Housing and Off-Campus Living Assistance
- ~ Non-Resident Tax Program
- ~ Cultural Adjustment and Advising
- ~ Global Friends Mentoring Program
- ~ Professional and Leadership Development Workshops and Retreats

**Professional and Career Development Opportunities**

- ~ Resume writing & job interviewing workshops in cooperation with the Career Center
- ~ Non-resident tax training and Volunteer Income Tax Assistance (VITA) certification for members for the International Tax Assistance Program
- ~ Committee involvement and event planning experience opportunities for the International Street Festival
- ~ Conference travel opportunities for networking and professional development proposes for student organization members
- ~ Opportunity to join thirty student organizations to further leadership and personal development
- ~ Application opportunities to become an orientation leader to further leadership skills
- ~ Opportunity to attend the Georgia International Leadership Conference (GILC)

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**THE UNIVERSITY OF GEORGIA****DIVISION OF ACADEMIC ENHANCEMENT**

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**Tutoring**

Our tutoring services are free and available to all graduate and undergraduate students at UGA. We provide tutoring by appointment, drop-in sessions, test reviews, and online tutoring. For student convenience, tutoring is available in Milledge Hall, Russell Academic Center, and SLC.

**Writing Tutoring**

Our experienced professional writing tutors can help you learn to improve your writing. We provide expert editorial assistance with your class papers, theses, dissertations, personal statements, and application letters.

To make an appointment, please go to Milledge Hall Academic Center to sign the appointment book. Drop-in tutoring is also available in the Student Learning Center.

**Conversational ESL Tutoring**

Our conversational writing tutors are friendly and experienced U.S. students who can help you improve your English conversation skills. Improving your English speaking skills is important not only everyday life in the U.S. but also for your participation in class discussion and your performance on tests like the iBT TOEFL test.

To make an appointment, please visit our website at <http://uga.edu/dae> and follow the directions under “make an appointment.”

## THE UNIVERSITY OF GEORGIA

## OFFICE OF INTERNATIONAL PUBLIC SERVICE & OUTREACH

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The Office of International Public Service and Outreach (IPSO) extends the University of Georgia’s outreach mission to communities facing global challenges through programs of applied research, capacity building, training and exchanges.

IPSO takes a multidisciplinary approach to developing strategic partnerships with UGA units and departments focused on public service and outreach-oriented international programs and activities. Through local, state, and federally-funded initiatives, the Office brings together UGA faculty, staff, and students with private sector, nongovernmental organizations (NGO’s), and community organizations around the world to find collaborative solutions to complex issues.

How can we help you?

- We identify opportunities to involve students in international public service projects
- We help guide and develop grant proposals to support international projects
- We provide technical support to international educational projects
- We support local outreach projects with international dimensions
- And more!

## QUALIFYING TO WORK IN THE U.S.

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### What Employers Are Looking For

*This is a list of the top skills and qualities employers seek in candidates:*



- Communication Skills (verbal and written)
- Teamwork Skills
- Initiative
- Interpersonal Skills
- Problem Solving Skills
- Analytical Skills
- Flexibility/Adaptability
- Computer Skills
- Technical Skills
- Detail-Oriented
- Organizational Skills
- Leadership Skills
- Self Confidence

*Note: For International Students without English as their native language, strong communication skills are essential for prospective employees. Emphasize that you are bi-lingual or multi-lingual, a big bonus for many multi-national companies.*

## H1- B VISA AND INTERNATIONAL STUDENT RESOURCES

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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 H1B 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.

#### **Foreign Labor H-1B Program Data**

<http://www.flcdatacenter.com/CaseH1B.aspx>

Department of Labor Foreign Labor agencies are involved with granting permission for foreign workers to work in the U.S. This site contains links to Compliance Assistance on hiring Foreign Workers, Foreign Labor Certification, Documents and Forms, and Laws and Regulations on this topic.

#### **Foreign Labor Certification (FLC) Data Center** <http://www.dol.gov/dol/topic/hiring/foreign.htm>

Department of Labor online wage library for prevailing wage determination based on FLC data. Select your state, county, and occupation to see the prevailing wage and job description.

#### **Foreign Labor Certification Disclosure Data**

<http://www.flcdatacenter.com/CaseData.aspx>

Searchable database of American employers who have applied to hire workers with H1-B visas.

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

<http://www.uscis.gov/portal/site/uscis>

An agency of the Department of Homeland Security, the U.S. Citizenship & Immigration Services is responsible for the administration of immigration and naturalization adjudication functions and establishing immigration services policies and priorities. This site provides information on Naturalization, Services & Benefits, Immigration Forms, Laws & Regulations, Education & Resources as well as News items.

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

<http://www.uscis.gov/portal/site/uscis>

#### **Search for the current information on H-1B: Specialty Occupation Workers Statistical Reports**

In response to requests for background information on the characteristics of Specialty Occupation Workers (H-1B) and the top 100 employers using them, the reports are published in PDF format (requires Adobe Reader to view and print).

#### **Association for International Practical Training (AIPT)**

<http://www.aipt.org/>

Practical Training information for international students and non-American citizens seeking career related experience and for US citizens seeking internships abroad. Programs and services, news updates, events, job listings, American businesses, international companies, and much more.

#### **H-Net Online Humanities & Social Sciences • Job Guide**

<http://www.h-net.org/jobs/>

H-Net Job Guide offers free job search for academic positions world-wide in history, humanities, social sciences, rhetoric & composition. Site also offers online journals, discussion networks, reviews, announcements and more.

#### **OverseasJobs.com**

<http://www.overseasjobs.com/do/where>

Browse jobs by location or keyword, post your resume, company profiles, internships and resources.

#### **International Student**

<http://www.internationalstudent.com/>

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

#### **WorldWide Recruitment Leadership - A Job in Asia**

<http://www.icpa.com/>

A Job In Asia offers executive recruitment services free of charge to job seekers. Industry focus includes: Consumer Goods, Finance, Legal, Management Consulting, Manufacturing & Chemical, Medical Devices & Pharmaceutical, Sales & Marketing, and Technology.

#### **CDS International**

<http://www.cdsintl.org/>

CDS is a non-profit organization committed to the advancement of international practical training opportunities for young professionals, students, educators, as well as labor, business and government representatives. Programs to and from the U.S., U.S host companies, career guidance resources and much more.

**ForeignMBA.com**

<http://www.foreignmba.com/recruiters/>

Online downloadable Excel spreadsheet with the names and links to US employers that have hired international students. This list has not been independently verified, but provides a good starting point for your job or internship search.

**International Affairs Resources**

<http://www2.etown.edu/vl/>

Comprehensive guide to resources, contacts and other information relevant to International Affairs on the Internet. Includes career related resources and new positions.

**Foreign Embassies of Washington D.C.**

<http://www.embassy.org/embassies>

Complete list of foreign embassies in the United States. Link to the country for which you desire to work to learn about their Visa process.

**Actions Without Borders**

<http://www.idealists.org>

Over 29,000 nonprofit and community organizations in 153 countries, which you can search or browse by name, location or mission.

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**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.

**BENEFITS OF NETWORKING**

- Focuses your major or career choice
- Gives you advice about your job search
- Validates your choice of career
- Refines your interviewing skills
- Uncovers information about a specific employer or job

To learn more about networking visit: <http://www.career.uga.edu/STUDENTS/networking.html>

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**DO YOUR RESEARCH**

As part of the process of finding the right places for employment it is to your advantage to practice your liberal arts researching skills by locating companies or organizations.

Many international students decide to find internships and jobs in the US. The UGA Career Center suggests searching *for foreign companies with operations in the US*. These companies may be more open to hiring diverse candidate.

Recommended internet sites for locating foreign company information:

- Hoovers Online at <http://www.hoovers.com>
- Foreign companies registered with the US Securities and Exchange  
<http://www.sec.gov/divisions/corpfin/internatl/geographic.htm>

- Standards & Poors- Search the top global companies at <http://www.standardandpoors.com>

## **INTERVIEWING**

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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. Don't make the mistake of going in unprepared!

To learn more about interviewing visit: <http://www.career.uga.edu/STUDENTS/interviewing.html>

## **HOW TO DRESS FOR WORK**

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### **GENERAL TIPS**

- 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 to carry extra copies of your resume or portfolio, keys, pens, and breath mints.
- NO CELL PHONE— leave it in the car or at home.
- 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.

To learn more about Dress Code visit: <http://www.career.uga.edu/STUDENTS/dressforsuccess.html>

## **BE PREPARED TO WORK IN THE U.S.**

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### **Challenges International Students may face**

- *Hiring Complexities:* After international students complete the optional one year of practical training, employers must sponsor them to obtain an H1-B visa to continue employment. Hiring an international student is a more complex and often less familiar process to many U.S. employers than hiring an American. Research the H1-B 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 may be sponsored for a career with the company. Demonstrate how you are an asset to the company's overseas locations and operations.
- *Animosity:* Some Americans feel that by hiring an international student they are taking jobs away from United States 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.

## **AMERICAN BUSINESS ETIQUETTE**

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### ***Daily office protocol***

People are expected to show up to business engagements on time, including lunch or dinner meetings. Tardiness is frowned upon, although one can mitigate the damage by calling before arriving to say that he or she will be late.

Dress codes vary across the country. Business attire tends to be more formal on the East Coast than it is on the West Coast. Also, those who work in rural areas or extremely warm climates (such as Phoenix) dress more informally than those in cities or more temperate climates (such as New York City). Most executives in the United States dress in suits. Female executives wear dress suits or pantsuits, often with accessories.

Americans typically take lunch from 12 p.m. to 1 p.m. Some companies have strict rules against drinking alcoholic beverages at lunch; others do not. Co-workers usually split the tab when dining out together.

Greetings in the United States are brief and involve a minimum of physical contact. A firm but quick handshake, accompanied by a smile and direct eye contact, is typical both as a greeting and as a farewell.

Americans enjoy one of the largest personal spaces in the world. What may be considered an over-crowded subway car in Washington, DC, would be only two-thirds full in Seoul. Maintain a distance of an arm's length from the person being spoken to. This distance expands in the western part of the country; a Texan expects a larger personal space than a New Yorker, for example. Any closer and the other party will defensively back away. Never touch another colleague in the United States, aside from shaking his or her hand. Americans do not like to be touched, which may explain their aversion to crowded subway cars.

Conversations begin with idle chitchat. It is common to start a conversation with a compliment, which puts the other party at ease. Safe small talk topics include a person's job, books, food, music, movies, travel and the weather. Sports (particularly baseball, basketball and football) are usually safe and successful conversation starters, especially among men. If meeting for the first time, one may be asked "What do you do?" In the United States, this is frequently asked as a topic of conversation and should not be interpreted as a personal or intrusive question.

There are a few taboo topics in America, at least until one knows a person very well. Avoid discussing religion or politics, and do not make ethnic, racial or religious jokes. It is also best to avoid broaching other controversial subjects like abortion or sex discrimination.

American co-workers often become close friends. It is common, therefore, for colleagues to forge personal relationships with some of their co-workers.

Business cards are usually exchanged at the beginning of a meeting, although this sometimes happens at the end. Do not be surprised if after handing out one's business card, the other party does not reciprocate. Often, Americans do not exchange business cards unless they plan to contact each other later. That said, they are always ready to receive someone else's business card whether they have one to offer in return or not.

Using a title (such as Mr., Mrs., Ms. and Dr.) followed by the surname shows respect. It is best to use this form of address when first making contact with another person, whether in writing or in person. If unsure of a woman's marital status, use the title "Ms." (pronounced "Miz"). The title of "Miss" has largely gone out of use, except with very young girls.

Once acquainted, Americans will be quick to address each other by their first names, even when talking with top executives. If a person is significantly older or holds a very high rank, use the title followed by the surname (such as 'Dr. Smith') until invited by the person to do otherwise. If one is uncertain how to pronounce a name, it is acceptable to ask.

*Source: Going Global USA Cultural Guide*

## **YOUR RESUME**

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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! The top half of your resume could either make or break you. By the time recruiters have read the first few lines, you have either caught their interest, or your resume has failed.

Your resume will be quickly scanned, rather than read. Ten to 20 seconds is all the time you have to persuade a prospective employer to keep reading. A quick screening of your resume should impress the reader and convince him or her of your qualifications and hopefully result in an interview!

To learn more about resumes visit: <http://www.career.uga.edu/STUDENTS/resumes.html>

You can find sample resumes, a resume checklist and a list of action words on our online career guide available at: <http://www.career.uga.edu/multimedia/UGACareerGuide.pdf> : *Pages 24 to 31*

### **Differences between Resume and Curriculum Vitae**

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<ol style="list-style-type: none"> <li>1. Resumes are used when seeking employment</li> <li>2. Resumes are brief in design and are usually only one page;</li> <li>3. Resumes are targeted and only relevant information is listed;</li> <li>4. Resumes never include references; the references are always listed on a separate document.</li> </ol>	<ol style="list-style-type: none"> <li>1. CVs are used in educational and research settings and include information on research, publications, presentations, conferences, fellowships, and grants.</li> <li>2. CVs are more detailed and are usually several pages in length.</li> <li>3. CVs are intended to be complete records of professional work.</li> <li>4. CVs may include references as the last category or references may be listed on a separate document.</li> </ol>
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### **Preparing Your Curriculum Vitae**

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Curriculum vitas are used in educational and research settings and more detailed and are usually several pages in length. CV's are intended to be complete records of academia and professional work. Curriculum Vitae's in some countries are applicable for either employment or graduate schools.

#### **Typical vita categories or headings may include some or all of the following:**

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##### **1. Personal/Contact Information**

Name, address, phone number and email address

##### **2. Academic Background**

- *Postgraduate work*
- *Undergraduate degree(s), majors/ minors*
- *Graduate work/ degree(s), major/ minors*

Listing of academic degrees beginning with the degree in progress or most recently earned. Include: name of institution; city and state; degree type (B.A., B.S., M.A., etc.) and area of concentration; month and year degree was (will be) received. Note: If you are an undergraduate and your GPA is 3.5 or higher, it is appropriate to include it. You may also include "Relevant Coursework" under this heading. Include details on your final year project, i.e. dissertation, thesis and list any other major projects, field studies, training courses, etc.

##### **3. Professional Licenses/Certifications**

##### **4. Academic/Teaching Experience**

- *Courses taught, courses introduced*
- *Teaching evaluations*
- *Innovation in teaching*

##### **5. Technical and Specialized Skills**

## 6. Related/Other Experience Work Experience

Listing of positions (part-time, full-time, temporary and permanent) related to the work sought. Include: department, firm, agency, or organization; complete name; city and state; job/position title; dates; also include a brief description of your activities/duties, using strong action verbs. List these in reverse chronological order starting with the most recent position first. Groupings of other experiences (including volunteer work and/or internships) can enhance your CV. Your experience can also be broken into other categories such as: Teaching, Counseling, Administration, Volunteer, Community, Internship, etc. Entries within each section should be in reverse chronological order.

## 7. Professional/Academic Honors and Awards

- *Scholarships*
- *Academic Awards*
- *Special honors or distinctions*

## 8. Professional Development (conferences/workshops attended, other activities)

## 9. Research/Scholarly Activities

- *Journal articles*
- *Conference proceedings*
- *Books*
- *Chapters in books*
- *Magazine articles*
- *Papers presented/workshops*
- *Work currently under submission*
- *Work in progress*

Give bibliographic citations (using the format appropriate to your particular academic discipline) for articles, pamphlets, chapters in books, research reports, or any other publications that you have authored or co-authored. In fine arts areas, this can include descriptions of recitals and art exhibits.

## 10. Grants

Include name of grant, name of granting agency, date received, title or purpose of research project, etc.

## 11. Service relating to academic, professional and community development

## 12. Academic/Research Interests

## 13. Presentations

Give titles of professional presentations (using the format appropriate to your particular academic discipline), name of conference or event, and dates and location; if appropriate in your discipline, also include a brief description. Presentations should be listed in reverse chronological order.

## 14. Affiliations/Memberships

Memberships in national, regional, state, and local professional organizations should be listed. Also list significant appointments to positions or committees in these associations. Student memberships in professional associations are appropriate.

## 15. Abilities/Skills

- Foreign Language: List your level of proficiency
- Computing: General software applications, hardware, operating systems, databases, etc.
- Additional Skills: Industry Knowledge, Technical, Commercial, Managerial

## 16. Consulting

## 17. Volunteer Work

## 18. Study Abroad

## 19. References

Provide three professional references including name, title, agency, address, phone number and email address. To view samples of CVs visit: [http://www.quintcareers.com/vita\\_samples.html](http://www.quintcareers.com/vita_samples.html)