For International Graduate Students

Welcome International Students!

Center for Career Education
East Campus, Lower Level
116th between Amsterdam and Morningside
212-854-5609
careereducation@columbia.edu
careereducation.columbia.edu
International students can work up to 20 hours a week on campus without a change in visa status during the academic year. Look for casual employment opportunities at various departments on campus below. For contact information, search “On-Campus Jobs” at careereducation.columbia.edu.

**LionSHARE**
- Center for Career Education LionSHARE Database
  - In the “position type” drop-down menu, choose “casual on-campus.”

**Academic/Administrative Offices**
- Dining Services
- Dodge Fitness Center
- Columbia University Libraries — Students should fill out an application in 519 Butler.
- Columbia University Department of Public Safety
- Academic or Administrative Departments:
  See individual department websites.
- Columbia College Information Technology (CCIT)

**NOTE:** International students are NOT eligible for Federal Work-Study positions.

**OFF-CAMPUS JOBS AND INTERNSHIPS**

LionSHARE includes job and internship postings, opportunities to interview with employers on-campus, information on career fairs and other on-campus employer events, and a directory containing company overviews. Please familiarize yourself with the policies and expectations for using LionSHARE and the On-Campus Interviewing Program.

**WORK AUTHORIZATION**

Before working in any position off campus it is important to get work authorization. Please check with International Student and Scholar Office (ISSO) for questions about visas and immigration requirements.
• International Students and Scholars Office (ISSO)  
columbia.edu/cu/ioso/
• Contact the ISSO for list of immigration attorneys that  
offer consultation with Columbia students.
• U.S. Citizenship and Immigration Services  
(USCIS) uscis.gov/portal/site/uscis
• GoingGlobal (careereducation.columbia.edu/  
resources-going-global) also offers lists of employers  
who have sponsored Visas in the past. Use your UNI  
and password to log in.
• Always be prepared to explain to prospective  
employers about your legal ability to work in the U.S.
• Visit the International Students page at  
careereducation.columbia.edu

INTERNATIONAL JOBS AND INTERNSHIPS

Please find volunteer, full-time, part-time, and intern-ship opportunities on the Center for Career Education’s  
“International Opportunities Resources” page.

VOLUNTEERING

You can gain work experience, build your skills, and  
strengthen your resume by volunteering with community  
organizations.

• Community Impact at Columbia University  
communityimpactatcu.org/ci
• Idealist idealist.org
• New York Cares newyorkcares.org

FELLOWSHIPS & SCHOLARSHIPS

• GSAS Fellowships Database  
ais.columbia.edu/sws/gsas/search.php
• International House Scholarships & Fellowships  
ihouse-nyc.org

NETWORKING AND INFORMATIONAL  
INTERVIEWING

• Expand your network and connect with alumni and  
employers through informational meetings to speak  
about their careers and gain advice.
• Columbia University Student Organizations  
• LinkedIn.com Columbia Groups  
  o Columbia Career Connections  
  o Columbia Alumni Association Network  
• Professional Associations & Organizations
**CCE EVENTS**

**Ongoing**
- Quick Questions
- Power Half Hours
- Career Pathways for Ph.D.s: Conversations with Alumni
- Mock Interview Nights
- Improving Interviewing Skills for International Students
- Employer Information Sessions
- Career Core Basics Workshops for Masters Students
- International Student Workshops with ISSO
- Industry Showcases

**Fall**
- Graduate Student Career Fair
- Engineering Career Fair Networking Reception
- Engineering Consortium Career Fair
- Non-Academic Job Search Workshop for PhD Students

**Spring**
- Spring Career Fair
- Startup Career Fair

For a complete and updated listing of events, please go to: careereducation.columbia.edu/calendar

**CCE SERVICES**

Please call Center for Career Education at 212-854-5609 for more information about our services including:

- **Quick Questions** are 10 minute drop-in sessions available Monday – Friday from 1 – 4pm during the academic year. No appointment necessary.
- **Career Counseling Sessions** are 30 minute appointments.
- **Mock Interviews** are appointments to practice job interview skills.
- **Dossier Service** is useful for students to file letters of recommendation for positions.
- **Clothing Closet** provides suits for interviews, career fairs, or professional networking events.

**Serving Students from:**
- Columbia Engineering
- Graduate School of Arts and Sciences
- School of the Arts
On the CCE website (careereducation.columbia.edu/resources/library) you will find a variety of online resources. For access, use your Columbia UNI and password.

- **Vault** provides comprehensive industry guides, job postings, and career management services.
- **Wetfeet** posts trends, markets, major players, and jobs in leading industries.
- **Going Global** lists international jobs and internships.
- **Versatile PhD** discusses careers outside academia.
- **Univworld** provides a directory of US firms in foreign countries and foreign firms in the US.

### ENGLISH LANGUAGE CLASSES

**Free Resources**

- New York Public Library ESOL Online Resources
- ESL Café
- United Ministries
- Meetup.com has many language groups that meet regularly in NYC.

**Columbia Classes and Programs**

- American Language Program  
  ce.columbia.edu/alp
- Columbia University Writing Center  
  college.columbia.edu/core/uwp/writing-center
- Chazen Language Program (Columbia Business School)  
  gsb.columbia.edu/chazen/students/language
- Community Impact communityimpactatcu.org/ci/programs/jeep
- Teachers College Community English Program (CEP)  
  tc.edu/centers/communityenglish/

### ADDITIONAL RESOURCES

- Emergency: 911
- Columbia Emergency Service: 212-854-5555
- Columbia Health Services: 212-854-2284
- St. Luke’s Roosevelt Hospital Emergency Room:  
  212-523-4000
- Columbia Psychological Services: 212-854-2878
- Columbia Public Safety: 212-854-2797
- International Students and Scholars Office (ISSO):  
  212-854-3587
- Off Campus Housing Office (OCHA): 212-854-2773
- Ombuds Office: 212-854-1234
Phase 1 (when you arrive)

- Acclimate to your new surroundings.
- Participate in Orientation for Columbia University and your program/department.
- Build your language skills and cultural competency.
- Visit our website to discover CCE resources. www.careereducation.columbia.edu
- Read the Career Planning Guide and register on LionSHARE.

Phase 2 (your first semester +)

- Start your job search process.
- Assess your interests, values, and skills.
- Research career options and resources.
- Read CCE’s weekly Grad Newsletter.
- Attend career fairs and workshops.
- Prepare documents for job search including resumes, CVs, and cover letters.
- Practice and develop interview skills.
- Apply for internships or volunteer.

Phase 3 (6 – 9 months before graduating)

- Visit ISSO and make sure you know about your visa and your options for OPT and CPT.
- Apply for jobs and internships or volunteer.
- Build your network through LinkedIn, student groups, and your department, and conduct Informational Interviews.

Phase 4 (after graduating)

- Maintain connections with Columbia as part of the Alumni Association, and stay in touch with your department and peer group.
- Give back by participating in events such as panels and networking evenings.

For a more specific Ph.D. timeline and other Ph.D. resources please visit careereducation.columbia.edu.