UNDERGRADUATE INTERNATIONAL STUDENTS

FOUR YEAR ACTION PLAN

First Years

EXPLORE
• Attend the Center for Career Education (CCE) Orientation for Intl. Students & Getting a Job on Campus workshops in Aug./Sept.
• Connect with the International Students and Scholars Office (ISSO) to understand U.S. employment rules
• Meet with a career counselor to create/update your resume and explore your interests
• Join us for Resume and LinkedIn workshops in Dec.
• Learn about the Columbia Exploration Externship program at our “Internships, Externships and First Year Partnerships with CCE” event

Sophomores

CONNECT
• Attend the CCE/ISSO Job Search Skills for International Students workshop in Sept./Oct.
• Join the CCE Summer Internship Programs information session
• Meet with a career counselor prior to declaring your major to discuss career options, update your resume, and plan for the year
• Connect with ISSO to learn about the Optional Practical Training (OPT) process for summer employment

Juniors

FOCUS
• Meet with a career counselor to focus your internship search and evaluate your career options
• Connect with employers at CCE’s career fairs and industry showcases
• Register for on-campus recruitment access in LionSHARE and participate in Mock Interview nights at CCE in Oct.
• Research recruitment practices and visa requirements in the U.S. and overseas

Seniors

APPLY
• Meet with a career counselor early in the Fall semester to discuss your post-graduation options
• Attend the Senior Career Kick-Off and Identify Your Skills for Success in the Job Search events at CCE
• Connect with ISSO to apply for OPT if staying in the U.S. to work after graduation
• Learn more about industry-specific job sites and LionSHARE opportunities to begin actively applying for jobs

Each year, you should also...

✓ Revise and tailor your resume and LinkedIn profile
✓ Set up Job Agents in LionSHARE to learn more about employers and internship/job opportunities for Columbia students
✓ Read CCE’s and ISSO’s e-newsletters to learn about career opportunities and stay updated on relevant events and programs
✓ Build and reflect on your skills and experience through internships, research, volunteering, student clubs, and job shadowing
✓ Reach out to your network to explore employment opportunities and gain insight into your fields of interest

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