



CAREER PASSPORT



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

COLUMBIA UNIVERSITY CENTER FOR
Career Education

>> ON-CAMPUS CASUAL EMPLOYMENT

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.



LionSHARE

careereducation.columbia.edu/LionSHARE

>>> 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/isso/
- 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 internship 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
 - Columbia Career Connections
 - Columbia Alumni Association Network
- Professional Associations & Organizations

> CENTER FOR CAREER EDUCATION (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

>> CCE RESOURCES

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.
- **Uniworld** 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

>> MASTERS STUDENT'S TIMELINE

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.