APPLYING FOR THE JOB

Job Hunting for International Students

Before you begin your job hunt

You should familiarize yourself with the rules and regulations regarding your employment in the United States while you are a student and after you graduate. You should check with the International Student Center at UCI for more information about employment rules.

Finding On Campus Jobs

There is much competition for On Campus jobs. Once you know you are accepted into your program you can begin looking at the following resources to begin your search.

Zotlink is our online job board. It is open only to UCI students and alumni. You can use this job board to search for on campus jobs and internships. When searching for an on campus job look for non work study jobs (work study is a federal financial aid program and international students generally do not qualify for this type of aid).

For Graduate Students

Your department may offer the following positions to select graduate students. These positions are offered to students by the academic unit following formal admission to graduate study. Please contact your department for further information. You can also speak to individual professors in your program to see if they are hiring for any of these positions:

- Teaching Assistants
- Teaching Associates
- Readers
- Tutors
- Graduate Student Researchers (GSR)
- Graduate Student Assistant Researchers (GSAR)

For All Students

The following campus employers maintain their own job boards, go directly to their sites to find job listings:

- Anteater Recreation Center (ARC)
- UCI Libraries
- Student Center/Conference Center
- Parking & Transportation Services
- Office of Information Technology (OIT)
- Electronic Educational Environment

More Resources:

- The U.S. Department of Labor: www.foreignlaborcert.doleta.gov/about.cfm www.ficdatacenter.com
- Other websites: http://www.rileyguide.com/internat.html www.discoliner.com Disco International (Japanese-English)
- Resources at the Langson Library: Directory of Foreign Firms Operating in the U.S. Directory of American Firms Operating in Foreign Countries

Summer Internships

Having an internship during your graduate program will greatly improve your chances of landing a career position once you graduate. Many employers begin looking for summer interns in the Winter quarter. The Career Center hosts Career Fairs each academic quarter where you can meet employers. Each Winter we host the Internship and Career Fair. Before you find an internship familiarize yourself with the CPT (Curricular Practical Training) rules. If you don't qualify for CPT explore the OPT (Optional Practical Training) options.

UCI Career Center • 100 Student Services I • (949) 824-6881 • www.career.uci.edu
Career Positions

It can take up to 6 months to land a career position and may take longer for international students. You need to begin your search early. Here are some steps you should take to increase your odds of landing a position.

1. Be sure your area of study aligns with fields you can enter (i.e., you must be a U.S. citizen to work in the defense or aerospace industries).
2. Know the rules for OPT (Optional Practical Training). You should familiarize yourself with the issues surrounding hiring international students so you know what to expect.
3. Research companies in your field to find ones who hire internationals. Check Going Global (you will find the link to the site on ZotLink) to find a list of companies who have sponsored employees in the past.
4. Have your resume critiqued to make sure it meets U.S. standards.
5. Use ZotLink to search for career positions.
6. Learn about interview practices in the U.S. The Career Center website has interviewing webshops and a booklet called “Interview Strategies for Graduate Students.” We also offer in person interview workshops and practice interviews to help you prepare.

Where to Find Employment Opportunities...

1. Others from your home country who own companies in the U.S.
2. Others from your home country who are employed in the U.S.
3. Former UCI international students employed in the U.S.
4. An international company with offices in the U.S.
5. Your home country consulate
6. Network with faculty and graduate students in your department to find out about open positions and companies that hire UCI graduate students.

Additional Resources

- International Center
  http://www.ic.uci.edu/
- Watch the CPT and OPT tutorials
- Attend an OPT/CPT Application Hand-In Session Tue-Wed 10am-12pm at the International Center located on the third floor of the UCI Student Center G302

Practice Interviews
Meet with a counselor to practice for your interview. You can have your interview videotaped and you’ll get feedback about your performance and strategies for improving.

Workshops through the Career Center
- Networking for Those Who Hate Networking
- Writing Your Resume and Cover Letter
- Job Hunting for International Students
- Interviewing
- Negotiating a Non-Academic Job Offer
- Select job-related workshops

Workshops through the International Center
- English Conversation Program
- English Development Series
- CPT and OPT weekly workshops
- Life After OPT