

EMPORIA STATE UNIVERSITY

International Student Guide to Career Services and Employment

Career Services is a department at Emporia State University that provides student support in the areas of:

- Academic major selection
- Practical experience in their field of study
- All necessary preparation for full-time employment or graduate school.

Services are available to all students enrolled at ESU. This guide will provide you a better understanding of those services and points to consider in getting the most from your experiences at ESU.

I. Career Counseling

Every student must choose an academic major that helps them achieve their personal goals. Career counselors are available to help students with that decision. Call or email Career Services to set up an appointment with a career counselor.

II. Career Course

In addition to meeting with a career counselor, you can enroll in SC 250 “Constructing Your Career”. The course is worth two credit hours and helps students identify important considerations in choosing a major or career. Talk to your academic advisor if you want to enroll for this course.

III. Employment for International Students

A. Practical Training

What is practical training for F-1 students?

A student with F-1 visa status is eligible for a limited period of employment in the United States doing work related to his/her field of study. In all cases, in order to be eligible a student must have been enrolled full-time and in F-1 status for at least 9 consecutive months prior to undertaking practical training.

- Part-time (20 hours per week or less) during academic term (curricular)
- Upon completion of a Bachelor's, Master's or Ph.D. (optional)
- During summer vacation (curricular)

How long can a student work on Practical Training?

Generally a student is eligible for up to 12 months of Practical Training for each consecutive degree at a higher educational level (first 12 months for a bachelor's degree, next 12 months for a master's degree, and another 12 months for a Ph.D.) Any period of part-time optional practical training (20 hours per week or less) will be deducted from the total available optional practical training at one half the full-time rate.

Curricular Practical Training may be either part-time or full-time. If Curricular Practical Training is full-time with no concurrent course work, each month of such training counts as one month toward the maximum 12 months of training. Practical Training will end either 12 months after the exact date employment began or 14 months after completion of studies, whichever is earlier. If a student does not find employment within the 12 month period, no further training time is allowed.

International students can apply to work part-time during their enrollment at Emporia State University. However, there are specific rules to qualify for this employment. Visit the Office of International Education website at www.emporia.edu/oie/ to learn about the requirements for employment and how to apply for permission to work.

IV. Internships

An internship is when a student works for a business to build their experience and marketability. Internships relate directly to a student's academic major. Internships can be paid or unpaid and are usually one semester in length. To be considered for an internship with Career Services, students must meet these requirements:

- ▶ Be a degree seeking student at ESU

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- ▶ Completed at least two semesters at ESU
- ▶ Have strong English language skills
- ▶ Able to coordinate your own transportation to and from the worksite or business
- ▶ If the internship is PAID, you must obtain your legal work authorization card to work off campus. (See the Practical Training section).
- ▶ Talk to a staff member in the Office of International Education to discuss work authorization
- ▶ Meet with a Career Services staff member to discuss your eligibility for an internship

V. **Searching for Full-time Employment after Graduation**

U.S. employers do hire international students, however, there are special issues to consider when international students seek employment in the U.S. after graduation. The Office of International Education assists international students with the legal issues surrounding work authorization. Career Services helps international students identify how to conduct a job search.

There is no comprehensive list available that includes information on U.S. employers who hire international students. However, Career Services has several strategies to help international students connect with employers that are more likely to hire international students:

a. *Identify employers with international interests in your home country.*

As an international student, you possess unique characteristics that employers want. For example, if a U.S.-based employer does international business with your home country, the employer may be interested in hiring you because of your language skills and cultural understanding of the geographic area. Your job is to outline your special skills to the employer, in your resume and cover letter, and let them know what unique characteristics you have.

b. *Learn about employers that have previously hired or sponsored international employees.*

Ask your friends and professors if they know of employers who have hired or sponsored international students in the past. These employers are familiar with the sponsorship process and are more likely to consider hiring another international student.

c. *Register with Career Services*

Create your Hire-a-Hornet account online at www.emporia.edu/careerservices. Employers use this database to find prospective employees from ESU.

d. *Clearly understand the employment regulations regarding your visa status.*

You are responsible for understanding the employment regulations regarding your visa status. You must also be able to clearly explain these regulations to an employer if they are unaware of the legal issues involved with hiring a non-U.S. citizen.

e. *Practice your interview skills.*

If a student does not have good skills in an interview, s/he will not get hired. Therefore, Career Services provides students the opportunity to do a practice interview with a staff member. The staff member will ask typical interview questions and give the student practice answering the questions. The staff member will then evaluate you and give you advice on how to improve. Simply register with Career Services and schedule a *Mock Interview*.

f. *Write a professional cover letter and resume.*

Employers expect a professional cover letter and resume from applicants. Contact Career Services for sample resumes and cover letters.

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