



## Internship & Job Search Process for the International Student

The full-time employment and internship search for international students begins with the basics of job searching. Utilizing all the resources at your disposal will help to ensure success. This packet will serve as a resource for you as you seek full-time employment and internships in the United States.

For more information, visit:

Center for Career and  
Professional Development

316 Hendrix Student Center  
864-656-6000  
career-L@lists.clemson.edu



Office of Global Engagement's  
International Services

E-307 Martin Hall  
864-656-3614  
is@clemson.edu



# Understanding Employment Regulations

STEPS	RESOURCES
<p>Determine Your Visa Type:</p> <ul style="list-style-type: none"> <li>• F-1 (privately funded)</li> <li>• J-1 (sponsored by organization)</li> <li>• Other</li> </ul>	<p><a href="#">Office of Global Engagement's International Services - Student Page</a></p> <ul style="list-style-type: none"> <li>• <a href="http://www.clemson.edu/campus-life/campus-services/international/students.html">www.clemson.edu/campus-life/campus-services/international/students.html</a></li> </ul>
<p>Understand the Legal Requirements for Your Visa Type So You Can Communicate With Employers</p> <ul style="list-style-type: none"> <li>• Seek assistance from the Office of Global Engagement's International Services <ul style="list-style-type: none"> <li>• Learn about Curricular Practical Training (CPT), Optional Practical Training (OPT), and Academic Training (AT)</li> <li>• Attend an OPT workshop and/or drop-in advising for CPT and AT</li> </ul> </li> <li>• Review the "International Employees at Work" page on the Clemson University HR website</li> <li>• Understand the H-1B Visa guidelines and process</li> <li>• Talk with a Career Counselor about how to share your status with employers</li> </ul>	<p><a href="#">Office of Global Engagement's International Services</a></p> <ul style="list-style-type: none"> <li>• <a href="http://www.clemson.edu/campus-life/campus-services/international/index.html">www.clemson.edu/campus-life/campus-services/international/index.html</a></li> <li>• E-307 Martin Hall</li> <li>• 656-3614</li> </ul> <p><a href="#">Clemson University HR - International Employees at Work</a></p> <ul style="list-style-type: none"> <li>• <a href="http://www.clemson.edu/employment/international/">www.clemson.edu/employment/international/</a></li> </ul> <p><a href="#">U.S. Citizenship &amp; Immigration Services H-1B Visa</a></p> <ul style="list-style-type: none"> <li>• <a href="http://www.uscis.gov/working-united-states/temporary-workers/h-1b-specialty-occupations-dod-cooperative-research-and-development-project-workers-and-fashion-models">www.uscis.gov/working-united-states/temporary-workers/h-1b-specialty-occupations-dod-cooperative-research-and-development-project-workers-and-fashion-models</a></li> </ul> <p><a href="#">Center for Career and Professional Development</a></p> <ul style="list-style-type: none"> <li>• <a href="http://career.clemson.edu/michelin_career_center/career_development_recruiting/counseling.php">career.clemson.edu/michelin_career_center/career_development_recruiting/counseling.php</a></li> </ul>
<p>Complete All Necessary Paperwork to Legally Work in the United States</p> <ul style="list-style-type: none"> <li>• Required SEVIS check-in process</li> <li>• Apply for a Social Security Number</li> <li>• Receive authorization for work eligibility suitable for the work you plan to engage in: <ul style="list-style-type: none"> <li>• Curricular Practical Training (CPT) - I-20 showing CPT approved dates</li> <li>• Optional Practical Training (OPT) - Employment Authorization Document Issued by the USCIS</li> <li>• Academic Training (AT) - DS-2019 showing authorized Academic Training dates</li> <li>• J-2 Employment: Employment Authorization Document issued by the USCIS</li> </ul> </li> <li>• If necessary, seek H-1B Visa sponsorship</li> </ul>	<p><a href="#">Clemson University SEVIS Form</a></p> <ul style="list-style-type: none"> <li>• <a href="https://sites.google.com/a/g.clemson.edu/2015-summer-fall-orientation/check-in-instructions">sites.google.com/a/g.clemson.edu/2015-summer-fall-orientation/check-in-instructions</a></li> </ul> <p><a href="#">Office of Global Engagement's International Services - Employment Page</a></p> <ul style="list-style-type: none"> <li>• <a href="http://www.clemson.edu/campus-life/campus-services/international/employment.html">www.clemson.edu/campus-life/campus-services/international/employment.html</a></li> </ul> <p><a href="#">IRS Foreign Students and Scholars</a></p> <ul style="list-style-type: none"> <li>• <a href="https://www.irs.gov/Individuals/International-Taxpayers/Foreign-Students-and-Scholars">https://www.irs.gov/Individuals/International-Taxpayers/Foreign-Students-and-Scholars</a></li> </ul> <p><a href="#">Social Security Administration</a></p> <ul style="list-style-type: none"> <li>• <a href="http://www.ssa.gov/pubs/EN-05-10181.pdf">www.ssa.gov/pubs/EN-05-10181.pdf</a></li> </ul> <p><a href="#">U.S. Citizenship &amp; Immigration Services</a></p> <ul style="list-style-type: none"> <li>• <a href="http://www.uscis.gov/">www.uscis.gov/</a></li> </ul>



# U.S. Job Search Process

STEPS	RESOURCES
<p>Progress Through the Career Development Process</p> <ul style="list-style-type: none"><li>• Understand your skills, interests, abilities, and values<ul style="list-style-type: none"><li>• Make an appointment with a Career Counselor</li><li>• Take an assessment such as the Strong Interest Inventory, TypeFocus, or MBTI</li></ul></li><li>• Explore majors</li><li>• Research careers</li><li>• Consider graduate or professional school</li></ul>	<p><a href="#">Michelin Career Center - Career Development</a></p> <ul style="list-style-type: none"><li>• <a href="http://career.clemson.edu/michelin_career_center/career_development_recruiting/">career.clemson.edu/michelin_career_center/career_development_recruiting/</a></li><li>• 316 Hendrix Student Center</li><li>• Appointment line: 656-0440</li></ul> <p><a href="#">Assessments</a></p> <ul style="list-style-type: none"><li>• <a href="http://career.clemson.edu/michelin_career_center/career_development_recruiting/assessment.php">career.clemson.edu/michelin_career_center/career_development_recruiting/assessment.php</a></li></ul> <p><a href="#">Majors</a></p> <ul style="list-style-type: none"><li>• <a href="http://www.clemson.edu/degrees/index.html">www.clemson.edu/degrees/index.html</a></li><li>• <a href="http://www.whatcanidowiththismajor.com/">www.whatcanidowiththismajor.com/</a></li></ul> <p><a href="#">Career Information</a></p> <ul style="list-style-type: none"><li>• <a href="http://www.bls.gov/ooh/">Occupational Outlook Handbook - www.bls.gov/ooh/</a></li><li>• <a href="http://www.onetonline.org">O*NET Online - www.onetonline.org</a></li></ul> <p><a href="#">Graduate School</a></p> <ul style="list-style-type: none"><li>• <a href="http://career.clemson.edu/michelin_career_center/career_development_recruiting/graduate_school/">career.clemson.edu/michelin_career_center/career_development_recruiting/graduate_school/</a></li></ul>
<p>Understanding the U.S. Business Culture</p> <ul style="list-style-type: none"><li>• Attend workshops about the U.S. job search process</li><li>• Make an appointment with a Career Counselor</li><li>• Learn about potential cultural barriers</li><li>• Learn about U.S. business etiquette</li></ul>	<p><a href="#">Michelin Career Center</a></p> <ul style="list-style-type: none"><li>• Events - <a href="http://career.clemson.edu/events.php">career.clemson.edu/events.php</a></li><li>• Appointment line: 656-0440</li></ul> <p><a href="#">Cultural Differences/Barriers</a></p> <ul style="list-style-type: none"><li>• <a href="http://wsjobscouncil.org/CareerJob/cultural.barriers.to.interviewing.pdf">wsjobscouncil.org/CareerJob/cultural.barriers.to.interviewing.pdf</a></li><li>• <a href="http://www.internations.org/usa-expats/guide/16271-jobs-business/us-business-culture-16263#article-body-start">www.internations.org/usa-expats/guide/16271-jobs-business/us-business-culture-16263#article-body-start</a></li></ul>
<p>Gain Experience in Your Field</p> <ul style="list-style-type: none"><li>• Obtain an internship or assistantship</li><li>• Get involved in student/professional organizations and extracurricular activities</li><li>• Participate in research or Creative Inquiry</li><li>• Job shadow professionals in your field</li><li>• Volunteer</li><li>• Obtain a part-time job</li></ul>	<p><a href="#">ClemsonJobLink</a></p> <ul style="list-style-type: none"><li>• <a href="http://career.clemson.edu/clemsonjoblink/">career.clemson.edu/clemsonjoblink/</a></li></ul> <p><a href="#">Campus Life</a></p> <ul style="list-style-type: none"><li>• <a href="http://www.clemson.edu/campus-life/">www.clemson.edu/campus-life/</a></li></ul> <p><a href="#">Creative Inquiry</a></p> <ul style="list-style-type: none"><li>• <a href="http://www.clemson.edu/academics/programs/creative-inquiry/">www.clemson.edu/academics/programs/creative-inquiry/</a></li></ul>



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<p>Create a Resume and LinkedIn Profile</p> <ul style="list-style-type: none"><li>• Attend a Resume and/or LinkedIn Workshop</li><li>• Make an appointment with a Career Counselor</li><li>• Speak with a Career Counselor during drop-ins</li><li>• Consult the Michelin® Career Center's <i>Career Guide</i></li><li>• Consult <i>Job Choices – Planning</i> (Available in the Career Library)</li><li>• Consult the “Resources” section, then “Advice &amp; Handouts” on the Career Center website</li><li>• Create a tailored cover letter for each position/application</li></ul>	<p><a href="#">Michelin Career Center - Events</a></p> <ul style="list-style-type: none"><li>• <a href="http://career.clemson.edu/events.php">career.clemson.edu/events.php</a></li></ul> <p><a href="#">Michelin Career Center</a></p> <ul style="list-style-type: none"><li>• 316 Hendrix Student Center</li><li>• Appointment line: 656-0440</li><li>• Appointments available Monday - Friday from 10am - 12pm and 1:30pm - 4:00pm</li><li>• Drop-ins available Monday - Friday from 1:30pm - 3:45pm</li></ul> <p><a href="#">Michelin Career Center - Career Guide and Resources/Advice &amp; Handouts</a></p> <ul style="list-style-type: none"><li>• <a href="http://career.clemson.edu/michelin_career_center/career_development_recruiting/web_handouts.php">career.clemson.edu/michelin_career_center/career_development_recruiting/web_handouts.php</a></li><li>• Personal Internet Presence - <a href="http://career.clemson.edu/documents/Self-Audit.pdf">career.clemson.edu/documents/Self-Audit.pdf</a></li></ul>
<p>Use ClemsonJobLink</p> <ul style="list-style-type: none"><li>• Create a profile and update each semester</li><li>• Upload resume(s) and other documents</li><li>• Search job postings (internships, on-campus, off-campus, part-time, and full-time) and on-campus interviewing opportunities</li><li>• Submit resumes and sign up for on-campus interviews</li><li>• Review companies coming to campus for career fairs and information sessions</li></ul>	<p><a href="#">ClemsonJobLink</a></p> <ul style="list-style-type: none"><li>• <a href="http://career.clemson.edu/clemsonjoblink/">career.clemson.edu/clemsonjoblink/</a></li><li>• Quick Tips - <a href="http://career.clemson.edu/clemsonjoblink/ClemsonJobLink_Quick_Tips.pdf">career.clemson.edu/clemsonjoblink/ClemsonJobLink_Quick_Tips.pdf</a></li></ul>
<p>Attend Events on Campus</p> <ul style="list-style-type: none"><li>• Career fairs offered fall and spring semesters</li><li>• Pre-career fair preparation workshops and events</li><li>• Employer information sessions offered throughout the year</li><li>• Career related and networking events on campus</li></ul>	<p><a href="#">ClemsonJobLink - Events</a></p> <ul style="list-style-type: none"><li>• <a href="http://career.clemson.edu/clemsonjoblink/">career.clemson.edu/clemsonjoblink/</a></li></ul> <p><a href="#">Michelin Career Center - Events</a></p> <ul style="list-style-type: none"><li>• <a href="http://career.clemson.edu/events.php">career.clemson.edu/events.php</a></li></ul>



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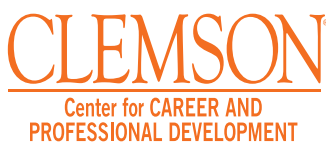
STEPS	RESOURCES
<p>Other Search Methods - Networking</p> <ul style="list-style-type: none"><li>• Develop your 30 second elevator pitch</li><li>• Network with professionals in your field. Ask faculty for referrals to alumni and other professionals. Connect with Alumni Services</li><li>• Network with local organizations</li><li>• Network with current and alumni international students</li><li>• Talk to advisors in the Office of Global Engagement's International Services</li><li>• Conduct informational interviews with professionals in the field</li><li>• Join organizations related to your field and attend meetings and conferences</li></ul>	<p><a href="#">Michelin Career Center - Career Guide and Resources/Advice &amp; Handouts</a></p> <ul style="list-style-type: none"><li>• <a href="http://career.clemson.edu/michelin_career_center/career_development_recruiting/web_handouts.php">career.clemson.edu/michelin_career_center/career_development_recruiting/web_handouts.php</a></li></ul> <p><a href="#">Michelin Career Center - Events</a></p> <ul style="list-style-type: none"><li>• <a href="http://career.clemson.edu/events.php">career.clemson.edu/events.php</a></li></ul> <p><a href="#">Campus Life</a></p> <ul style="list-style-type: none"><li>• <a href="http://www.clemson.edu/campus-life/">www.clemson.edu/campus-life/</a></li></ul> <p><a href="#">Clemson University Calendar</a></p> <ul style="list-style-type: none"><li>• <a href="http://calendar.clemson.edu/">calendar.clemson.edu/</a></li></ul> <p><a href="#">Office of Global Engagement's International Services</a></p> <ul style="list-style-type: none"><li>• <a href="http://www.clemson.edu/campus-life/campus-services/international/index.html">www.clemson.edu/campus-life/campus-services/international/index.html</a></li><li>• E-307 Martin Hall</li><li>• 656-3614</li></ul>
<p>Other Search Methods - Internet</p> <ul style="list-style-type: none"><li>• Research companies you are interested in working for and review their job postings</li><li>• Utilize CareerShift, a job search web crawler</li><li>• Review Going Global for U.S. city guides and their H-1B database</li><li>• Search LinkedIn for company pages and Clemson University alumni</li><li>• Review other job boards</li></ul>	<p><a href="#">Career Shift</a></p> <ul style="list-style-type: none"><li>• <a href="http://clemson.careershift.com">clemson.careershift.com</a></li></ul> <p><a href="#">Going Global</a></p> <ul style="list-style-type: none"><li>• <a href="http://career.clemson.edu/michelin_career_center/career_development_recruiting/going_global/">career.clemson.edu/michelin_career_center/career_development_recruiting/going_global/</a></li></ul> <p><a href="#">LinkedIn</a></p> <ul style="list-style-type: none"><li>• <a href="http://www.linkedin.com">www.linkedin.com</a></li></ul>
<p>Track Your Searches and Contacts</p> <ul style="list-style-type: none"><li>• Create a spreadsheet that tracks the companies you are researching, positions you have applied to, interviews that have been scheduled/conducted, and your networking contacts</li><li>• Follow up based on your recorded timelines</li></ul>	<p><a href="#">The Art of Networking</a></p> <ul style="list-style-type: none"><li>• <a href="http://career.clemson.edu/michelin_career_center/career_development_recruiting/documents/handouts/Art%20of%20Networking.pdf">career.clemson.edu/michelin_career_center/career_development_recruiting/documents/handouts/Art%20of%20Networking.pdf</a></li></ul>



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STEPS	RESOURCES
<p>Prepare for the Interview</p> <ul style="list-style-type: none"> <li>Review the Career Center's interview handouts</li> <li>Attend an interview preparation workshop</li> <li>Research the company to be prepared for the interview</li> <li>Be prepared to discuss the legal requirements of your visa with the employer. Do not ask for sponsorship immediately</li> <li>Participate in a mock interview with a Career Counselor or online through ClemsonJobLink</li> <li>Promote your multicultural competency and multilingual abilities</li> </ul>	<p><a href="#">Michelin Career Center - Career Guide and Resources/ Advice &amp; Handouts</a></p> <ul style="list-style-type: none"> <li><a href="http://career.clemson.edu/michelin_career_center/career_development_recruiting/web_handouts.php">career.clemson.edu/michelin_career_center/career_development_recruiting/web_handouts.php</a></li> </ul> <p><a href="#">Michelin Career Center - Events</a></p> <ul style="list-style-type: none"> <li><a href="http://career.clemson.edu/events.php">career.clemson.edu/events.php</a></li> </ul> <p><a href="#">Michelin Career Center</a></p> <ul style="list-style-type: none"> <li>316 Hendrix Student Center</li> <li>Appointment line: 656-0440</li> <li>Appointments available Monday - Friday from 10am - 12pm and 1:30pm - 4:00pm</li> </ul> <p><a href="#">ClemsonJobLink</a></p> <ul style="list-style-type: none"> <li><a href="http://career.clemson.edu/clemsonjoblink/">career.clemson.edu/clemsonjoblink/</a></li> </ul>
<p>After the Interview / Considering a Job Offer</p> <ul style="list-style-type: none"> <li>Send a thank you note/email expressing your appreciation for the interview and highlighting your fit for the position</li> <li>Makes notes regarding the hiring timeline and follow up accordingly. Do not harass!</li> <li>Evaluate the job offer for fit, salary, benefits, location, potential for sponsorship, and other items of value to you. Be prepared to follow through once a position is accepted.</li> <li>Negotiating salary and benefits is a common U.S. practice</li> </ul>	<p><a href="#">Thank You Letter Packet</a></p> <ul style="list-style-type: none"> <li><a href="http://career.clemson.edu/michelin_career_center/career_development_recruiting/documents/handouts/Thank%20You%20Letter.pdf">career.clemson.edu/michelin_career_center/career_development_recruiting/documents/handouts/Thank%20You%20Letter.pdf</a></li> </ul> <p><a href="#">Considering a Job Offer</a></p> <ul style="list-style-type: none"> <li><a href="http://career.clemson.edu/michelin_career_center/career_development_recruiting/documents/handouts/Job%20Offer.pdf">career.clemson.edu/michelin_career_center/career_development_recruiting/documents/handouts/Job%20Offer.pdf</a></li> </ul>
<p>Post Graduation</p> <ul style="list-style-type: none"> <li>Complete the First Destination Survey to share your experience at Clemson University and employment information</li> </ul>	<ul style="list-style-type: none"> <li>Emailed after graduation</li> </ul>

[career.clemson.edu](http://career.clemson.edu)



The Center for Career and Professional Development is a member of both the Division of Academic Affairs and the Division of Student Affairs

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