

>> ON-CAMPUS CASUAL EMPLOYMENT

International students can work up to 20 hrs 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 visit www.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. (ex) Dept. of Computer Science
 - Columbia College Information Technology (CCIT)
- ### Columbia Student Enterprises
- Inside New York
 - Columbia Bartending Agency & School of Mixology
 - Columbia University Tutoring and Translating Agency (CUTTA)

NOTE: International students are NOT eligible for Federal Work-Study positions.

>>> 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 Optional Practical Training (OPT), Curricular Practical Training (CPT), H1B, and other types of Visas.

- **International Students and Scholars Office (ISSO)** www.columbia.edu/cu/isso/
- **Klasko, Rulon, Stock & Seltzer, LLP:** law firm that offers a free consultation with Columbia students www.klaskolaw.com
- **U.S. Citizenship and Immigration Services (USCIS)** www.uscis.gov/portal/site/uscis
- **Students.gov:** search for resources under “International Students” www.students.gov

>> 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

Phase 2 (your first semester +)

- Start your job search process.
- Assess your interests, values, and skills.
- Research and discover career options and resources.
- Prepare documents for job search including resumes, CVs, and cover letters.
- Practice and develop interview skills.

Phase 3 (6-9 months before graduating)

- Gain Experience through internships and volunteering.
- Build your network through LinkedIn, student groups, and your department.
- Visit ISSO and make sure you know about your visa and your options for OPT and CPT.

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 www.careereducation.columbia.edu.



For International Graduate Students

Welcome International Students!

Center for Career Education
East Campus, Lower Level
116th and Amsterdam
212-854-5609
careereducation@columbia.edu
www.careereducation.columbia.edu

COLUMBIA UNIVERSITY CENTER FOR
Career Education

>> OFF-CAMPUS JOBS AND INTERNSHIPS

LionSHARE is a full service on-line recruiting system encompassing job and internship postings, on-campus recruiting opportunities, and events such as employer information sessions and career fairs. The system is for the exclusive use of Columbia students and alumni. Please familiarize yourself with the policies and expectations for using LionSHARE and the On Campus Recruiting Program.

> 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**
www.communityimpactatcu.org/ci
- **Idealist** www.idealist.org
- **NewYorkCares** www.newyorkcares.org

> FELLOWSHIPS & SCHOLARSHIPS

- **GSAS Fellowships Database**
www.ais.columbia.edu/sws/gsas/search.php
- **International House Scholarships & Fellowships**
www.ihouse-nyc.org

>> NETWORKING AND INFORMATIONAL INTERVIEWING

- Columbia University Student Organizations
- LinkedIn.com Columbia Groups
 - Columbia Career Connections
 - Columbia Alumni Association Network
 - IvyLife
 - IvyLife-Columbia
- Professional Associations & Organizations

> CENTER FOR CAREER EDUCATION (CCE) EVENTS

- September**
- Fall Career Fair

- Core Workshops
- Consulting 101
- Finance 101
- International Student Job Search Workshop with ISSO

October

- Making the Most of the Career Fair for International Students
- Engineering Consortium Career Fair

March

- Spring Career Fair
- Media Networking Night

Spring and Fall

- Employer Information Sessions

For a complete and updated listing of events please check our calendar at:

www.careereducation.columbia.edu/calendar



Media Networking Night

> CCE SERVICES

Please call Center for Career Education at 212-854-5609 for more information about our services including:

- **Walk-ins** are 10 minute appointments available Monday thru Friday from 1pm-4pm during the academic year.
- **Career Counseling Sessions** are 30 minute appointments.
- **Mock Interviews** are appointments to practice job interview skills.
- **Dossier Service** is useful for Ph.D. students to file letters of recommendation for academic positions.
- **Clothing Closet** provides suits for interviews, career fairs, or professional networking events.

Serving Students and Alumni from:

- The Fu Foundation School of Engineering and Applied Science
- Columbia College
- School of General Studies
- School of Continuing Education (Master of Science Programs and Post-Baccalaureate Certificate Programs)
- Graduate School of Arts and Sciences
- School of the Arts
- Graduate School of Architecture, Planning and Preservation

>>> CCE RESOURCES

On the CCE website (www.careereducation.columbia.edu/resources/library) you will find a variety of online resources providing everything from career exploration and industry research to international job listings. 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.
- **Uniwold** provides a directory of US firms in foreign countries and foreign firms in the US.

>> ENGLISH LANGUAGE CLASSES

Free Resources

- Riverside Language Program:
www.riversidelanguage.org/intensive-english-classes
- New York Public Library ESOL Online Resources
- ESL Café
- Meetup.com has many language groups that meet regularly in NYC.

Columbia Classes and Programs

- American Language Program
www.ce.columbia.edu/American-Language-Program
- Teachers College Community English Program (CEP)
www.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
- United Campus Ministries:
Earl Hall: (212) 854-6242
St. Paul's Chapel: (212) 854-1487