

# International Student Guide

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Bienvenu

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Welcome!

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Welkom



UNIVERSITY OF  
**BALTIMORE**

Career and Internship  
Center

Dear UB International Student:

Welcome to the University of Baltimore. The Career & Internship Center staff members are excited to have you here and look forward to helping you achieve your career and professional development goals. Whether you are trying to discover your direction, explore your career opportunities, develop your professional brand, or manage your career, our team is equipped with the resources and knowledge to help you along your career journey. We can provide guidance for locating an on-campus job, part-time job, or internship.

I encourage to schedule an appointment with your assigned Career Specialist as soon as possible. Your Career Specialist is your go to person for assistance with career related matters. You can find the name and contact information for your Career Specialist on our website at [www.ubalt.edu.career-center](http://www.ubalt.edu.career-center), or in your MyUB portal. To schedule an appointment, log into UBworks (go to MyUB and click on UBworks under "Tools").

Lastly, as you progress through your academic program here at the University of Baltimore, I also encourage you to gain experience in your field and to develop a professional brand. There may be some obstacles to gaining off-campus experience, but with the proper paperwork and guidance, previous international student have been successful. The Career & Internship Center along with the Office of International Student Admission and Services are here to help you navigate this process.

The Career & Internship Center is open from 8 a.m. until 5 p.m., Monday-Friday. We also offer drop-in hours and evenings hours (check website for days and times). Our services are available to undergraduate students, graduate students and alumni. You can also connect with us by email at [careercenter@ubalt.edu](mailto:careercenter@ubalt.edu).

We look forward to working with you.

**Lakeisha Mathews, Director, Career & Internship Center**

International students seeking internships or employment in the US should discuss their employment eligibility with the International Student Services Coordinator before beginning a job search. Once you are ready to begin the search, you can learn how to market your backgrounds and skills by reviewing the information in this guide.

## RESUME TIPS

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A compelling resume highlights the knowledge, skills and accomplishments you've gained that match what the employer seeks. Meet with your career specialist to fine tune your resume.

### 1 Format

Present the most important and prevalent information first.

- 1-2 page resume length.
- Develop brief action statements in bullet point format.

### 2 Tailored to the Job

Do your skills match what the employer is seeking? Employers use a keyword search when reviewing resumes for positions.

- Showcase that your skills and abilities are a match to what is advertised in the announcement through the keywords listed.

### 3 Language, Spelling, and Grammar

Use clear concise language to get your information across.

### 4 Skills

- Include all languages with proficiency level.
- Include computer skills with proficiency level (including MS Suite, social media).
- Include any pertinent certifications.

### 5 Save in Multiple Formats

- Use a Word document for editing.
- Save file name as:  
First name\_Last name\_Resume
- Send as a PDF to employers.

### 6 Miscellaneous

- Do not attach a picture or include age, marital status, race, or religion.
- Be honest, never lie on your resume.
- Highlight all degrees earned, even if they weren't earned in the United States.

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## RESUME RESOURCES

- Resume Builder in [UBworks](#)
- [Sample Resumes](#)
- [Resume Guide](#)

# INTERVIEW PREPARATION

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No matter what opportunity you seek, your objective is to demonstrate to your interviewers that you are the answer to their problem. To do this you must be prepared. Below are some tips to help you ace the interview

## 1 Look the part

- Make sure you are well groomed, neutral body odor, and clean.
- Each industry has different interview attire standards. Research the industry. If you cannot find the standard, it is better to lean toward the conservative side, and wear a suit.
- If you need assistance with interview attire, the Career and Internship Center has a career closet, where you are able to access interview clothing for free. Sizes are subject to a first come, first serve basis. Schedule your visit to the Career Closet through UBworks.

## 3 Be aware of the industry trends

- Review online journals, professional associations, and LinkedIn to find out what is happening in your field. Make note and keep up.

## 5 Anticipate what questions you'll be asked

- Why do you want to work here? (Be specific)
- Are you authorized to work in the US?
- Schedule a Mock Interview session with your career specialist.

## 7 Thank you note

- Always send a thank you email or letter to each interviewer, thanking them for their time.
- Make sure the note is professional, and address each person formally by their title (Dr., Mr., Mrs., Ms.).

## 2 Know your assets

- What value do you bring to the table?
- Review the job description and highlight the areas they are looking for and conduct a GAP analysis. Where are you able to fill in the gaps?
- What are your top five strengths? How have you used them? Don't know your strengths? Take StrengthsQuest assessment to find out your talent themes.

## 4 Research the organization

- Find out about their values and goals. Do they align with yours?

## 6 Come prepared with questions

- Employers want to know that you are genuinely want to work for their organization, and asking questions lets them know you are interested and invested.
- Questions also allows you the opportunity to gain insight into topics that might not have been discussed prior.
- Never ask about salary, benefits, or sponsorship until an offer is made.

# PROFESSIONAL PITCH

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The “pitch” is essentially the answer to the question, “Tell me about yourself?” It is important to be professional, concise, and relevant to the organization. You must adapt your pitch to each organization. To help you get started, answer the following questions, and piece the answers together to make it flow:

- Who am I?
- What can I offer?
- What problems can I solve?
- What do I want the listener to do as a result of this exchange?

**Each pitch should last no more than 30 seconds. Practice makes perfect!**

## SAMPLE PITCH

I am currently a senior at the University of Baltimore majoring in Psychology. I am a full time student, and just finished my internship with the American Red Cross as a Armed Forces Caseworker. During my time with the American Red Cross, I supported over 100 military members and their families through assessing their needs with regard to housing, food, and medical. If we were not able to satisfy certain needs, I then would be the liaison for them to other community resources. It made me feel really proud to have such a positive impact on my client’s lives. I realized during my internship that client facing service is what I am passionate about, which is why I applied to the position with your organization.

# INTERNSHIPS

Employers are looking for students to come out of their education with some kind of professional work experience. Internships combine professional work experience and academic knowledge, and wrap them into one culminating experience.

Through an internship, students gain:



## INTERNSHIP TIMELINE

Begin preparing for your internship as early as possible. When beginning your search it is important to identify when you intend on starting at your internship. Allow yourself six months prior to properly prepare for searching, applying, and interviewing.



The moment you begin thinking about an internship is the moment your timeline starts. Get in to the Career & Internship Center and schedule an appointment to continue the conversation on internships. It is never too soon to start!

# INTERNSHIPS

## INTERNSHIP SEARCH TOOLS

Internships can be found in a number of ways. Websites are the most direct way of searching. Try the following search engines to find your next opportunity! Be sure to have a variety of keywords pertaining to your industry when searching. Different search terms can yield different results.



### UBworks

University of Baltimore's online database to assist you in finding opportunities that match your interests.



### LinkedIn

The world's largest professional network with more than 610 million users in more than 200 countries and territories worldwide.



### Baltimore Collegetown Network

The Baltimore Collegetown Network brings 14 area colleges and universities together with government, business and community leaders to develop and market Baltimore as a vibrant place to live and learn.



### Chegg Internships

Chegg Internships brings students and employers together in one centralized location, providing tools and services for students to develop the real-world skills they will need upon graduation and for employers to find the best candidates.



### Vault

Through Vault Career Intelligence you can research a company or industry, prepare for an interview, or try to find a job or internship.



### O\*Net Online

Your tool for career exploration and job analysis.



### Indeed

The #1 job site in the world<sup>1</sup> with over 250 million unique visitors<sup>2</sup> every month. Indeed strives to put job seekers first, giving them free access to search for jobs, post resumes, and research companies.

Engage your professional network. Start to think of people in your intended fields. A great place to start is your faculty members. Most have some connections to employers or other professionals in the field that they can steer you in the right direction.

Alumni are also an invaluable resource for professional connections. University of Baltimore Alumni are always looking to give back. LinkedIn is a great place to start for this. Follow the University of Baltimore page on LinkedIn and click Alumni to search for career professionals in your field. You can see:

- Companies they work for
- Cities they work in
- Current position titles

You can schedule an appointment via UBworks with your Career Specialist to get started on your LinkedIn account and begin building your network of professional connections.

# EMPLOYMENT

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## ON CAMPUS EMPLOYMENT

F1 students and some J1 visa categories are eligible to work on-campus jobs at University of Baltimore without prior work authorization. However, due to federal regulations, non-immigrant visa holders are not eligible for Federal Financial Aid. Work-Study campus positions are paid through federal financial aid packages, which U.S citizen and permanent resident students have to qualify for financially.

Types of On-Campus positions F1 students are eligible for:

- Student Assistant Contracts
- Graduate Assistant Contracts

On campus jobs are posted online and through your MyUB portal: <https://bit.ly/2mlRtfc>

## OFF CAMPUS EMPLOYMENT

F1 or J1 visa holders who wish to work at any off-campus location/employer, MUST be 1. Eligible for work authorization 2. Receive work authorization prior to beginning employment. Any unauthorized off-campus employment is considered a violation of your non-immigrant status in the U.S. and can be considered grounds for termination of your F1 status. If you are unsure about what constitutes off-campus employment, please consult with the Office of International Services before engaging in said employment/activities.

## TYPES OF EMPLOYMENT AUTHORIZATION & ELIGIBILITY REQUIREMENTS

### Curricular Practical Training

Curricular Practical Training or CPT is defined as “curricular practical training that is an integral part of an established curriculum. Alternative work/study, internship, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the school.” \*8 CFR 214.2(f) (10) (1)

Further guidance “In practical terms, ‘integral part of an established curriculum’ means an opportunity must be required by the curriculum, or if not required, the student must receive credit for the training” and “Compensation is not a consideration when determining whether an opportunity qualifies as CPT” (i.e Internships that are paid or unpaid must receive prior work authorization).

### Eligibility Requirements for CPT:

1. Must be in active (enrolled) F1 status for at least one full academic year prior to authorization .
2. Must have an internship agreement signed by both employer and program director (or whomever is authorized to approve internship credit in your program of study).
3. During the Spring and Fall semesters, CPT is authorized for 20 hours or less per week, unless the degree program requires more hours and the internship is considered to be full-time enrollment for the semester in which it is authorized. CPT during the summer can be authorized for more than 20 hours per week.
4. Internship must be a requirement of all students in that major/degree program, OR must be done for credit that counts toward degree requirements.

# EMPLOYMENT

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## Optional Practical Training

Optional Practical Training or OPT provides F1 status students with an opportunity for hands-on work experience as part of their academic program. Students are eligible for a maximum 12 months of practical training per degree level. An extension may be possible depending on your field of study (STEM fields only) While on OPT you are still considered an F1 status student and you must report changes to employment and address to UB Office of International Services. You can apply for OPT up to 90 days prior to your Program End Date (listed on your form I-20) and up to 60 days after your Program End Date. USCIS processing times differ according to volume, but can be found here:

<https://egov.uscis.gov/processing-times/>

You cannot begin employment until 1. Your application is approved by USCIS, 2. You have received your EAD (Employment Authorization Document) card in the mail and 3. Within the dates printed on the card.

OPT is a 12-month extension/benefit of your F1 student status. While on post-completion OPT, you must maintain full-time employment (20 or more hours per week) that is directly related to your recent field of study. You are required to report all employment and address changes during this 12 month period to your Designated School Official or update directly to your SEVIS portal page.

It is important to think about your skills and what you have to offer a company. The best thing to do is target companies where your skill sets will be in demand and you will be a strong candidate. When searching for companies, you may want to consider the following options:

- Work with an American based organization
- Work with a multinational corporation
- Work in the public or private sector in your home country
- Work in the public or private sector of another country
- Deciding not to work right away, but to continue in school for another degree

## JOB SEARCH PROCESS

From searching numerous websites, engaging your network for potential leads, and tailoring your professional documents to fit each individual experience, job searching is a full time job. There are opportunities out there. Begin with a strategy to ensure efficiency in your search. On the next page, complete the Job Search Strategy Map.

# Job Search Strategy Map

## Professional Goal

Are you authorized to work in the U.S.?  yes  no  
What are your salary requirements? \_\_\_\_\_  
What state do you want to work? \_\_\_\_\_

## Job Search Target

Possible Job Titles:	Industry of Interest:
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## Job Search Preparation

- |   |   |
|---|---|
| <input type="checkbox"/> Resume updated                   | <input type="checkbox"/> Professional pitch developed             |
| <input type="checkbox"/> Cover letter prepared            | <input type="checkbox"/> Interview attire                         |
| <input type="checkbox"/> LinkedIn profile updated         | <input type="checkbox"/> Conducted a practice interview           |
| <input type="checkbox"/> Organization system for contacts | <input type="checkbox"/> Aware of top strengths & accomplishments |
| <input type="checkbox"/> UBworks account                  |   |

## Job Search Target

Top Websites:	Top Companies:
Key Contacts/Network Leads:	Meetings to Schedule:

## Next Steps: Running Your Job Search Campaign

- |  |   |
|--|---|
| Step #1 Spend ____ hours searching and applying to postings daily                    | Step #3 Apply to ____ postings per week         |
| Step #2 <input type="checkbox"/> Set up job agents on key websites (Check when done) | Step #4 Follow-up with each job within one week |

Who Am I?

Why Do I Want to Work?

What Do I Want to Do?

Where Do I Want to Do It?

# EMPLOYMENT

## Immigration Status and the Job Search

Many international students worry about when to bring up their international student status in the job search process. Your immigration status should not be listed on your resume. On a formal application, you should answer any questions about ability to accept work in the U.S truthfully. There might be a section where it asks for your immigration/visa status.

The best time to bring up your immigration status is just before a company offers you a job, or when they offer, and only to explain in terms of start date (remember – you cannot begin employment until after you have been approved for OPT, you have your EAD card and it is within the dates of authorization on the card) However, if asked a direct question, you should answer honestly and as positively as you can. Depending on when you apply for the job, try explaining “My F1 student status allows me to work in the U.S for 12 months in my field of study, I have applied for OPT and have received a notice that they are reviewing my application, I anticipate being approved and being able to begin work on this date (requested OPT start date)”

## EMPLOYERS THAT HAVE HIRED INTERNATIONAL STUDENTS (OPT)

- AFLAC/American Family Life Assurance Comp
- Allstate Insurance Company
- Amazon Construction, Inc.
- Balti Virtual
- Baltimore City
- Baltimore Council on Foreign Affairs
- Bank of America
- Carefirst Blue Cross Blue Shield
- Catholic Charities, Esperanza Center, ILS
- Constellation Energy
- Cyberdeck Games
- Enterprise Rent-A-Car
- Financial Corporate Legal Advisors, Intl., LLC (FCL Advisors)
- Franklin and Prokopik
- Hope Health Systems, Inc.
- Human Genome Sciences, Inc.
- Hunt, Cromwell & Associates, Certified Public Accountants
- Huzala Inc
- Immigration Law Outreach
- Intercity Family Services
- International Rescue Committee
- IQ Solutions Inc.
- John Hall Law Group, LLC
- Johns Hopkins International
- Johns Hopkins University
- KCI Technologies
- Kennedy Kreiger Institute
- Law Offices of Mary E. Ryan, PC
- Law Offices of Phyllis J. Outlaw & Associates
- Law Offices of Sharon C. Chu, P..A.
- Legg Mason Global Asset Management, LLC
- Lutheran Immigration and Refugee Services
- Maryland Department of Transportation, State Highway Administration
- Maryland Department of Business & Economic Development
- Maryland House of Delegates
- Monumental Life Insurance Co.
- Morgan Stanley
- PNC Bank
- Reliance Health Services
- Six Flags America
- Sodexo Supply Management
- Space Telescope Institute
- Stanley Black&Decker
- T. Rowe Price Associates, Inc.
- The Baltimore Sun
- The Cato Institute
- The Wisewe Company
- Thompson, Cobb, Bazilio & Associates, PC
- Triway International
- Turning Point Clinic
- US-Saudi Arabian Business Council
- VSquare Infotech - VForce Info Tech Institute
- Wells Fargo
- World Bank
- World Trade Center
- XCG Design Corp

# BUSINESS NETWORKING AND PROFESSIONALISM STANDARDS IN THE US

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Research shows that 80% of people that attain employment through the hidden job market, i.e. their professional network. The purpose of networking is to establish mutually beneficial relationships with people in companies or organizations that interest you. Once the relationship is established, the goal is to gain information and learn about professional opportunities that may exist currently or in the near future.

At UB, you have many opportunities to build your professional network, through peers, faculty, staff, alumni, and CIC events. The more involved you get on campus, the more opportunities you have to make professional connections. When meeting a new professional contact, it is custom to request a business card and/or ask to connect on LinkedIn. It is important that you stay connected to the people in which you create professional relationships.

3 tips on Professionalism in the US:

1. **Be punctual.** If you are told a specific time to meet for an appointment, seminar, or interview, it is best practice to show up at least 10-15 minutes early. It is frowned upon to arrive at the start time.
2. **Dress for Success.** Professional attire is expected when meeting with a professional contact and when attending an interview. Please be mindful of personal hygiene and grooming. Nails should be trimmed and clean, and you should be free from any body odor. If you are lacking professional clothing, please reach out to the CIC and request an appointment to use the Career Closet.
3. **Greeting and handshake.** It is custom to greet professional contacts with eye contact, a smile, and a firm handshake. Address professional contacts by their formal title (Dr., Mr., Mrs., Ms.) unless told otherwise.

## JOB SEARCH EXPECTATIONS

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Finding an internship or job may take three to six months, or more. Planning at least a semester ahead is key. Outside of your professional network, you may apply to positions posted in UBworks as well as other websites. Be advised that some employers and opportunities may require U.S. citizenship or permanent resident status in order to apply. All opportunities posted in UBworks specify the work authorization requirements.

The job market is competitive, so it is imperative that you apply to numerous openings. The general expectation, or goal, should be 8-10 opportunities a week. The CIC suggests you organize and keep track of all applications, and only apply to positions that are a good match for your skills. To assess your skills against a position you are seeking, please use the GAP analysis handout. This self-guided tool will bring forth areas of opportunity for experience or skill development.

As a part of a strategic job search, remember to consider non-U.S. job opportunities, as well.

# ADDITIONAL RESOURCES

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## **[www.myvisajobs.com](http://www.myvisajobs.com)**

Database of employers willing to hire students who are authorized to work in the U.S for a short period of time

## **iHipo**

Job and internship search site focused on international positions (U.S included)

## **International Student**

Job and internship search website

## **H1 Base**

Resourceful website with tips on obtaining H1B Jobs & Sponsorship in the USA

## **Uniworld Online**

Database with a list of companies operating internationally

## **United States Department of Labor**

List of companies hiring international workers, submitting H1B applications, top occupations, and average salary across the nation. Can be filtered by state

## **U.S. Citizenship and Immigration Services**

United States Citizenship and Immigration Services



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