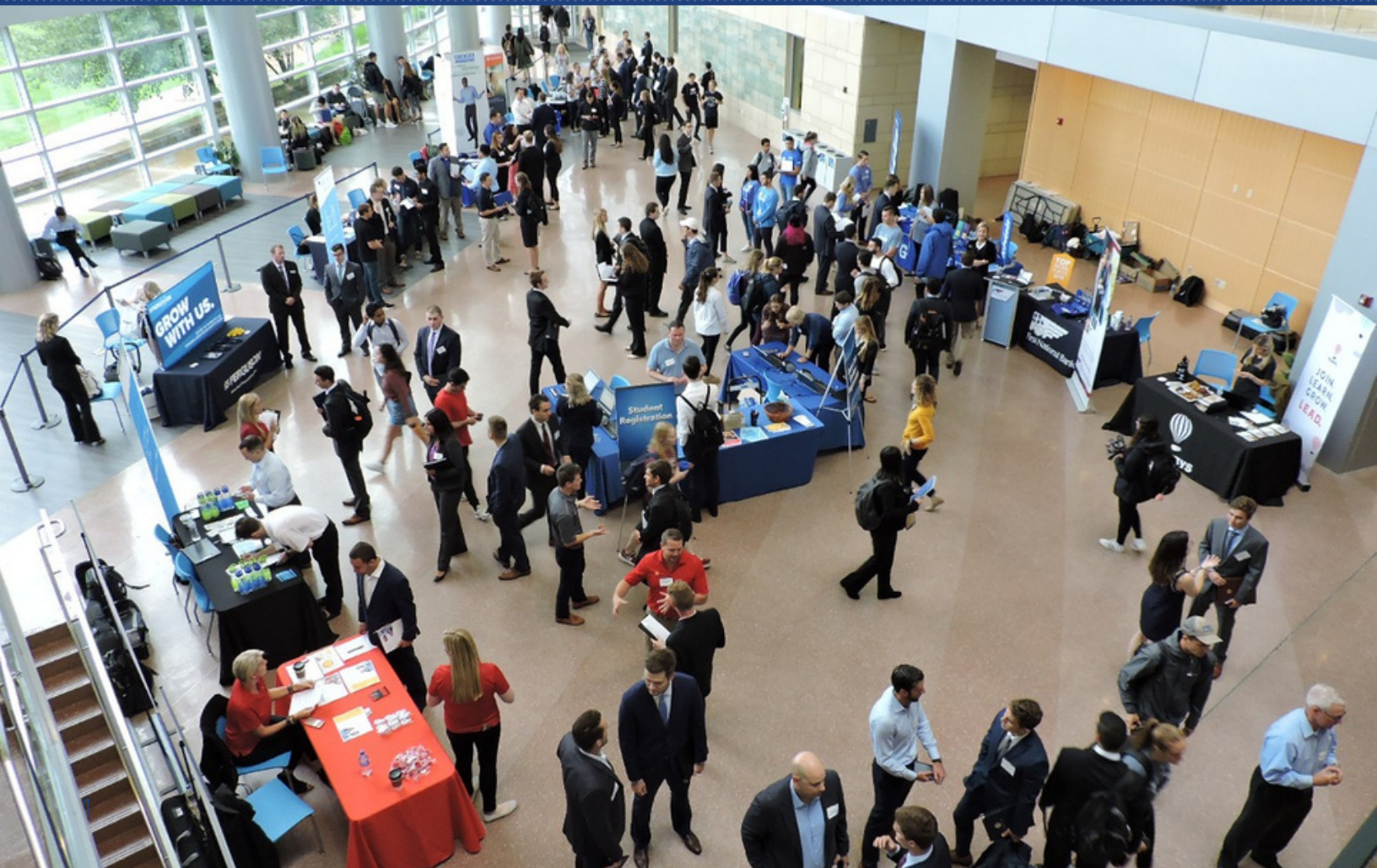


Hiring Resources for Smeal Undergraduate International Students



PennState
Smeal College of Business



International Student Internship Eligibility

- International students are REQUIRED to meet with the [Directorate of International Student & Scholar Advising](#) (DISSA) before applying to an internship and also after accepting the internship. DISSA offers advising, immigration services, and training to support our international students, scholars, and faculty. This is to ensure that all visa requirements are properly met.
- Students MUST enroll in BA395A to earn one credit for a summer internship because CPT, which is not a required part of a degree program, must be credit-bearing. Be sure to review the CPT eligibility requirements and steps to authorization.
- Students are REQUIRED to have all necessary paperwork completed by the staff in the [Directorate of International Student & Scholar Advising](#) (DISSA).
- Failure to get the appropriate authorizations from DISSA can result in legal issues for the student that could result in deportation in certain cases.
- An internship is NOT a requirement for the curriculum of a Smeal College of Business undergraduate degree program. International students with F-1 or J-1 visas are required to be enrolled in the University with full time status (minimum of 12 credits) in the fall and spring semesters. Because the internship is not a requirement for Smeal students, there is no exception to the visa requirements. This means that a Smeal international student CANNOT accept the following positions:
 - Fall semester internship
 - Spring semester internship
 - Spring/Summer co-op
 - Summer/Fall co-op
- International students are eligible to participate in SUMMER INTERNSHIPS ONLY.

It is your responsibility to speak with the [Directorate of International Student & Scholar Advising](#) (DISSA) if you have any questions regarding these expectations, consequences, or surrounding circumstances. We are committed to assisting all students in the pursuit of their career goals.

Contact university staff if you are unsure what to do or an issue arises.

Contact the Directorate of International Student & Scholar Advising (DISSA)

410 Boucke Building, University Park, PA 16802
Phone: 814-865-6348
Email: dissa-adviser@psu.edu

Contact the Business Career Center

114 Business Building, University Park, PA 16802
Phone: 814-865-3244
Email: smealcareers@smeal.psu.edu

International Student Work Permissions

Employment for F-1 and J-1 students is limited, and working without permission is a violation of status and a deportable offense. F-1 and J-1 students may not work off-campus without permission from the [Directorate of International Student & Scholar Advising \(DISSA\)](#). On-campus employment is permitted with certain restrictions. Students must complete employment paperwork with DISSA in order to work on-campus. A Social Security number is required for anyone receiving payment. DISSA can assist you with this process.

On-Campus Employment	F-1 and J-1 students are allowed to work on-campus up to 20 hours per week while school is in session. If you were registered in spring and are registered for the summer term or will enroll for the following fall, you may work full-time on campus (more than 20 hours per week) during the summer.
F-1 Curricular Practical Training (CPT)	Curricular practical training (CPT), employment which is an integral part of an established curriculum, is available to F-1 students who have been lawfully enrolled on a full-time basis for one academic year. Students in English language programs are ineligible for practical training.
F-1 Optional Practical Training (OPT)	Students who have been in F-1 status for at least one academic year are eligible for Optional Practical Training (OPT) which is temporary employment for twelve months in their field of study for purposes of gaining practical experience. Students typically use OPT upon completion of the program of study.

Finding an Internship or a Job as an International Student

Plan and Research

There are several ways that you can focus your internship and job search as an international student:

- The Business Career Center maintains [a list of companies](#) that have hired Smeal students for CPT and OPT.
- Students searching for positions located outside of their country of citizenship should look for positions for which the employer is willing to provide visa sponsorship. Follow the steps on page 6 to search for jobs that can provide visa sponsorship.

Resources

- GoinGlobal has a large database of employers who have applied for a work visa for international students. Penn State Career Services has an account with GoinGlobal so that you can access this resource. To access this resource, log in to Nittany Lion Careers and click the GoinGlobal link under 'Links' on the lower right side of the home page.
- [MyVisaJobs](#) lists the top 100 visa sponsors by year among other resources.
- Use [LinkedIn](#) to connect with Penn State alumni who have worked/worked abroad. Conduct informational interviews to learn more about their job search.
- You may also plan to target corporations and organizations that do business in or with your country of citizenship. Knowing the native language may prove to be a critical factor when it comes to landing the job!
- If you find an internship that interests you, be sure to reference our [Internship Evaluation Database](#) to learn about previous student experiences with that particular company.

Educate and Advocate

Some companies will say that they don't hire international students simply because they are unfamiliar with hiring policies and the legalities of hiring international students. Be knowledgeable about visa restrictions and your individual eligibility in order to advocate for yourself. You should also understand why companies may not be able to sponsor you, and know that this does not constitute discrimination.

Communicate

You want to be sure that you practice your conversational English as much as possible if you plan to work in the United States. Joining a student organization is a great opportunity to network, gain leadership experience, and practice your communication skills.

Be sure to enroll in and highlight any English and/or communication courses you've enrolled in on your resume as additional evidence of your ability to communicate effectively.

The English for Professional Purposes Intercultural Center (EPPIC) at Penn State University offers English language support services for international students to enhance their skill and confidence in advanced academic and professional English, for career success. [Schedule an appointment or find an upcoming workshop.](#)

Lastly, utilize the Business Career Center to practice your interviewing skills and become more aware of your nonverbal communication. Schedule an appointment through [Nittany Lion Careers](#) or [visit our website](#) to see when drop-in mock interview hours are.

Differentiate Yourself

You bring a unique global perspective to the workplace as an international student. Be ready to promote your language skills, cultural knowledge, and additional skills to employers in a manner that is appropriate for the country and company that you plan to work in.

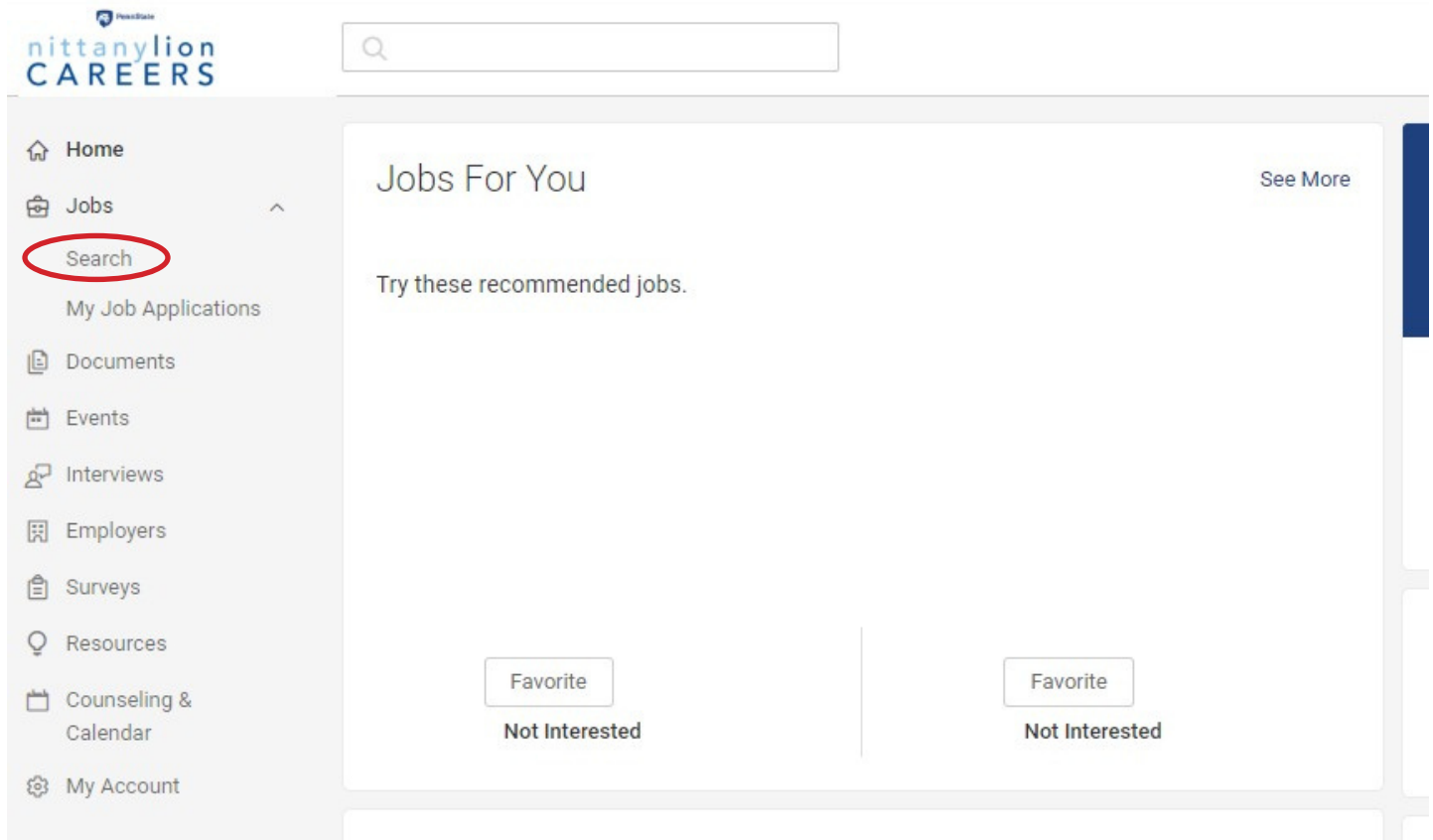
Give context to explain your international experiences and be sure to submit a resume that is appropriately formatted depending on the location of the company you want to work at. GoinGlobal gives examples of what your resume should include for different countries.

Have a Plan B

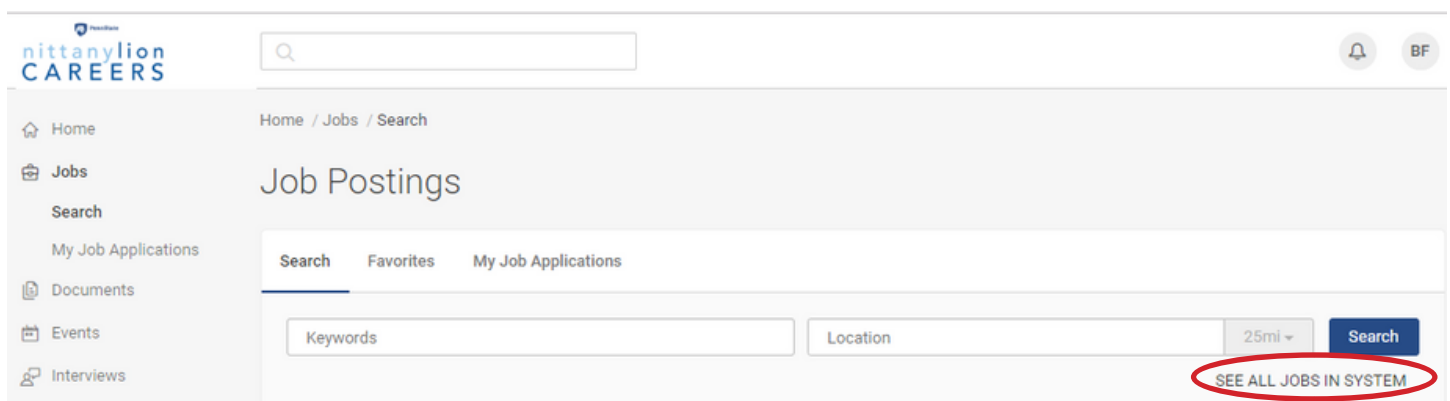
According to recent surveys, approximately 80% percent of international students intend to work in the US after graduating, yet less than 30% obtain an internship or full-time job offer in the US. It is critically important that you network with professionals and research companies in your home country or in other foreign countries.

Finding Positions for International Students in Nittany Lion Careers

1. In [Nittany Lion Careers](#), click on the “Jobs” tab on the left side of the screen, then click “Search”.



2. Then, click “See All Jobs in System”.



3. Click the “More Filters” tab.

The screenshot shows the Nittany Lion Careers website. The left sidebar contains navigation links: Home, Jobs, Search, My Job Applications, Documents, Events, Interviews, Employers, Surveys, Resources, Counseling & Calendar. The main content area is titled 'Job Postings' and includes a search bar with 'Keywords' and 'Location' fields, a '25mi' radius selector, and a 'Search' button. Below the search bar are tabs for 'All Jobs & Interviews', 'Position Type', and 'More Filters' (which is circled in red). A blue banner at the top of the main content area reads: 'Use the More Filters tab below to find jobs specifically for your major. Find Majors/Concentrations to select your major.'

4. Under ‘Visa Sponsorship Offered?’, select “Yes”.

The screenshot shows the 'More Filters' tab in the Nittany Lion Careers website. The left sidebar contains navigation links: Home, Jobs, Search, My Job Applications, Documents, Events, Interviews, Employers, Surveys, Resources, Counseling & Calendar. The main content area is titled 'Job Postings' and includes a search bar with 'Keywords' and 'Location' fields, a '25mi' radius selector, and a 'Search' button. Below the search bar are tabs for 'All Jobs & Interviews', 'Position Type', and 'More Filters' (which is circled in red). A blue banner at the top of the main content area reads: 'Use the More Filters tab below to find jobs specifically for your major. Find Majors/Concentrations to select your major.'

The 'More Filters' tab is expanded, showing various filter options. The 'Visa Sponsorship Offered?' section is highlighted with a red circle around the 'Yes' option. The 'Yes' option is selected, indicated by a checkmark. A red line points from the 'Yes' option to the text below the screenshot.

Note: choosing ‘No Selection’ is a possibility, but will require students to do additional research on if the position offers visa sponsorship.

International Internships

Exploring International Internship Opportunities

Students interested in interning abroad will have a challenging, exhilarating cultural experience that includes a chance to build work skills, while learning about the working environment of a different country. Some internships require proficiency in the language of the country. Required credit does not count toward Smeal graduation requirements or the International Business Minor.

Third-party International Internship Providers

Third-party internships are project-based semester or summer experience, and are usually unpaid. Student pays a third party international internship provider to assist with making an internship connection, providing housing, orientation and ongoing support during the internship. Below is a list of Penn State affiliated programs. For students that want to look beyond Penn State options and take responsibility to evaluate other possibilities, there are many internship and service learning providers.

Penn State Affiliated

There are numerous [Summer Internship Programs](#) opportunities in various countries, visit the website to learn more .

Other Options

[Third-Party International Providers](#) opportunities include:

- [Arcadia University](#)
- [Connect 123](#)
- [IES Internships](#)
- [The Intern Group](#)

Service Learning Abroad and More Options

[Semester Study Abroad with an Internship or Service Learning Choice](#)

- Students abroad for a full semester usually take 15 credits of classes, 3 credits of which could be a work experience 10-20 hours per week with a local/international employer, NGO, Social Organization, Community Center, etc.

Self Identified Service Learning Abroad

- Students identify opportunities and complete full or part-time service work for an NGO or Social/Civic Organization independent of Penn State affiliation.
- Students must carefully review programs to ensure they meet student needs (support, safety, training, etc.) and the community's needs by working toward a lasting solution to a community problem.

Working in the US After Graduation

Practical Training

For graduates in F-1 student status, Optional Practical Training allows up to twelve months of employment after graduation (for those holding Science, Technology, Engineering, or Math degrees, may get 24 additional months). The student must obtain permission from the university, and a work authorization card from the United States Citizenship and Immigration Services (USCIS). The Directorate of International Student & Scholar Advising (DISSA) can help with this process and offers workshops for students to learn more.

H-1B Visas

This is a popular work visa. It is available to foreign nationals who have at least a US bachelor's degree or foreign equivalent and will be working in a job that requires at least a bachelor's degree. Allows employment for 3 years, or longer with an extension.

H-B Cap: 85,000 new H-1B approvals are issued each year (CIS year - October 1 through September 30). CIS accepts cases beginning April 1 for October 1 H1Bs.

H-1B Exemptions

Each year, CIS exhausts the full quota of 65,000 "bachelor's degree" H-1B's and the additional 20,000 quota for U.S. advanced degree holders. As a result, many foreign students and employers seek alternatives to the H-1B. In addition, some employers qualify for an exemption from the H-1B quota. The following is a summary of exempt employers, and alternatives to the H-1B, which may allow a foreign graduate to remain and work in the United States after graduation.

Organizations Exempt from the H-1B Quota

Certain organizations are exempt from the H-1B quota. Exempt organizations can file H-1B applications at any time, regardless of the quota. Exempt organizations include:

- Universities
- Non-profit organizations affiliated with universities (such as research facilities or hospitals)
- Non-profit research organizations, engaged primarily in basic or applied research
- Governmental research organizations

Note that there is no blanket exemption for "non-profits". To be exempt from the quota, the non-profit either must be affiliated with a university, or must be a non-profit "research organization."

H-1B Alternatives

H-2A, H-2B, and H-3 Visas: Temporary Workers and Trainees

These visas are for short-term skilled/unskilled workers for temporary positions or training. They may be part-time positions H-2A/2B visas allow for a duration of stay of up to 1 year, and it is generally renewable for up to 3 years. H-3 Trainee visas allow for a duration of stay for 18-24 months.

J-1 Academic Training

You may participate in academic training during your studies or after your studies if the academic training is approved no later than 30 days after completion of studies. However, the period of academic training will begin to count upon the program end date. You are eligible for academic training as long as you meet the following criteria:

- You are primarily in the United States to study rather than engage in academic training;
- You are participating in academic training that is directly related to your major field of study;
- You are in good academic standing;
- You receive written approval in advance from DISSA for the duration and type of academic training.

For exchange, undergraduate, and master's degree students, academic training cannot exceed the number of months of study or 18 months, whichever is less. For PhD students the limit is 36 months or the number of months of study, whichever is less. No more than 18 months of academic training may be used prior to the completion of studies. A new form DS-2019 must be issued for each 18 month period.

Work Outside the U.S.

A foreign graduate can work for an employer outside the U.S. without a U.S. work visa.

Return to School

Many foreign graduates re-enroll in school in F-1 status if they miss the H-1B quota.

What to Expect in the Job and Internship Search Process

Understanding US Business Culture

- American business culture tends to be individualistic and competitive: people are often focused on their personal success over the success of the group they are in as a whole.
- “Time is money”: projects move at a quick pace and inefficient use of time is seen as a huge loss
- Business professionals are often direct and assertive. They would rather get to the point of conversation than cautiously approach a subject.
- Being “on time” means being five minutes early. Show up early to everything!
- Managers are action-oriented. They want quantitative results and processes that will clearly create a positive impact on the “bottom line” of their company.
- Data is key in making decisions. Everything is quantified and assessed in an attempt to understand and improve upon business activities and processes.
- Risk-taking is normal and often encouraged in business practices.
- Work is important to a person’s identity, and hard work is greatly valued and admired.
- Change is constant. Companies are always looking to improve their products to make them better and to meet customers’ needs.

Understanding the U.S. Communication Style

- Smile! If you don’t smile, you may come off as unapproachable, dissatisfied, or unpleasant.
- Maintain at least an arm’s length of space when you are speaking with someone.
- Shake hands when you meet someone, but don’t expect more physical contact beyond this.
- Eye contact is key. Be sure to meet the eyes of the person you are talking to frequently.
- Be sure to use greetings and closings when you start and end a conversation.
- Address people you meet as Mr. or Ms. (Last Name) to start, but then use the preferred name if they tell you to.

Understanding U.S. Recruiting Practices

- Think of employers as ‘buyers’ and candidates as ‘sellers’: you have to market yourself to stand out.
- Fairness, diversity, and equal opportunity are emphasized in the recruiting process.
- At the beginning of the screening process, employers look for reasons NOT to hire you before they figure out why they should hire you.
- It is important to be “well-rounded” with your college experiences. Just having good grades most likely will not be enough to get you an interview.
- Networking is key! It is a long-term process that should be personal and mutually beneficial for you and the other person involved.
- Interviews are an important tool for recruiters to assess your level of interest, enthusiasm, and confidence.
- Stick to small talk. Avoid controversial topics such as politics and religion.
- Be prepared to explain the skills you gained through your international work/leadership experience since most recruiters will be unfamiliar.
- While it is important to look for a job that you qualify for as an international applicant, be sure to consider the job itself and not just the fact that they can provide you a visa in your decision.

Additional Resources

U.S. Citizenship and Immigration Services

- USCIS home page: uscis.gov/
- Working in the US: uscis.gov/working-united-states/working-us
- Temporary Worker info: uscis.gov/working-united-states/temporary-nonimmigrant-workers
- H-1B Visa Information: uscis.gov/working-in-the-united-states/h-1b-specialty-occupations
- Green Card Information: uscis.gov/greencard

Department of Homeland Security

- DHS Study in the States info: studyinthestates.dhs.gov/

Penn State Career Services

Penn State Career Services website: <https://studentaffairs.psu.edu/career>

The National Association of Colleges and Employers

NACE home page: naceweb.org/

Resources and news for international students: naceweb.org/tag/international-students/

Get in Touch with the Business Career Center

Visit Our Website

Find career resources, event information, and leadership opportunities at careerconnections.smeal.psu.edu/

Make an Appointment

Schedule an appointment with a career coach through Nittany Lion Careers: nittanylioncareers.psu.edu

Contact Us

- Send us an email at smealcareers@smeal.psu.edu
- Drop-in our office in 114 Business Building from 8 a.m.-5 p.m., Monday through Friday