



# UNDERGRADUATE JOB SEARCH GUIDE FOR INTERNATIONAL STUDENTS

**Undergraduate Academic & Career Development Center**

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**Boston University** Questrom School of Business  
Undergraduate Academic & Career Development Center

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## JOB SEARCH STRATEGIES

It's no secret that the job search for international students takes a lot more energy and effort due to visa barriers. That's why we're providing you with strategies to help you stand out from the competition.

**Gain Experience:** Having a diversified resume with relevant experiences will help you get noticed. Leadership skills from campus activities, mixed with relevant academic projects and internships will showcase you as both a well-rounded candidate and someone who can add immediate value to the team.

### HANDSHAKE

**If you're looking for internships or full time jobs, Handshake is a great place to start!**

#### Why use it?

- Handshake allows you to see if the employer is open to hiring an international candidate
- These employers are specifically interested in recruiting Questrom students making you a more attractive candidate in the process
- If you have questions about a particular company you can follow up with our Employer Relations team for more information at [bu.joinhandshake.com](https://bu.joinhandshake.com)

### CAREER FAIRS

**Questrom hosts one large career fair in the fall and one in the spring, you also have access to the career fairs hosted by the BU Center for Career Development.**

#### Why attend?

- Learn which companies hire international students and what their hiring timelines are
- Ask recruiters specific questions about the hiring process and what you can do to be a stronger applicant
- Make a face-to-face connection with a recruiter to help build a stronger relationship
- Develop stronger professional communication skills which will be useful in your future interviews

### FELD CENTER EMPLOYER EVENTS

**Check out the weekly Questrom Snapshot to learn about which employers are coming on campus.**

#### Why attend?

- These events are a great way for you to learn more about what the company does and what the work environment is like helping you prepare for a potential interview
- Some employers that did not attend the career fair will host events, providing another opportunity to build a relationship with the recruiter and have a direct contact for future follow up
- Some employer events incorporate career development opportunities, such as practice case interviews

### STUDENT ORGANIZATIONS

**Questrom has over 30 student clubs and organizations for you to choose from and BU has over 450 additional student groups that include other areas of interest such as art, religion, culture and recreation!**

#### Why join?

- Learn more about careers in your career field of interest
- Build connections with students and alumni that can help you learn more about various companies and types of career paths
- Gain related experience and skills by taking on a leadership position



**FOR MORE INFORMATION ON STUDENT ORGANIZATIONS PLEASE VISIT:**

**Questrom** [questromworld.bu.edu/udc/questrom-life/student-organizations](https://questromworld.bu.edu/udc/questrom-life/student-organizations)  
**BU wide** [bu.campuslabs.com/engage](https://bu.campuslabs.com/engage)





# NETWORK

Networking is key to landing your ideal job! Networking means interacting with other people to exchange information and develop relationships. Developing the comfort in networking conversations takes some practice. You should attend as many events as you can to become comfortable with the process.

## 1. GETTING STARTED

**Know your goal:** You will find networking conversations a challenge if you don't know what you're trying to get out of the conversation. Figure out what you're after, is it more information about careers in investment banking or market research careers? If you know what you are looking for then it's easier to ask for it! (NOTE: DO NOT ask for an internship in these conversations!)

**Who do you already know?** Build a list of family, friends, professors, previous and current supervisors, co-workers, student's organizations, alumni, professional associations, sports, fraternities and sororities, volunteer commitments and religious affiliations that can help you.

## 2. DURING AN EVENT

**Get to know the person:** Start by saying "hello!" If you are at a networking event put on a smile and walk up to someone and introduce yourself. Spend the first minute getting to know them and try to find some common ground to help you connect to this person better.

**Build a 'thick skin':** You can try and be friendly and people may not respond with equal interest. If that happens, recognize it and move on. Try your best to not feel rejected by it, if you're making the effort, good for you! Small talk and going to social events takes energy! Really try to make it a positive experience. CURIOSITY is one of the biggest factors of getting to know someone.

**Share your pitch:** Remember your goal? It's time to make it known. This is your chance to integrate your experience and passion into the conversation and see if they or someone they know has a connection that would be helpful in your career pursuit. It's also your chance to showcase your interests and skills to impress your new connection.

## 3. AFTER YOU NETWORK

**Follow up:** Now that you have had a good conversation with your networking connection be sure to do the appropriate follow up. Send them a thank you email within 24 hours while the connection is still fresh in their mind. If they offered to refer you to one of their connections be sure to mention it in the thank you. If you do end up getting a connection, be sure to respond to that person right away and try to set up a time to connect and find out more about opportunities. Be sure to reach back out to your original connection to let them know what happened.



### APPROPRIATE NETWORKING TOPICS:

- Weather
- Current Job Title & Company
- Sports
- Popular Television Shows
- Academic/Professional Background



### TOPICS TO AVOID:

- Religion
- Politics
- Personal Finances/Health
- Gossip/Bad Talk About Others

### SAMPLE PITCH



I really like watching basketball too, I actually attended a Celtics game recently and they beat the Bulls 93 to 85! It was a great game! I'm very interested in sports, specifically sports marketing. I recently completed a social media and marketing internship with Play Works, a nonprofit that helps raise money to integrate team building and physical activity into public school programs. I helped to increase awareness with my social media efforts and increased donations by 15%-it was a really great experience! I'm hoping to find an internship that does more direct work with professional teams, do you know anyone that does that type of work?



# INFORMATIONAL CONVERSATIONS—IN THE U.S. & OUTSIDE THE U.S.

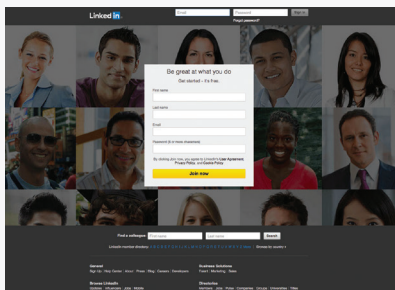
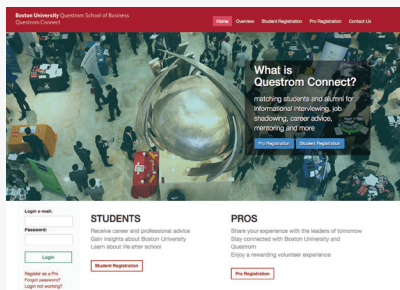
Informational Conversations are discussions with people that work in your career interest area, industry or company.

## Why do it?

- They are a great way to learn more about the industry, competitors and emerging trends in your field
- Learn how to grow your career, professional development opportunities and gain company information
- Gain insider interview and resume tips for your job search

The more certain you are about your future career goals the better prepared you will be to build relevant skills to showcase on your resume and the better you will be in the interview as well.

## HOW TO FIND A PROFESSIONAL?



## QUESTROM CONNECT

Connect with alumni for informational interviews, resume critiques and more!  
[questromconnect.bu.edu](http://questromconnect.bu.edu)

## LINKEDIN

LinkedIn is an amazing way to build relevant professional connections through BU alumni, groups, and even by specific companies and industries you want to work at.

## ASK YOUR NETWORK

Ask your current network of family, friends, professors and others for referrals to professionals that are in your field.

# CONDUCT A DUAL SEARCH

For many international students the ideal scenario is to land a job in the U.S. As many students have seen, the job search process is unpredictable so it's important to have a backup plan. Looking for jobs in the U.S., your home country, or other countries is an important strategy to make sure you're positioning yourself for as many job opportunities as possible

## UNIWORLD

**Build your own company list!** This is a great resource that allows you to search a list of companies-either American Firms Operating in Foreign Countries or Foreign Firms Operating in the United States. With this exported list, you can sort by location, industry and even by the product or service they provide. You will then be able to start building your network with professionals at the companies that interest you most and visit their website to see what job opportunities exist in your area of interest.

[uniworldonline.com](http://uniworldonline.com)

## GOING GLOBAL COUNTRY CAREER GUIDES

**Get a list of job boards in other countries!** In addition to job boards, you will also get job search strategies that work specifically for that country. Other perks include lists of employment agencies, job outlook forecast, skills that are in demand and a list of top employers!

[online.goinglobal.com](http://online.goinglobal.com)

## LINKEDIN

If you do not yet have a LinkedIn profile, please make an appointment with an undergraduate career coach on Handshake to help guide you through the process. Once on LinkedIn, you can use the "Advanced Search" option to find a list of companies in the country, city and industry area that you are looking for.

[linkedin.com](http://linkedin.com)



## ADVANTAGES OF HIRING AN INTERNATIONAL CANDIDATE

There are many advantages to hiring an international student, be prepared to discuss these in the interview process.

### ADVANTAGES INCLUDE:

- Adding diversity to your workplace
- Engaging staff in cross-cultural experiences
- Increasing global contacts
- Gaining positive and loyal employees with no required government paperwork during OPT
- Fostering a team with knowledge of world issues and an understanding of different cultures and societies
- Providing affordable language and cultural assistance for developing programs
- Creating a flexible, adaptive environment in your workforce

### TIPS FROM QUESTROM INTERNATIONAL ALUMNI:

- Say 'petition' instead of 'sponsor' in the interview process
- Be specialized - have an area you really excel in instead of being a generalist
- Engage in many internships as possible - start sophomore year
- Social skills are very important in interviews and at networking events. Be sure to practice first!
- Apply to roles even if they don't sponsor. If you make it through the first few rounds you may be able to convince them to hire you
- Understand the paperwork
- Use your international background as a selling point
- Identify companies that are looking to develop in other countries where you may speak the language
- Always be truthful about your status
- Familiarize yourself with visa information and immigration regulations specific to your country. There are different guidelines for each country
- Learn more about H1-B cap exempt on the H1 Base website: [bit.ly/21nGJuy](https://bit.ly/21nGJuy)





## WHAT ARE U.S. EMPLOYERS LOOKING FOR?

What makes an ideal candidate is more than just a high GPA and relevant experience. According to the National Association of College Employer's (NACE) Job Outlook 2019, there are additional skills that employers want!

<b>COMMUNICATION SKILLS (WRITTEN)</b>	<b>82.0%</b>
<b>PROBLEM-SOLVING SKILLS</b>	<b>80.9%</b>
<b>ABILITY TO WORK IN A TEAM</b>	<b>78.7%</b>
<b>INITIATIVE</b>	<b>74.2%</b>
<b>ANALYTICAL/QUANTITATIVE SKILLS</b>	<b>71.9%</b>
<b>STRONG WORK ETHIC</b>	<b>70.8%</b>
<b>COMMUNICATION SKILLS (VERBAL)</b>	<b>67.4%</b>
<b>LEADERSHIP</b>	<b>67.4%</b>
<b>DETAIL-ORIENTED</b>	<b>59.6%</b>
<b>TECHNICAL SKILLS</b>	<b>59.6%</b>
<b>FLEXIBILITY/ADAPTABILITY</b>	<b>58.4%</b>
<b>COMPUTER SKILLS</b>	<b>55.1%</b>
<b>INTERPERSONAL SKILLS</b>	<b>52.8%</b>
<b>ORGANIZATIONAL ABILITY</b>	<b>43.8%</b>
<b>STRATEGIC PLANNING SKILLS</b>	<b>38.2%</b>
<b>TACTFULNESS</b>	<b>25.8%</b>
<b>CREATIVITY</b>	<b>23.6%</b>
<b>FRIENDLY/OUTGOING PERSONALITY</b>	<b>22.5%</b>
<b>ENTREPRENEURIAL SKILLS/RISK-TAKER</b>	<b>16.9%</b>
<b>FLUENCY IN A FOREIGN LANGUAGE</b>	<b>11.2%</b>

Source: *Job Outlook 2019*, National Association of Colleges and Employers

## JOB SEARCH LINKS

### MYVISAJOBS.COM

Offers the most current listing of employers that offer H1-B visas and you can use the search function based on company name or location

### RILEY GUIDE FOR THE INTERNATIONAL JOB SEARCH

Useful site for targeting specific countries

### GOABROAD.COM

Provides resources on studying abroad, volunteering abroad, interning abroad, and working abroad

### TRANSITIONSABROAD.COM

Travel resource for working, living, and studying abroad

### INTERNATIONAL JOBS CENTER

A not-for-profit corporation that identifies international positions with employers in multiple sectors

### LATPRO.COM

Geared towards Spanish/English and Portuguese/English bilinguals in the Americas

### TIMESJOBS.COM

Job search site for jobs in India

### CAREERFORUM.NET

Job search site for English-Japanese bilinguals

## PROFESSIONAL ASSOCIATIONS

NATIONAL ASSOCIATION OF ASIAN AMERICAN PROFESSIONALS BOSTON CHAPTER

NETWORK OF SOUTH ASIAN PROFESSIONALS BOSTON

NETWORK OF INDIAN PROFESSIONALS NORTH AMERICA

THE KOREAN AMERICAN FINANCE ASSOCIATION

THE NATIONAL HISPANIC PROFESSIONAL ORGANIZATION



# IMMIGRATION LAWS

There are a variety of ways to get experience while you're still a student:

TYPE	WHEN YOU CAN USE IT	DETAILS
<b>Curricular Practical Training (CPT)</b>	Internship off-campus (F-1)	<ul style="list-style-type: none"> <li>• 40 hours/week starting the summer after your first academic year.</li> <li>• Up to 20 hours/week during fall and spring semesters starting your second year and going through to senior year</li> <li>• Position must relate to area of study</li> </ul>
<b>On Campus</b>	While on-campus	Up to 20 hours per week during academic sessions and full-time (40 hours per week) during summer or semester breaks
<b>Volunteer</b>	Unpaid civic, charitable, or humanitarian service for an organization as a volunteer	<p>In some cases, you may perform unpaid civic, charitable, or humanitarian service for an organization as a volunteer.</p> <ul style="list-style-type: none"> <li>• Performing a service for civic, charitable, or humanitarian reasons</li> <li>• Services performed are primarily for the benefit of the organization, not primarily for professional or personal benefit</li> <li>• No compensation (salary, stipend, etc.) or anything of value (for instance, housing) in exchange for volunteering</li> <li>• Performing the services without promise, expectation of future employment, deferred payment, or other tangible benefit</li> <li>• Not a role that is usually a paid position and is not displacing a U.S. worker through volunteered services</li> </ul>
<b>Optional Practical Training (OPT)</b>	Post-graduation from your degree program (F-1)	<ul style="list-style-type: none"> <li>• Can be a paid or unpaid experience that can last up to 12 months</li> <li>• Apply at ISSO - You need to know the start date to file for OPT (\$380 Fee)</li> <li>• Documentation must be mailed to USCIS; EAD required. Processing time approx. 3 months</li> <li>• Can apply 90 days before completion of program</li> <li>• Must be in the U.S. for 9 months</li> <li>• Can be full- or part-time</li> <li>• Any time used before completion of degree will be subtracted from the 12-month period</li> </ul>



FOR MORE INFORMATION PLEASE VISIT: [bu.edu/isso/employment-internships](https://bu.edu/isso/employment-internships) or connect with your ISSO advisor!



# H1-B SPONSORSHIP PROCESS

Once obtained, an H1-B visa allows its bearer to stay and work in the U.S. legally for up to three years. After those three years, the visa can be renewed for up to six total years. From an employer perspective, H-1B eligibility is much more complex. The employer must file the petition for the visa on behalf of the employee, who is not allowed to self-petition. Every company, regardless of size or age, must petition for one of the 85,000 H-1B visas that are made available every April 1st by U.S. Citizenship and Immigration Services. Note that 1,400 visas are set aside, per trade agreements, for immigrants from Chile and 5,400 for immigrants from Singapore. An additional 20,000 H-1B visas are made available for workers with advanced degrees, meaning a master's degree or above. More applications are filed than visas are available within the first week of April, meaning that the fate of the employee's visa rests in the hands of an annual lottery.

## CHECKLIST OF DOCUMENTS REQUIRED FOR APPLYING FOR H1-B:

This is a very high level checklist for applying for H1-B. Before an H1-B application can be filed - all foreign nationals must first obtain a job with a company who will sponsor/apply for your H1-B visa. There may be some exceptions, but for the most part, here is what you need:

- Copy of all educational certificates of your Bachelors (also Masters, if applicable)
- Copy of Degree award certificates
- Copy of Passport - all pages
- If degree from U.S., transcript and degree award certificate
- If degree from U.S., copy of I-20
- If you are in U.S., copy of I-94
- Copy of latest resume
- Work experience certificates (if any)
- If you already have a H1-B approval, copy of previous H1-B approval notice, I-797 form
- If you are transferring H1-B, copy of recent 3 months paystubs from your previous employer
- If you have any evaluation reports from work, copy of them too
- If you have lived in U.S. and paid taxes, copy of previous W2 tax forms
- If you have lived in U.S., copy of your driving license or state ID
- If you have lived in U.S. and have SSN, copy of your social security card
- If you have done education evaluation, copy of the education evaluations

## INFORMATION/DOCUMENTS REQUIRED FROM THE U.S. EMPLOYER:

- Job title of the position
- Detailed job description
- Salary offered
- The company's minimum requirements for the job (i.e. degree or work experience required)
- Name and job title of person who will sign the forms on behalf of the company
- Name and address of company
- Informational brochures/promotional literature about the company  
If the company is new/just starting up - provide as much financial information about the company as you can such as - bank statements, most recent income tax return, articles of incorporation, business plan, financial statements or any documentation that will prove that the company is lucrative and can pay the salary of the foreign worker you want to hire
- Employer Federal Tax I.D. Number - the year company was established, approximate number of employees and approximate gross and net annual income
- Telephone number and fax number for company
- Client site letter on the client site's letterhead
- Completed U.S. Immigration Bureaus visa filing forms and fees

FEE TYPE	FEE	WHO PAYS FOR IT? WHY?
<b>Base Filing Fee</b>	\$460	<b>Employer</b> It is employer's business expense. For updated information visit <a href="http://path2usa.com/h1b-visa-guide">path2usa.com/h1b-visa-guide</a>
<b>AICWA Fee</b>	\$750 or \$1,500	<b>Employer</b> It is employer's business expense. Law requires that this fee is never passed to you or third party.
<b>Fraud Prevent and Detection Fee</b>	\$500	<b>Employer</b> It is employer's business expense. Just like above, it is mandated by law.
<b>Fee based on Public Law 114-113</b>	\$4,000	<b>Employer</b> It is employer's business expense.
<b>Premium Processing Fee (Optional)</b>	\$1,410	<b>Optional fee. Either employer or you.</b> If you bear it, the employer has to demonstrate to DOL that it was expedited due to your personal reasons.
<b>Visa Fee (involved in getting H1-B visa at U.S. consulate)</b>	Varies by Country	<b>Your expense</b> All the costs involved in obtaining visa, including cost involved in translation of your credentials, etc. It will NOT be an employer's expense. The employer will only send you the documents required for visa stamping.



ONCE YOU FACTOR IN LEGAL FEES THE EMPLOYER CAN BE PAYING UP TO \$10,000



## FAQs

### WHY WON'T AN EMPLOYER SPONSOR?

There can be many reasons why employers cannot or will not sponsor, here are some of the top reasons:

- **It's expensive:** As you can see in the chart on the previous page, it's expensive to sponsor an employee; for that reason many employers will choose a domestic student with similar skills.
- **Negative experience with previous hires:** Many companies invested time, money and effort into hiring an international student only to have those new hires leave after a year or two. In many cases these hires were using companies just to put U.S. work experience on their resume to make them more competitive for jobs in their home country. This negative experience has discouraged companies from hiring international.
- **After one year of OPT you are not guaranteed a visa and they may lose you as an employee:** Because the visa system is based on a lottery, there is no guarantee that once your OPT expires that they will be able to keep you on unless you get your visa. Therefore, employers are taking a risk spending a lot of time and money on an employee that may be forced to leave the country after a year. It's more cost-effective to hire someone that is able to stay.

### HOW DO I FIND A LIST OF COMPANIES WITH A HISTORY OF HIRING INTERNATIONAL CANDIDATES?

Because the list of companies that hire international students is constantly changing, the best resources to find this information is the H1-B Visa Report at [www.myvisajobs.com](http://www.myvisajobs.com). There is a lot of information on the site including the ability to find lists of employers that have sponsored and you can view this by location, industry and job function. In the section on the top titled "Work Visa Database" click "2017 H1-B Report" which will give you a list of companies. At the top of the page lists "SubReports" which will allow you to search companies by job title, work city, and more.

### I REALLY WANT TO STAY HERE AFTER I GRADUATE... WHAT ARE THE CHANCES OF GETTING A JOB IN THE U.S.?

- You first need to identify your target companies and then cross reference Handshake to see if they've posted positions at Questrom.
- Start with companies who recruit here first because that means they want to see applications specifically from BU/Questrom students, which is an advantage for you. Check the posting to see if they're open to international. Attend their info session and during networking ask more about their hiring policies for international and what their advice would be for areas of the company that might consider.
- Locate recent international Questrom grads at your target companies to see how they were successful. Network with upperclassmen and find out where they interned and follow their paths.
- Try and identify a marketable skill that employers want right now to make yourself more valuable. Take courses in these areas to differentiate yourself. For example, companies that may not sponsor for an associate brand manager role MAY sponsor for a big data/ analytics role or a technical marketing role that involves digital design/coding, etc. because these "skills" are MUCH more difficult to find.
- Diversify your search and look at companies that are based internationally and have operations here. Consider starting in your home country or another country in which you're eligible to work and then opportunity could open up in the U.S. afterwards. It is significantly easier to transition to a U.S. role once your foot is in the door.

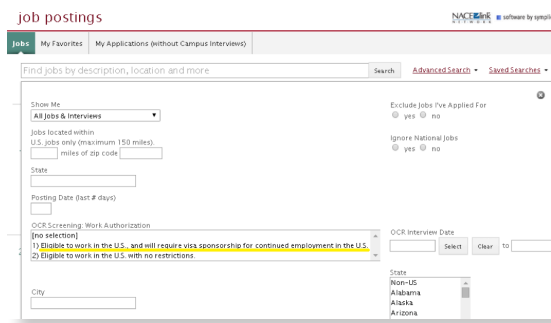
# FAQs, CONTINUED...

## WHICH CONCENTRATION IS THE BEST FOR INTERNATIONAL STUDENTS?

It's not the concentration that will determine your ability to get the job but your skills and experience unless you are entering a field like Accounting or Information Systems that needs specific training. Again, tips like keeping a high GPA, relevant work experience, and becoming an expert in technical systems that are used most in your fields are all ways to distinguish yourself from other candidates. The most challenging part of the hiring process from the employer's perspective is they need to prove that you have skills that domestic candidates don't have in order to be hired, therefore you need to do your best to build the skills needed to stand apart and make an easy decision for your employer!

## CAN I GET AN INTERNSHIP EVEN THOUGH I'M AN INTERNATIONAL STUDENT?

**Yes!** Many employers that work with the Questrom School of Business hire international students for internships.



- **Start on Handshake.** Be sure to filter your search by employers by Work Authorization and select the option, "eligible to work in the U.S., and will require visa sponsorship for continued employment in the U.S." (see image to left)
- Once you land an internship, you will need to register for the Management Internship course (SM395) with the UDC
- Complete the CPT Form on the ISSO website
- Make an appointment with your ISSO advisor to process your CPT or drop the form off for approval which can take up to 5 business days

## IF AN EMPLOYER DOESN'T KNOW MY VISA STATUS, WHEN SHOULD I REVEAL IT?

Unfortunately, there is no easy answer to this question. If you were not asked to disclose on your application, general consensus is that you should ask about sponsorship opportunities after the first phone screen. At this point in the interview process you will know if you are interested in pursuing the position, and the company will have a better sense if you might be a good fit. If you disclose too early, the company might discount you without getting to know you, however if you share your status too late the company may feel as if you've been deceitful. It is a good idea to discuss this with a career counselor, as the appropriate answer may vary in different situations.

**Remember: always be truthful.**

## NETWORKING MAKES ME FEEL UNCOMFORTABLE; IN MY CULTURE IT IS INAPPROPRIATE TO BE SO FORWARD. ARE THERE EXTRA TIPS?

**Networking can be a little bit uncomfortable at first, this is a normal reaction.** One reason students feel awkward is because they think they are asking something of people but do not having anything to give in return. It's important to remember that your network is with you for life. This means that though you may not be able to offer assistance to those in your network at the beginning of your career, in the future you will have valuable contributions to offer. Others feel shy about the idea of approaching strangers at a large event. It can be helpful to have some questions prepared so you don't have to worry about running out of things to say. At networking events, try and set a goal, such as approaching five new people or making three new LinkedIn contacts. This will help you stay focused and on task.

## WHAT IS THE APPROPRIATE LEVEL OF CONTACT AND FOLLOW-UP WHEN INTERACTING PROFESSIONALLY?

**It can be difficult to figure out how aggressive to be when it comes to the job search.** Some students only apply for positions online and never go beyond that. Others will email or call too often, which can be considered inappropriate in U.S. work culture. A combination of these two styles is generally best. After an interview or informational conversation be sure to send your thank you note within 24 hours. If you are requesting to meet someone for an informational conversation or following up with a recruiter about a job application, wait 2 weeks after your initial follow up. If your second follow up goes unanswered you should consult with a career advisor for next steps.