

## International Undergraduate Students Career Action Plan

	Freshman Year	Sophomore Year	Junior Year	Senior Year
Theme	Adjustment & Exploration	Exploration & Experience	Experience & Internship Search	Job Search & Post-graduation Preparation
Career Actions	<p>Acclimate to American college life. Focus on academics</p> <p>Continue to improve English communication skills (verbal and written)</p> <p>Explore majors and careers</p> <ul style="list-style-type: none"> <li>• Begin with your interest, value, personality, and skills</li> <li>• Learn about majors/careers               <ul style="list-style-type: none"> <li>◦ Online research</li> <li>◦ Review <a href="#">First Destination results</a> in majors of interest</li> <li>◦ First hand: such as courses, projects, club activities, job shadows</li> </ul> </li> </ul> <p>Begin to build up your experience: such as clubs, activities, volunteering</p> <p><b>The Career Center</b></p> <ul style="list-style-type: none"> <li>• Set up your <a href="#">Handshake</a> account and profile</li> <li>• Draft a resume</li> <li>• Sign up for <a href="#">CareerMail</a> (Career Center e-newsletters)</li> <li>• Meet with a <a href="#">peer counselor</a> to               <ul style="list-style-type: none"> <li>◦ Discuss your majors and career interests</li> <li>◦ Seek feedback on resume</li> </ul> </li> </ul>	<p>Prepare yourself to choose your major(s) and targeted career field(s)</p> <p>Practice and improve <a href="#">interpersonal skills</a>. These are the skills beyond technical knowledge that are key to getting a job</p> <p>Get more involved in your extracurriculars through taking on more responsibilities and leadership positions</p> <p>Apply for internships (if you are ready), part-time jobs, or other professional experience</p> <p><b>The Career Center</b></p> <ul style="list-style-type: none"> <li>• Meet with a career counselor to               <ul style="list-style-type: none"> <li>◦ Discuss your majors, career interests, and develop a plan</li> <li>◦ Learn about internship search</li> </ul> </li> <li>• Attend Career Center events to learn and practice career planning and job search skills</li> <li>• Attend career fairs and employer events to learn about industries and jobs and how to interact with employers</li> </ul> <p><b>Employment Authorization</b> Learn about <a href="#">work authorization and visa options and regulations</a></p>	<p>Identify your targeted career fields and jobs</p> <p>Gain solid experience in your targeted career field through internships, research, projects, volunteering, and etc.</p> <ul style="list-style-type: none"> <li>• Start internship search EARLY!</li> </ul> <p><b>The Career Center</b></p> <ul style="list-style-type: none"> <li>• Meet with a career counselor to               <ul style="list-style-type: none"> <li>◦ Develop and implement your internship search plan</li> <li>◦ Update resume &amp; cover letter</li> </ul> </li> <li>• Regularly utilize Handshake and <a href="#">other internship search resources</a> for internship search</li> <li>• Attend Career Center events to learn and practice career planning and job search skills</li> <li>• Attend career fairs, Career Connections, and employer events to learn about companies and positions and build connections with employers for internship search</li> </ul> <p><b>Graduate or professional program application</b></p> <ul style="list-style-type: none"> <li>• Try to complete tests and <a href="#">select programs</a> before senior year</li> </ul> <p><b>Employment Authorization</b> Understand the reality of <a href="#">work visa</a></p>	<p>Evaluate your post-graduation options and decide which plan(s) to pursue</p> <p>Implement your post-graduation plans</p> <p>Develop a “Plan B”</p> <p><b>The Career Center</b></p> <ul style="list-style-type: none"> <li>• Meet with a career counselor to develop and implement your job search plan</li> <li>• Regularly utilize Handshake and <a href="#">other job search resources</a> for search</li> <li>• Attend Career Center events to learn and practice job search skills</li> <li>• Attend career fairs and employer events to build connections for job search</li> <li>• Let us know your status by filling out the <a href="#">First Destination Survey</a></li> </ul> <p><b>Graduate or professional program application</b></p> <ul style="list-style-type: none"> <li>• Submit your applications</li> </ul> <p><b>Employment Authorization</b> Apply for work authorization EARLY!</p>

## Employment Authorization for F-1 and J-1 Students

	F-1 Students	J-1 Students
<b>On-campus employment</b>	<p>Eligible for <a href="#">on-campus employment</a> for the duration of your academic program.</p> <p>Please see the definition of “on-campus employment” <a href="#">here</a>.</p>	<p>Eligible to apply for <a href="#">on-campus employment</a> authorization. You must receive authorization from BIO prior to starting work.</p> <p>Please see the definition of “on-campus employment” <a href="#">here</a>.</p>
<b>Off-campus employment</b>	<p>Eligible to apply for “<a href="#">Curricular Practical Training</a>” (CPT) off-campus employment authorization after completing one academic year as a full-time student.</p> <ul style="list-style-type: none"> <li>● Employment must be related to your major field of study.</li> <li>● Employment must be a degree requirement or required for course credit (see “Types of CPT” <a href="#">here</a>).</li> <li>● You must obtain authorization from BIO prior to beginning work. Please submit your request to BIO at least 2 weeks before your employment start date.</li> <li>● You can work up to 20 hours a week. During vacation periods, there is no limit.</li> <li>● There’s more you need to know! Please review BIO’s <a href="#">CPT page</a> in full before applying for CPT.</li> </ul>	<p>Eligible to apply for pre-completion <a href="#">Academic Training</a> off-campus employment authorization after completing one semester as a full-time student.</p> <ul style="list-style-type: none"> <li>● Employment must be related to your major field of study.</li> <li>● You must obtain authorization from BIO prior to beginning work. Please submit your request to BIO at least 2 weeks before your employment start date.</li> <li>● You can work up to 20 hours a week. During vacation periods, there is no limit.</li> <li>● There’s more you need to know! Please review BIO’s <a href="#">Academic Training page</a> in full before applying for Academic Training.</li> </ul>
<b>Employment after graduation</b>	<p>Eligible to apply for <a href="#">Optional Practical Training (OPT)</a>. A job offer is not required to apply.</p> <ul style="list-style-type: none"> <li>● Employment (once secured) must be directly related to your major field of study and at least 20 hours/week.</li> <li>● You must obtain authorization from USCIS prior to beginning work. This can take 2-5 months, so APPLY EARLY! You can apply up to 90 days before your academic program end date.</li> </ul> <p><b>TIP for Seniors:</b></p> <ul style="list-style-type: none"> <li>● There’s a lot more you need to know! Review the OPT application process and timeline before your final semester begins. Resources: <a href="#">OPT page</a> and <a href="#">OPT tutorial</a>.</li> </ul>	<p>Eligible to apply for <a href="#">post-completion Academic Training</a>.</p> <ul style="list-style-type: none"> <li>● You must secure a job offer and apply for Academic Training before your academic program ends.</li> <li>● Employment must be directly related to your major field of study and at least 20 hours/week.</li> <li>● You must obtain authorization from BIO prior to beginning work.</li> </ul> <p><b>TIP for Seniors:</b></p> <p>There’s a lot more you need to know! Review the <a href="#">Academic Training</a> application process before your final semester begins.</p>

This career action plan is developed by the [Berkeley International Office](#) and [Career Center](#) for international students at the University of California, Berkeley. Last updated: December, 2020.