**International Student Employment Checklist**

The full-time and part-time employment search for international students begins with the basics of job searching. Making sure you utilize all the resources at your disposal will help to ensure success. This checklist will serve as a resource for you as you seek full-time or part-time employment in the United States.

**Determine What Type of Visa Student You Are**

* **F-1 (privately funded)**
* **J-1 (sponsored by organization)**
* **E-2 (dependents of investors)**
* **Other**

**Determine Visa Guidelines So You Can Communicate Them, To Employers**

* [International Services and Programs](http://www.westga.edu/isp/index_22666.php) offer assistance in cultural adjustment, immigration services, orientation, advisement and study assistance located in Row Hall Room 229 or call (678) 839-4780 to schedule an appointment
* Speak with a counselor about how to share your information with employers.

**Visit the Office of Career Services Located Row Hall 3rd Floor**

* Resume Resources on [careerweb.com](https://westgacareerweb.experience.com/experience/login)
* Create a Resume
* Schedule an appointment with Career Services to have your resume critiqued by calling (678) 839-6431 or visit during walk-in hours Monday-Thursday 9-11am &1-3pm

**Create an Account on** [**Careerweb.com**](https://westgacareerweb.experience.com/experience/login) **for Internships, Part-Time & Full-Time Job Opportunities**

***To log in to your CareerWeb account***

* In the black bar above, use your my.westga.edu email address as your User Name
* Use **wolfpack** as the temporary password
* Once logged in you may change your password

**Create a Personal Profile on Careerweb**

* Upload Resume(s) onto Careerweb for a Career Services Specialist to approve
* Search Careerweb for Job Postings and on-campus interviewing opportunities
* Submit Resumes on Careerweb to sign up for on-campus interviews, on-campus jobs, part time, full time employment, internships and much more

**Attend Career Fairs & Pre-Fair Workshops visit** [**Career Services Website**](http://careerweb.westga.edu/) **for Upcoming Events**

* Search for Other Job Opportunities by Networking, Internet Searches, etc.
* Consider which employers you would like to work for and employers who recruit international students
* Find contact information for employers you are interested in
* Meet current and alumni international students for possible opportunities