Career Services for International Graduate Students

Giulia Hoffmann, PhD | Graduate Student Career Advisor
Career Center Resources for Graduate Students

- Personal career advising
- Resume reviews
  - Weekly starting Week 2 (RSVP on Port Triton)
- Workshops and events
- Online resources, newsletter, listserv
Using the Career Center

- On Library Walk, across from Price Center and next to Student Health
- Phone: (858) 534-3750
- Hours: M-F 8am-4:30pm
- career.ucsd.edu
Top Online Resources

• **Employment and Career Resources for International Students website**
  • [iemployment.ucsd.edu](http://iemployment.ucsd.edu)

• **Port Triton:**
  • Career Center events and job/internship postings
  • **GoinGlobal**: US job postings and employer/H-1B information
  • **Big Interview**: interviewing guides and practice
Events

• Career Fairs:
  • Science & Technology Career Fair: October 11
  • Triton Fall Career Fair: October 12
  • Career Fair prep workshops throughout Week 1

• Employer Info Sessions: RSVP on Port Triton

• grAdvantage events: gradvantage.ucsd.edu

• Career workshops for graduate students: gradcareers.ucsd.edu

• Employment workshops for international students: iemployment.ucsd.edu
Thank you!
Introduction to Graduate Student Financial Support
Roles and Responsibilities

◆ **Student**
  - Enrolls full-time (in 12 units) before deadline
  - Obtains approval from Home Department Graduate Coordinator before accepting employment
  - Submits requested documents through Glacier: [http://blink.ucsd.edu/finance/payroll/foreign/visitors/GL4foreign.html](http://blink.ucsd.edu/finance/payroll/foreign/visitors/GL4foreign.html)
  - Submits application for SSN/ITIN when instructed
  - Signs up for direct deposit if desired: [http://grad.ucsd.edu/financial/faq/index.html](http://grad.ucsd.edu/financial/faq/index.html)
  - Maintains employment authorization
  - Completes tax forms as appropriate
  - Uses On-line Student Portal as needed: [http://grad.ucsd.edu/resources/staff.html](http://grad.ucsd.edu/resources/staff.html)

◆ **Home Department of Student**
  - Determines if student is eligible for support
  - Gives approval for funding sources to hire students
  - Submits fee payment requests on behalf of eligible students
Employment:

- Students may be appointed up to 49.99% during the academic months and 100% during the summer with the home department’s approval.

- Check with your Graduate Coordinator for employment opportunities.

- Check Job Opportunities Brochure for departments that may employ students during the year: https://grad.ucsd.edu/financial/employment/index.html

- Review International Student requirements to TA: https://grad.ucsd.edu/financial/employment/index.html

Fellowship opportunities:

- Graduate Fellowship Advisor blog and General Funding Information: https://grad.ucsd.edu/financial/fellowships/general-information.html
Fee payments vs. Fee remission

- **Fellowship fee payments** pay part or all of the actual tuition/fees charged to a student.
  - Department determines the amount to pay

- **GSRTF fee remission**

- A Graduate Student Researcher (GSR) who meets the eligibility criteria for GSRTF has their mandatory tuition/fees paid as a perquisite of employment. This process is coordinated with the student’s academic department or program.

- **Eligibility:**
  - Be appointed for a minimum 25% time for the full quarter in which tuition and fees are paid, or the dollar equivalent (e.g., 50% for half the quarter).
  - Have an appointment effective with the first week of instruction in the quarter for which tuition and fees are paid.
  - Be within campus time limits for support.
TA Fee Remission

- TAs appointed at 25% time or more for the entire quarter (or 50% for half the quarter) are eligible for TA Health Insurance (TAHI) and TA Fee Remission (TAFE) fee payments. TAFE pays Tuition and the Student Services Fee.

- The student’s home academic department is responsible for submitting TAHI/TAFE pay.
Student Business Services Holds

- Holds are placed on student accounts for outstanding debts.

- These debts include, but are not limited to, amounts owed for tuition and fees, enrollment and registration late charges, housing, library fines and Bookstore charges.

- A hold placed as the result of an outstanding debt will prevent the student's stipend check and tuition and fees payment from being disbursed in a timely manner.

- Please advise clear all outstanding debts as described above.
The Graduate Coordinator in your department will be able to answer most of your questions regarding your merit-based financial support and academic employment; however, there are also staff members in the Graduate Division who can assist you with your questions:

- **Kathryn Murphy, Director of Graduate Student Financial Support**: Merit-based financial support and academic employment policies and procedures including: pre- and post-award administration, long-term financial support planning and analysis, and financial support advising. 858-534-3724, kjmurphy@ucsd.edu

- **Becky Burrola, Senior Graduate Student Employment Coordinator**: Student academic appointments (A-L), GSR tuition and fee remission, academic appointment policies and policy exceptions, and support eligibility. 858-534-3727, rburrola@ucsd.edu
Contacts

- **Courtney Aguila, Graduate Student Employment Coordinator**: Student academic appointments (M-Z), TA loan and fee deferment program, TA health insurance fee payments and refunds, TA fee remission payments and refunds. 858-534-6562, c8aguila@ucsd.edu

- **Tanya Reese, Graduate Fellowship Supervisor**: NSF administration, federal traineeships, and stipend, tuition and fee payments. 858-534-0720, treese@ucsd.edu

- **Michelle Monroy, Graduate Fellowship Advisor**: Extramural fellowship application advising including Fulbright and NSF advising. 858-822-2938, gradadvisor@ucsd.edu

- **Graduate Division website**: http://grad.ucsd.edu - For additional information, "Financial Support". This website is for new and continuing students who have UCSD graduate student support. The website contains information on salary and fee remission, fellowship and fee payments, tax treaties for international students, and job opportunities for graduate students.
Questions?
Working in the U.S. with F-1 Status

• **On campus**: no separate authorization needed

• **Off campus**: must have authorization!
  • Curricular Practical Training (CPT): work in the field of study before graduation
  • Optional Practical Training (OPT): work in field of study before/after graduation
  • Financial Hardship: must prove substantial change in financial support
Important to Remember

• Primary purpose in U.S. is to study

• On campus work can begin immediately; CPT and OPT need completion of one academic year before authorized

• Work can be authorized for 20 hours a week during academic term, 40 hours during breaks and summer

• Volunteering: Great experience, but not legal if otherwise would be paid

• Social Security Number: cannot get social security number without job offer. Social Security Card is NOT work authorization
Review ISPO Website

- istudents.ucsd.edu
Working in the U.S. with J-1 Status

- On campus: must have authorization!

- Off campus: must have authorization – paid or unpaid!
  - Academic Training: work in field of study before/after graduation
How do you get authorization to work?

• Obtain job offer letter

• Request employment authorization letter form ISPO (if your sponsor is UCSD or from your sponsor if your J-1 documents are not issued by UCSD)
Resources

• Workshops

• Webinars

• Email: iemployment@ucsd.edu

• Advisors: walk in (MWThF, 9-12; 1-4) appointment
CONTACT US
istudents@ucsd.edu
(858) 534 - 3730
istudents.ucsd.edu

HOURS OF OPERATION
Monday - Friday
9am - 4pm