

International Student Career Guide



UNIVERSITY OF
GEORGIA
Career Center



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A Quick Guide to Our Services

The Career Center provides a variety of services to UGA students and alumni, including:

Arch Ready Professionalism Certificate — This program includes a series of workshops designed to help you prepare for professional life after graduation. Students who complete the program will receive a printed certificate and a lapel pin. Learn more at career.uga.edu/archready.

Individual Career Counseling — Career Consultants are available to meet individually with students at any point during their time here at UGA. To schedule an appointment, call 706-542-3375 or log in to your Handshake account.

Drop-In Hours — Have a quick question? Stop by the Career Center Multipurpose Room from 11 a.m. - 2 p.m., Monday-Friday during fall and spring semesters, to meet with a Career Center team member for 10 minutes. No appointment necessary. Career Consultants also hold drop-in hours in various locations around campus. Check out career.uga.edu and click on “Contact” to find your consultant.

Career Assessments — Learn how your personality, interests, values, and skills can help you choose a major and career. See career.uga.edu/majors_careers/assessments to take a career assessment.

Mock Interviews — Schedule a mock interview to practice with your Career Consultant to make sure you are ready to talk with employers or admissions committees.

Career-Related Programming — The Career Center facilitates programs throughout the year. For a list of events, visit: career.uga.edu/calendar.

Intern for a Day — Need experience? Check out the Career Center’s job shadowing program: career.uga.edu/job_search/internships/intern_for_a_day.

Online Resources — Under the “Resources” tab at career.uga.edu, check out the “Career Guides” link and “Online Resources” link for additional tools including the Graduate Student Guide, Big Interview, Glassdoor, the Vault, Interstride, and more!

Handshake — This platform is your online job and internship board. Begin here when looking for internships and jobs that are for UGA students and alumni. Handshake includes part-time, full-time, and on/off-campus employment. International Students can search by Work Authorization type.





CPT/OPT

	CPT (Curricular Practical Training) F-1 Visa Status	OPT (Optional Practical Training) F-1 Visa Status
When can I use CPT and OPT?	CPT can only be authorized during your academic program. CPT cannot be authorized after the end of your academic program.	OPT is usually used after the completion of your program. (Pre-completion OPT is authorized prior to completion).
Do I have to have a job offer?	Yes, with CPT, approval is given for a specific employer during a specific time.	No, you do not need a job before applying for OPT.
Can I work at any kind of job?	No, with CPT, the job must be considered an integral part of your academic program.	No, with OPT, it is your responsibility to find employment in your field of study.
Who gives the authorization?	Immigration Services can give CPT authorization. Processing time is approximately 2 weeks.	Immigration Services can only recommend OPT, you must apply with USCIS for authorization. Processing time is up to 90 days.
How long can I use CPT or OPT?	There is no limit to the amount of CPT you can use. If you use full-time CPT for more than 12 months/365 days, you will lose OPT eligibility.	Post-Completion OPT is authorized for 12 months unless you receive a STEM OPT-Extension.

For more information on visa statuses and requirements, visit the Office of Global Engagement website at globalengagement.uga.edu/immigration.

CPT/OPT/AT

	CPT F-1 Visa Status	OPT F-1 Visa Status	Academic Training J-1 Visa Status
Process	<p>CPT can be done prior to completion of studies.</p> <p>Student applies for approval from UGA after completing online workshop.</p> <p>Student can request to work part-time (20 hours/week while in school) or full-time (21 hours/week or more when school is not in session).</p>	<p>OPT can be authorized for full-time employment after completion of studies.</p> <p>Student files OPT application with UGA after completing online workshop.</p> <p>Approval is granted by USCIS.</p> <p>Student must obtain Employment Authorization Document (EAD card) prior to starting work.</p>	<p>AT can be done before and after completion of study.</p> <p>Student applies for approval from UGA.</p> <p>Students are eligible to work anywhere from 18-36 months depending on length of study.</p>
Employer Requirements	<p>For CPT, employer must provide offer letter and/or details on other job specifications.</p>	<p>None for OPT. Student must present EAD card to employer on the first day of work as proof of authorization.</p>	<p>None for AT.</p>
Timing	<p>Approval can take up to 2 weeks. For CPT</p>	<p>Approval takes 2-3 months for OPT. Students can apply 90 days in advance of their program completion.</p>	<p>Approval can take up to 2 weeks for AT</p>
Cost	<p>No cost to employer or student for CPT</p>	<p>No cost to employer for OPT, \$410 paid by student.</p>	<p>No cost to employer for AT.</p>

For more information on visa statuses and requirements, visit the Office of Global Engagement website at globalengagement.uga.edu/immigration.



H-1B Visa Resources

An H-1B is an employment status for temporary employment in the U.S., allowing international citizens to work in specialty jobs that require skills and knowledge achieved through a baccalaureate or higher degree. If your employer would like to sponsor you for a n H-1B visa, start the process as soon as possible! The number of available visas have reduced considerably over the past few years.

Resources for information on the H-1B

U.S. Department of Labor

dol.gov/agencies/whd/immigration/h1b

The Department of Labor is a Federal agency which exists to promote the welfare of job seekers, workers, and retirees.

U.S. Citizenship & Immigration Services

uscis.gov/working-united-states/temporary-workers/h-1b-specialty-occupations-dod-cooperative-research-and-development-project-workers-and-fashion-models

Responsible for the administration of immigration and naturalization adjudication functions and establishing immigration services, policies, and priorities.

Interstride

[Interstride.com](https://interstride.com)

Log in with your UGA email and password and click on “Visa Insights.”

Cultural Vistas*

culturalvistas.org

Practical Training information for international students and non-U.S. citizens seeking career-related experience.

International Student*

internationalstudent.com

Immigration information as well as extensive job search and graduate school resources.

My Visa Jobs*

myvisajobs.com

Extensive reports on companies applying for H-1B visas.

*These three websites are external, commercial sites and the University of Georgia cannot vouch for the accuracy of their information.



Career Readiness Skills

Employers and graduate programs want individuals who know how to use their talents, strengths, and skills. Career Readiness skills are competencies that broadly prepare college graduates for a successful transition into the workplace. *Adapted from the National Association of Colleges and Employers*

Critical Thinking/Problem Solving — Exercise sound reasoning to analyze issues, make decisions, and overcome problems. The individual is able to obtain, interpret, and use knowledge, facts, and data in this process, and may demonstrate originality and inventiveness.

Oral/Written Communication — Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization. The individual has public speaking skills, is able to express ideas to others, and can write effectively.

Teamwork/Collaboration — Build collaborative relationships with colleagues and customers. The individual is able to work within a team and can manage conflict.

Digital Technology — Leverage existing digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals. The individual demonstrates effective adaptability to new and emerging technologies.

Leadership — Leverage the strengths of others to achieve common goals and use interpersonal skills to coach and develop others. The individual is able to assess and manage their and others' emotions; use empathetic skills to guide and motivate; and organize, prioritize, and delegate work.

Professionalism/Work Ethic — Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, and time/workload management. The individual demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind, and is able to learn from their mistakes.

Career Management — Identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position desired and career goals, and identify areas necessary for professional growth. The individual is able to navigate and explore job options, understands and can take the steps necessary to pursue opportunities, and understands how to self-advocate for opportunities in the workplace.

Global/Intercultural Fluency — Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions. The individual demonstrates openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people, understanding individuals' differences.



Market Your Skills

Knowing that **Global/Intercultural Fluency** is a valued skill in the job market, how can you market your skills to an employer?

For example, skills you possess could include:

- Communication
- Problem-Solving
- Self-Reliance
- Language Skills
- Courage
- Adaptability
- Initiative
- A Unique and Diverse Perspective

Sample Marketing Statements:

“I am not as familiar with Cloud technology, but I am a very quick learner. In fact, when I decided to come to the United States, I was able to learn fluent English in just a year.”

“I persevere through difficulties to achieve my goals. For example, I knew I wanted to study here at UGA. It was challenging to navigate the complicated paperwork, find funding, and prepare for the cultural shift I knew I would experience, but I had set my mind to the goal. I gained skills in problem-solving and adapting because of this experience.”

“I recently read that your company is thinking of expanding into the South American market. As a native Argentinian, I know the language and culture of the customers you are wanting to attract. I think my background would make me a natural fit.”

Your Turn

Use the space below to identify a skill you possess and the experience you have that grew this skillset. Then, write a statement you could use when speaking with an employer.

Skill: _____

Experience: _____

Statement: _____

Skill: _____

Experience: _____

Statement: _____

Online Resources

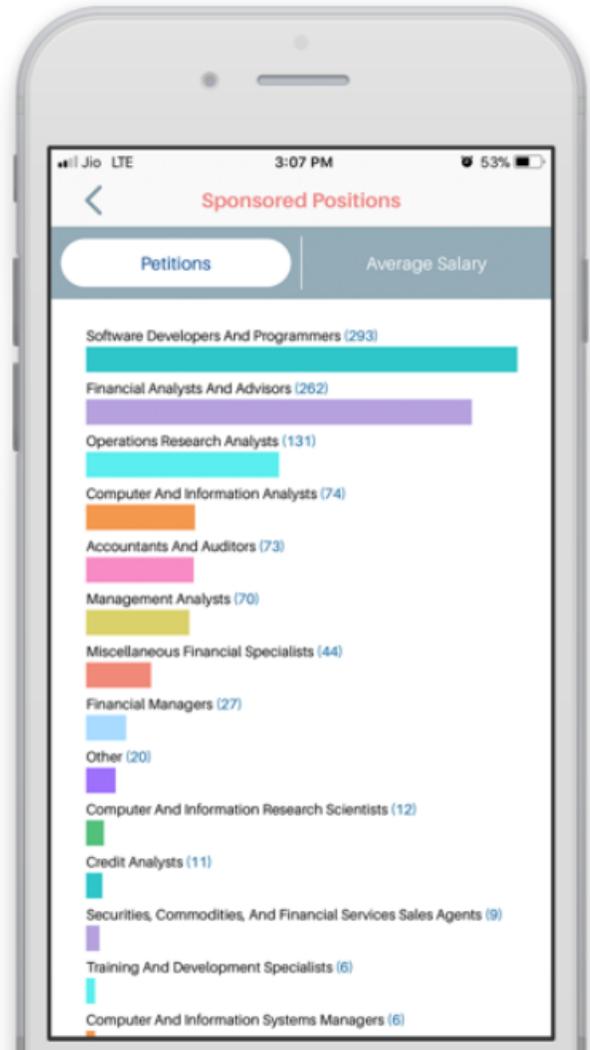
Job searching as an international applicant presents its own unique challenges, but the University of Georgia Career Center is here to help. There are many event-based opportunities offered, such as the Arch Ready Professionalism Certificate, Intern for a Day, and Career Fairs, but see below for resources that are always readily available to you at the click of your mouse!

Interstride - Interstride (pictured) is the one-stop-shop for job searching as an international student! Interstride contains informational videos to increase your knowledge on job searching, and provides you with up-to-date information on visas and immigration, customizable checklists, career insights, and an online job board. This platform is an excellent way to be intentional, organized, and efficient in your job search. Access the platform via [Interstride.com](https://www.interstride.com) or by downloading the Interstride mobile app.

Video Series for International Students - This 3-part video series provides you with some tips, resources, and support during your job search. Located on the [UGA Career Center's YouTube page](#), check out these 20 minute long videos on Job Searching, Interviewing, and Professionalism. These video tutorials have captions available.

Career Guides - The go-to resource for all students is the UGA Career Guide. You can pick up a copy of the guide in print at the Career Center, but you also have access to the PDF version on the Career Center website at career.uga.edu/resources/career_guides. Be sure to check out the page titled "International Student Employment FAQ." In the same online location, you can find the Graduate Student Career Guide and the Finding Your Career Fit Guide as well, which provide more information on various career-related topics.

UGA Diversity Resources - On the Career Center website, career.uga.edu/resources/diversity_resources, you will find numerous job search and professional development resources for diverse applicants. Information includes diversity internship programs, how to find diverse employers, campus resources, and events.





Resumes & CVs

A resume is a tailored document highlighting a person’s education, work experience, and skills. It is a summary of qualifications for a job, internship, scholarship, or other opportunity, and should be considered a marketing tool.

For a resume template, visit the Career Center website at career.uga.edu/resumes.

In many countries, curriculum vitae (CV) is the preferred term for this document. In the U.S., resumes and CVs have different purposes.

Differences Between Resumes and CVs	
Resumes are used when seeking employment in industry	CVs are used in educational and research settings and include information on research, publications, conferences, fellowships, & grants
Resumes are brief in design and are usually only one page	CVs are more detailed and are usually several pages in length
Resumes are targeted and only relevant information is listed	CVs are intended to be complete records of professional work
Resumes do not include references—the references are listed on a separate document	CVs may include references as the last category or references may be listed on a separate document

What NOT to Include:

There are many similarities for resumes across the world, but these are a few things to leave **OFF** a U.S.-style resume:

- Marital Status
- Age/Birth Date
- Visa Status
- Social Security Number/Identification Numbers



Preparing Your CV

Typical CV Categories

- **Personal/Contact Information:**
 - Name, address, phone number, and email address
- **Academic Background**
 - List all academic degrees beginning with the degree in progress or most recently earned. Include name of institution, city and state/country, type of degree, area of concentration, month and year of graduation. You may also include thesis/dissertation information here.
- **Professional Licenses/Certifications**
- **Academic/Teaching Experience**
- **Technical and Specialized Skills**
- **Related/Other Work Experience**
 - List of positions related to the work sought. Include company name, position title, city and state/country, and dates worked. Also include a brief description of your activities/duties using bullet points. List positions in reverse chronological order with the most recent position listed first.
 - Break your experience into categories such as work experience, volunteer work, community involvement, etc.
- **Professional/Academic Honors and Awards**
- **Professional Development (conferences, workshops, etc.)**
- **Research/Scholarly Activities**
- **Grants**
- **Academic/Research Interests**
- **Academic Presentations**
- **Professional Association Membership**
- **Abilities/Skills**
 - Include language skills here!
- **Volunteer Work**
- **References**



CV Example

Sonny Montgomery

123 Winding Way Athens, GA 30602
smontgomery@uga.edu - 706-592-0000

EDUCATION

University of Georgia

Doctor of Philosophy, Crop and Soil Science

Dissertation: An examination and comparison of plant genomics in rural Georgia in 1865 and 2009.

Chair: Dr. Plant, Department Head of Crop & Soil Science

Athens, GA

May 2017

The University of Florida

Master of Science in Turfgrass Management

Thesis: Turfgrass breeding for drought and salinity tolerance in Bermuda grass.

Gainesville, FL

May 2013

The University of Tennessee

Bachelor of Science in Environmental and Natural Resources

Knoxville, TN

May 2011

RESEARCH EXPERIENCE

Department of Crop and Soil Science, University of Georgia

Research Assistant

Athens, GA

May 2014 - Present

- Collect, organize, and analyze data on tree growth and health, insect defoliation, atmospheric deposition, precipitation, soil physical and chemical properties, tree mortality, and forest management
- Develop GIS models of sugar maple decline across Georgia utilizing various geostatistical methods
- Conduct or supervise all field work and analytical lab work (physical and chemical soil properties)
- Organize summer field program for 10+ master's level plant pathology students
- Elected to represent the departmental interests during monthly Graduate Student Association meetings

Graduate Assistant

May 2013 - June 2014

- Investigated insect defoliation, population, land use, and atmospheric deposition for watersheds
- Maintained field equipment and monitoring stations with CR-10 data loggers and FW-1 liquid level recorders at five remote watershed sites as part of an EPA long term monitoring study
- Synthesized results from stream gaging stations into an annual data report for the U.S. Environmental Protection Agency
- Collected monthly and storm event water samples for stream chemistry analysis
- Analyzed data using uni- and multivariate statistics in SAS, JMP, SPSS, Matlab, SigmaPlot

TEACHING EXPERIENCE

Soils and Soil Fertility

Department of Crop and Soil Science, University of Georgia

Athens, GA

May 2016 - Present

- Prepare laboratory and field equipment
- Create, revise, and present introductory laboratory lectures, lab manual sections and 5 quizzes
- Guide undergraduate and graduate students through field and laboratory exercises
- Assign and grade weekly scientific laboratory

Crop Science and Production

Department of Plant Sciences, University of Georgia

Athens, GA

June 2016 - Present

- Coordinate bi-weekly lectures, laboratory assignments, and field trips
- Course integrates perspectives on physical, biological, and chemical aspects of soil management and interactions between soil, water, organisms, and chemical inputs



CV Example (Continued)

Sonny Montgomery

smontgomery@uga.edu, 706-592-0000, Page 2

Management of Arid and Salt Affected Soils

Department of Soil, Water and Environmental Science, University of Florida

Jan. 2012-May 2013
Gainesville, FL

Advanced Crop and Soil Sciences

Department of Soil, Water and Environmental Science, University of Florida

Jan. 2012-May 2013
Gainesville, FL

PUBLICATIONS

Montgomery, S., R.L. Smith, S.A. Staggenborg, R.W., & Coulibaly, A. (2017). Predicting yield prospects for the 2008 Georgia grain sorghum crop based upon soil moisture levels prior to planting. *Transaction of the Kansas Academy of Sciences*, 94 (1), 58-66.

Montgomery, S. and K.D. Johnson (2016). The influence of pollination pattern upon intrapancile caryopsis weights in rice bicolor (L.) Moench. *Crop Science*, 33, 549-555.

Montgomery, S., R.L. Smith, and K.D. Johnson (2016). Caryopsis weight patterns within rice. *Crop Science*, 33, 543-549.

CONFERENCES & WORKSHOPS

- Regional Scientific Workshop on Land Management for Carbon Sequestration in West Africa.
- Palais de Congres in Bamako, Mali. February 26-27, 2017.
- Institutional Innovations and Development of Technologies for a Decentralized Natural Resource Management. Palais de Congres in Bamako, Mali. February 24-26, 2017.
- In Situ Measurement Group's Working Meeting. NASA Carbon from Communities Project.
- February 10-13, 2016. Beltsville, Maryland, USA.
- Impact Assessment of Agricultural and NRM Research Workshop. September 12-13, 2015, Washington D.C., USA.
- Research Synthesis Conference: "Capturing Lessons & Looking Forward". SANREM CRSP – November 28-30, 2015, Athens, Georgia.
- Staff Development Training in ACCESS Series – Relational Database, Forms, Filters, Switchboards, Queries and Reports. Washington State University Human Resources Services, Pullman, Washington. October 2014.

GRANTS & FUNDING

- 2017 NASA Travel Grant. University of Minnesota composting school. \$750.
- 2016 University of Georgia Conard Fund Grant- composting and the effect on soil development. \$2,500.
- 2015 University of Georgia Professional Development Fund Grant- composting and the effect on soil development. \$2,500.
- 2013 National Science Foundation-WV EPSCoR and University of Georgia- equipment grant for an atomic adsorption spectrophotometer. \$27,000.

PROFESSIONAL ORGANIZATIONS

- American Society of Agronomy 2017-Present
- Soil Science Society of America 2017-Present
- International Soil Science Society 2015-Present

HONORS & AWARDS

- John C. Adams Teaching Assistant Award 2017
- North American Colleges and Teachers of Agriculture (NACTA) 2017



Researching Employers

As part of the process of finding the right places for employment, it is to your advantage to practice your research skills to locate companies or organizations.

Many international students decide to find internships and jobs in the U.S. One tip is to look for foreign companies with operations in the U.S. These companies may be more open to hiring diverse candidates. Additionally, you can use the H-1B resources or Handshake to find potential employers.

Handshake

Handshake is a great resource to find employers who are willing to sponsor international candidates!

- Visit uga.joinhandshake.com
- Make sure your profile is up to date with your major, graduation year, and GPA in your “primary education” section
- Select “Jobs” at the top of the page
- Select “Filters”
- Utilize the “Work Authorization” filters
- Find an employer you like? Click “Employers” to find out more about this company

Diversity Inc. Top Employers

Each year, Diversity Inc. releases a list of the top companies for diversity in categories including:

- Workers with Disabilities
- LGBT
- Global Diversity

Check out the list at diversityinc.com

Challenges for Students

Hiring Complexities — After international students complete the optional one year of practical training, employers must sponsor them to obtain an H-1B visa to continue employment. Hiring an international student is more complex and often less familiar process to many U.S. employers than hiring a domestic student. **Research the H-1B visa sponsorship requirements so you may help educate employers.**

Commitment — Some employers fear international employees will return to their home country after the employer has invested time and money, hiring, training, and possibly sponsoring the international student. **Show that you are ready for a career with the company. Demonstrate how you are an asset to the company’s overseas locations and operations.**

Animosity — Some companies assume it would just be easier to hire a domestic student. **Be able to demonstrate how your skills and knowledge will be an asset to the company. Also, research diversity and its benefits in the workplace, and target companies that have a record of valuing diversity.**



Networking

Networking means establishing relationships with professionals in your fields of interest for the purpose of making contacts and sharing information for personal or professional gain. Students can network through their current relationships and ready-made networks, such as professional organizations, religious organizations, social organizations, and UGA Alumni. Meet with your Career Consultant to create a networking plan!

Ways to Network

Face-to-Face

- Talk to people you know well and let them know your purpose for networking
- These initial contacts will lead to meetings with secondary contacts
- Have a list of questions to facilitate the conversation

Phone Call

- Always clearly identify yourself, the reason you are calling, and give the name of who referred you, if applicable
- Suggest a follow-up conversation by phone, face-to-face, or email

Email

- Use this method if you are familiar with the contact and know their organization's culture is email-friendly
- Do not send a message that is overly casual
- Do not start an email with "hey!" Instead, use "Dear Mr./Ms. [last name]."
- Include a signature with your name, major, and contact information

Online

- Find a UGA alumni mentor! Visit mentor.uga.edu to find a mentor. Use filters to narrow down to options who match what matters most to you.
- Check career.uga.edu/calendar for UGA Virtual Networking Hours with alumni and/or industry professionals.
- Build a profile on LinkedIn and make connections with individuals in your industry. Talk to your Career Consultant about networking tips and tricks on LinkedIn.

Message Template

Dear Mr. Liu,

I am currently a senior biology major at UGA hoping to enter the medical research industry, and I noticed that you are also a UGA alumnus with experience in this field. I would love the opportunity to connect with you and learn more about your career path. Thank you!

Sincerely, Kevin Ngyuen



Informational Interviews

An “informational interview” is a conversation with a professional in your desired company or career field of interest. They may also be useful in a graduate school search as you seek to find the best program fit. Informational interviews can help you build your network, tap into the hidden job market, and learn unpublished details about a specific company, organization, or school. Consider following the guidelines below:

Preparation

1. Identify a professional to contact in a career field of interest to you.
2. Request a conversation, typically sent via email or LinkedIn message.
3. Prepare questions for the informational interview.
4. Pay close attention to the time so that you can respect the professional’s schedule.
5. Thank the individual for their time and insight.

Sample Questions

1. How did you get started in this field?
2. What is your educational background?
3. What are your major responsibilities?
4. What is the most rewarding aspect of your career? What are some of the challenges?
5. What is a typical day like?
6. What is the most common entry-level career path to get to where you are?
7. What type of individual (skills, characteristics) seems to do well in this field?
8. What can I be doing now as an undergraduate student to prepare for this career?
9. How would you describe your work environment/company culture?
10. Could you recommend anyone else I should contact?

How to Find Alumni for an Informational Interview

You can find many UGA alumni using the LinkedIn Alumni Tool. To access this tool, go to [LinkedIn](#) and take the following steps:

1. Search “The University of Georgia” in the search bar and select the UGA official page.
2. On the left side of this page, click on “Alumni”
3. Use the filters to narrow down the options (Where they work, what they studied, etc.)
4. Scroll down to see the alumni LinkedIn suggests
5. Click on “Connect” and then “Add a Note” to request an informational interview.

Sample LinkedIn Message

“Dear Taylor: I’m Swarthy, a sophomore at UGA. I am considering a career in marketing and saw that you are a Marketing Specialist. I would love to learn more about this career option from a UGA grad who’s currently living it. Would you be open to a short phone conversation?”



Top Interview Tips

Interviews can take place over the phone, on campus, or on-site at the company's location. No matter what the circumstances, their purpose remains the same: to find the best candidate for a position.

Research the Company or School

View the company website, attend information sessions, and do some internet searches on the company to learn about their values, product, and recent news. Develop a few statements or questions to highlight the research you've done.

"When I was researching your company, I saw that you have monthly community service days. Giving back to the community is something that I value as well."

"I saw in the news that your company has grown twice its size in the last 5 years. What do you think most attributed to this growth?"

Appearances Matter

Business professional is expected for most interviews. Wear a business suit, neutral-colored shirt, and conservative shoes and accessories. Make sure to practice good hygiene and be well-groomed. Also be aware of your body language by maintaining a confident and friendly demeanor.

Make a Good First Impression

Arrive 10-15 minutes early (tardiness is frowned upon in the U.S.) with extra copies of your resume.

Use the STAR Technique

Examples help back-up your answers with evidence. When asked a behavioral question, tell the interviewer an example of a relevant **S**ituation, your **T**ask in that situation, your **A**ction, and the **R**esult of that action.

Have Questions Prepared

It is important to always ask questions. Try not to ask questions that could be found by looking on the website. Consider asking about next steps in the process. These questions are not the time to ask about salary or compensation. A good strategy is to ask questions that highlight your qualifications.

"As you may have seen on my resume, I was the Treasurer for a multicultural student organization. Diversity is really important to me. In what ways does your office promote diversity?"

Thank the Interviewers

Make sure to get their contact information to follow-up with a thank-you email or note.

Dress for Success

More than 70% of your first impression is what people see. Make a good impression by dressing professionally! Bring a professional briefcase, bag, or folder to carry extra copies of your resume, keys, pens, and breath mints. If you are unsure about what is considered appropriate, it is best to dress conservatively for the first impression.



For additional examples and inspiration, find the Career Center on [Pinterest](#) for both business casual and business professional samples.



Business Professional

- Suits in neutral colors (black, grey)
- Dress shoes should be low-heeled and closed-toe
- Use simple accessories and wear neat, simple makeup
- Limit perfume or cologne
- All clothing should reflect a neutral color palette



Business Casual

- Blazers are a good business casual item
- Buttoned shirts, blouses, and collared shirts are acceptable
- Ties are generally not necessary
- Dresses and skirts should be knee length
- Business casual allows you to add a bit of color and variety to your outfit





U.S. Workplace Etiquette

Greeting

- Greetings involve a minimal amount of physical contact. A firm, quick handshake with a smile and direct eye contact is typical. Do not kiss co-workers or strangers on the cheek as a greeting.
- In the U.S., it is important to maintain personal space. Americans typically do not like to be in close proximity to others, so it is best to keep an arms-length away when talking or standing near someone else.
- Conversations begin with small talk that may seem personal. This is not meant to be interpreted as invasion of privacy. Topics may include a person's job, favorite movies, the weather, etc.
- Using a title (Dr., Mr., Mrs., Ms., etc.) followed by the last name is considered appropriate and shows respect. Once acquainted, a person may give you permission to call them by first name.

Work Expectations

- The working week is usually Monday–Friday, 8:00am to 5:00pm. Longer hours may be expected.
- Being on-time is important in most work environments.
- In a business environment, some people are persistent and will likely not hesitate to disagree with you.
- Money is a key priority in many decisions.
- Innovation tends to prevail over tradition.
- Being on social media while at work is often considered inappropriate.

Dining

- It's perfectly acceptable to refuse food or drink. The host will rarely consider it rude.
- Speaking with food in your mouth, licking your fingers, eating off the plate of another, and slurping is considered rude.
- Tipping your server is expected, usually 20% of the bill.
- Lunch is typically one hour. When dining with others, usually you pay for your own meal.

Work Relationships

- Giving personal gifts (fragrance, clothing) or commenting on someone's appearance (even if it is a compliment) could be considered inappropriate.
- Americans tend to adopt metaphors in daily conversations, usually sports references (“Touch base”, “Ballpark figures” and “Game plan”).
- Generally, Americans like to laugh and enjoy talking with people with a sense of humor. Appropriate jokes are usually welcome.
- Business cards are exchanged if you wish to contact that person later on.
- Avoid discussing religion or politics with those you do not know well. Do not make ethnic, racial, or religious jokes. It is best to avoid controversial topics such as abortion or sex discrimination.
- Americans are often uncomfortable with long periods of silence.
- Continuing to do something else (like being on your phone or computer) when in a meeting or speaking to someone is often considered disrespectful.



Additional Departments

These offices aim to answer questions and provide assistance with your academic, personal, and professional development. Please take advantage of these departments and visit them often!

Office of Global Engagement (OGE)

oge.uga.edu | globalengagement.uga.edu/contact/directory | (706) 542-2900

- Includes Global Education, Immigration Services, International Initiatives, UGA Residential Centers
- Assists in areas of immigration matters, health insurance, related administrative details of international exchange, and Education Abroad.
- International students should contact Immigration Services with immigration questions. This may include work authorization, graduation, enrollment matters, and more. Immigration Services offers many advising options for students. These options include appointments, drop-ins, and virtual advising. Visit is.uga.edu to schedule a meeting.

International Student Life Office (ISL)

isl.uga.edu | isl@uga.edu | 706-542-5867

- ISL offers a variety of services and programs to benefit the UGA international student population. ISL works to incorporate opportunities for involvement on campus, personal and academic assistance, and professional and leadership development.
- Services include: Housing and off-campus living assistance, non-resident tax program, cultural adjustment and advising, Global Friends mentoring program, conference travel opportunities, student organizations, and committee involvement opportunities for the International Street Festival.

Division of Academic Enhancement (DAE)

dae.uga.edu | tutor@uga.edu | 706-542-7575

- Offers assistance in a variety of academic areas including tutoring, writing tutoring, and conversational ESL.
- To make an appointment, visit the DAE website, dae.uga.edu, and click on “Find a Tutor” or “Find a Coach.”