**WORKING IN THE U.S.**

**Job list online for both on and off-campus jobs**

**CAREER CENTER**

**Mock interviews**

**Resume and cover letters**

**Assistance with identifying internship opportunities.**

**WORKING IN THE U.S.**

**Show up on time**

**Understand expectations**

**No cell phone use or social media**

**Follow the dress code**

**Know procedure to call in sick**

**FERPA/HIPPA protect privacy**

**When working on campus, all F1 and J1 students may work:**

**20 hours/week during school**

**40 hours/week during break**

**Visit www.gvsu.edu/studentemploy**

**Students are eligible for “Student Assistant” or “Graduate Assistant” positions**

**To work off campus, contact PIC**

**All International Students must file taxes by April 15th**

**Padnos International Center: Telephone number: 616-331-3898** [www.gvsu.edu/pic](http://www.gvsu.edu/pic)

**Student Employment: Telephone number: 616-331-3238** [www.gvsu.edu/studentemploy](http://www.gvsu.edu/studentemploy)