This leaflet is designed to introduce international students to the facilities offered by the Imperial College Careers Service. By ‘international students’ we mean those who are not citizens of a member state of the European Economic Area.

Much of the material in the Careers Information Room is appropriate to you as well as home students, so you are very welcome to browse and take any copies that are ‘free to take away’.

There is an ‘International Students’ section located in the Careers Information Room. As a start, it is worth looking through the information there.

What follows is a guide to sources of information that will enable you to make informed decisions about whether to work in your vacations or whether to pursue permanent work in the UK after your studies.

USING THE CAREERS INFORMATION ROOM
The Information Room is open between 10:00 and 17:15, Monday to Friday. Information is divided into various areas:

• A Careers Library, with sections on ‘exploring your options’, ‘exploring occupations’, ‘company information’, ‘working abroad’, ‘further study’, ‘applying for jobs and courses’
• Take away information
• Reference files
• Periodicals and journals
• Computer resources
• DVDs
• A study area where you can research career options and use the resources available

If you need any assistance using the information room, please ask a member of staff. There is also extensive information for international students on our website www.imperial.ac.uk/careers/ug/international

REGISTER WITH JOBSLIVE
In order to get the most out of the Careers Service, it is essential to register with JobsLive (the Careers Service jobs & events system). You will need to register your profile, which includes entering your contact details, what sort of work you are interested in, and specifying your email settings, to ensure that you are alerted when we receive job vacancies that match your requirements.

Registering with JobsLive will also ensure that you are kept up to date with the latest events, job vacancies and news from the Careers Service. You can also book appointments to see a Careers Consultant, every day between 10:00 and 17:00 (book online from 07:00 on the day that you want to see someone).

GETTING PERSONAL ADVICE
Professional Careers Consultants are available at various times to help you with any aspects of career planning, including:

• Identifying possible careers
• Finding potential employers
• Writing your CV (curriculum vitae)
• Completing application forms
• Interview skills
• Further study & training
• Any other careers related queries that you may have

You can book Careers Consultations as follows:

• 20 minute appointments are bookable on the day from 07:00 via JobsLive on the Careers website. These short discussions are suitable for CV or covering letter checks or any other quick assistance you might need.
• 40 minute appointments are bookable in person or by telephoning us on 020 7594 8024. These are suitable for longer, more in-depth discussions. Note: Undergraduate students must have a 20 minute discussion before attempting to book a 40 minute consultation during the autumn term, when demand is very high.

If you need help in the Information Room, specialist information staff can advise you. Ask at the Information Desk, where you can also get your final CV or cover letter checked (usually after you have made corrections following a 20-minute consultation). Simply drop in on the day and sign up – no appointment is needed for the final check.

WHAT WE CAN AND CANNOT DO FOR YOU
What we can do for you -

• Provide individual guidance about career options
• Advertise job vacancies for graduate jobs, internships and other opportunities on behalf of employers
• Provide information about careers, job sectors and further study to assist with your own research
• Check CVs, applications and covering letters with emphasis on structure, layout and content, and provide feedback on a one-to-one basis, including highlighting occasional typos
• Help students identify next steps for job hunting in the UK in the context of an overall strategy
• We provide an independent, free and unbiased service

What we cannot do for you -
• Tell people what job they should do
• Find specific jobs for students and/or match students up with employers
• Produce specific lists of employer addresses for individual students
• We will not produce a CV for you, and neither will we correct spelling or grammatical errors, if these occur frequently throughout your document(s). If you need help we this, ask a fellow student or a friend whose first language is English
• Make applications on behalf of individuals
• We do not give preferential treatment or make specific recommendations to students or to employers.

FURTHER INFORMATION

Please note that the Careers Service is not authorised to give you personal advice about work permits or your eligibility to stay in the UK. For this, please contact the following sources for advice:

• The International Student Support team -
  http://www.imperial.ac.uk/study/international-students/visas-and-immigration
  The International Student Support team provides a range of services to international students, including support and preparation for students before their arrival and during their studies, as well as visa and immigration advice on student visas and work options available after study.

• The UK Council for International Affairs (UKCISA) -
  www.ukcisa.org.uk
  The UKCISA is the UK’s national advisory body serving the interests of international students. In particular they publish up-to-date handouts about working in the UK during and after your studies.

• UK Visas and Immigration -
  www.gov.uk/government/organisations/uk-visas-and-immigration
  UK Visas and Immigration is part of the British Government, and is responsible for managing the UK’s border controls and dealing with any aspects of migration in the United Kingdom. Applications for permission to enter or stay in the United Kingdom, citizenship and asylum are made to them.

• Prospects -
  www.prospects.ac.uk
  Prospects has useful information about coming to the UK to study, and work and study opportunities for those already in the UK. It also contains a comprehensive international graduate jobs database.

• Going Global -
  www.imperial.ac.uk/careers/resources/
  Going Global is an online resource with over 30,000 pages of information about work permit/visa regulations, résumé writing guidelines and examples, employment trends, salary ranges, networking groups, cultural/interviewing advice, corporate profiles, job vacancies and more. You can access this via the careers website, using your Imperial log in (the Careers Service has a subscription for the full version)

For information on the disclosure of disability or specific learning difficulty such as dyslexia please see information on the Careers Service website:
  www.imperial.ac.uk/careers/disclosure