



VIU Career Center Student Profile

Date: _____

PLEASE WRITE CLEARLY SO WE CAN READ IT

Personal Information

Last Name _____ First Name _____ Middle Initial _____

Permanent Address Street _____ City _____ State _____

Country _____ Postal / Zip Code _____ Phone _____

Current Address Street _____ City _____ State _____

Country _____ Postal / Zip Code _____ Phone _____

VIU Email _____ Personal Email _____

Country of Birth _____ Country of Citizenship _____

Country of Legal Residence (Not US unless you have citizenship or Green Card) _____

Status (Check ONE Only) US Citizen _____ Green Card _____ Visa type _____ Other _____

Emergency Contact

First Name _____ Last Name _____

Relationship _____ Street _____ City _____

State _____ Country _____ Postal / Zip Code _____

Phone _____ Email _____

Enrollment

First semester (ex: Spring 2012) _____ Graduation semester _____

Program _____ Major _____ Last GPA _____

Language

Language 1 _____ Circle: Native / Advanced / Intermediate / Beginner

Language 2 _____ Circle: Native / Advanced / Intermediate / Beginner

Language 3 _____ Circle: Native / Advanced / Intermediate / Beginner



VIU Career Center Student Profile

Date: _____

Semester Eligible for CPT (F1 Students)

ONE ONLY Fall (Write Year) _____ Spring (Write Year) _____

Summer I (Write Year) _____ Summer I (Write Year) _____

Check off What you Have Done to Get a Job/Internship

2 Semesters Before CPT

- ___ Wrote a resume
- ___ Wrote a cover letter
- ___ Saw Career Center for resume and cover letter review
- ___ Read about CPT courses in your department
- ___ Learned from DSO when you are eligible for CPT
- ___ Saw Career Center for information on CPT (Get and read CPT quick guide & FAQ handouts)
- ___ Completed prerequisites for CPT course

1 Semester Before CPT

- ___ Completed prerequisites for CPT course
- ___ Saw Career Center for CPT application package
- ___ Saw Career Center for internship search tools / resources
- ___ Completed CPT application package

During CPT

- ___ Signed up for CPT course (during registration period for CPT semester)
- ___ Completed internship hours (45 for 1 credit CPT / 135 for 3 credit CPT)
- ___ Handed in hour log and assignments to department advisor throughout the semester
- ___ Handed in hour log and program evaluation to Career Center at the end of the semester
- ___ Saw DSO for information about OPT

What Kind of Job/Internship do you Want?

Business

- ___ Finance
- ___ Accounting
- ___ Human Resources
- ___ Healthcare
- ___ Marketing / Advertising
- ___ International Business
- ___ Small Business Management
- ___ Global Logistics
- ___ Hospitality

Information Technology (IT)

- ___ Project Management
- ___ Networking
- ___ Database & BI
- ___ Programming
- ___ _____
- ___ Web Development
- ___ _____

TESOL / Education

- ___ Teaching
- ___ Teacher assistant
- ___ Language tutoring
- ___ Instructional Materials
- ___ Test development
- ___ Program Administration
- ___ Editing publications
- ___ Research (Education/language)