

# Marquette University

## Career Guide for Undocumented Students

### Career Development

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Career Development is a unique, life-long process that continually evolves over the course of your lifetime. It begins with acquiring self-knowledge then moves into exploring the world-of-work by learning about a variety of work environments. Gaining career-related skills and knowledge through experiences outside of the classroom helps with decision-making and skill development. Career Development includes learning how to move from where you are now to where you want to be. It is different for everyone.

Career Development is different for everyone but undocumented students face a special set of challenges in their career journeys. As a Catholic, Jesuit institution, it is central to our identity to strive for a more just world—one in which all of God’s children can flourish. The career services staff, along with the Marquette community, are here to offer support to undocumented students navigating the career search.

**Career Counselors help facilitate Career Development**

### Meet with a Career Counselor

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Whether you know your exact career path or are completely unsure of what you will do after graduation, the Career Services Center can assist you. Meeting with a Career Counselor can help you form educated decisions about your major choice and identify career possibilities through the process of getting to know yourself and the world-of-work. Career Counselors can also assist with, but are not limited to, resume and cover letter development, strategies for obtaining an internship or job, practice interviewing, salary negotiation, graduate school decision making and preparation, post-graduate services consideration, and other career concerns.

You may schedule an appointment online by logging in to your Handshake Account ([marquette.joinhandshake.com](https://marquette.joinhandshake.com)) or by calling 414-288-7423 during business hours.

# Career Exploration and Decision Making

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Meeting with a career counselor when exploring careers and making decisions can be helpful. Be sure to consider the following when making your career choices.

- **Interests:** An interest is something on which you like to expend energy. Understanding interests can help you think about the types of work-related activities you might find enjoyable. So, how do you go about determining interest? Think about what you like to do in your spare time. What kinds of activities are you drawn to?
- **Skills: Identifying and Demonstrating Your Skills:** By making a list of skills, you can begin to recognize more career influences. Skills refer to personal attributes, talents, or abilities that you bring to a job or that you acquire by doing a job or by some form of learning. So, how do we go about determining skills? Ask your friends and family members what they think your strengths are. Think about past evaluations from positions you have held in the past.
- **Values: Clarifying Your Work Values:** Work values are those qualities that differ with jobs and organizations. Qualities such as working with people, working with things, working with data, or working with ideas. Solving complex problems, selling ideas, being persuasive, working outdoors, indoors, etc.
- **Employment qualities:** Though it's important to consider whether you have an interest or skill that fits with a career choice it's equally important to look at the demand or job outlook. Can you find information that will help you determine if will there be job openings when you graduate? It is also important to consider your potential earnings for a career. A common practice is to **not** owe more in student loan debt that you will make in your first year as a professional; consider starting salary, mid-level salary, and top-level salary.
- **Workday qualities:** Consider how this profession fits into your anticipated lifestyle. Does this professional allow for work/life balance? Are flexible hours possible? What are expected working hours per week?
- **Special Considerations for Undocumented Students:** Undocumented students must consider additional issues such as:
  - Are any of the following required? If so are there citizenship challenges to any of them?
    - Clinical Placements
    - Practicums
    - Licenses
    - Certifications
  - Is out-of-country travel required?
  - Can this profession work as an Independent Contractor or under a Limited Liability Company? In other words, considering careers that allow you to start your own business or be your own boss is a very good option.

## Finding Support

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It can be helpful to connect with other students and alumni who have been through the hiring process and found opportunities. You can learn strategies from their experiences that may help in your own process. There are student-led initiatives at Marquette University that can help you connect with other undocumented students and their allies, as well as national groups.

- Involvement in Student Organizations
  - Latin American Student Organization:
    - <https://marquette.collegiatelink.net/organization/LASO>
    - <https://www.facebook.com/LasoMarquette/>
  - Intercultural Engagement Dreamers Discussion Group
    - Closed Group: Contact Center for Intercultural Engagement Director, Eva Martinez Powless, for more information
  - Solidarity in Action
    - <https://marquette.collegiatelink.net/organization/sia>
    - <https://www.facebook.com/SIAatMU>
- Campus Resources and Administrators:
  - Undocumented Student On-Campus Support and Allies: <http://www.marquette.edu/diversity/undocumented-student-support.php>
  - Undocumented Student Resources at Marquette University: <http://www.marquette.edu/diversity/undocumented-student-resource.php>
- Local Resources and Support
  - Voces de la Frontera: <http://vdlf.org/>
- National Resources and Support
  - UndocuUndergrads National Network: <https://mydocumentedlife.org/undocugrads-national-network/>

## How to Get Experience

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The best way to prepare for life after graduation is to find experiences that will allow you to develop skills you can apply in the workplace. Whether it is a paid or unpaid position, it is important to choose experiences that help you explore your interests and fit with your career goals.

**Skill-building experiences may include, but are not limited to, the following activities:**

- **Internships**
  - Internship postings locally, regionally, and nationally through your Handshake Account ([marquette.joinhandshake.com](http://marquette.joinhandshake.com))
  - Additional College resources:
    - College of Arts & Sciences: <http://www.marquette.edu/arts-sciences/internship/index.php>
    - College of Business Administration: <http://business.marquette.edu/career-center/internships>
    - College of Communication: <http://diederich.marquette.edu/COC/Internships.aspx>
    - College of Engineering: <http://www.marquette.edu/engineering/industry-relations-index.php>
    - College of Health Sciences: <http://www.marquette.edu/biomedical-sciences/internship-opportunities.php>
  - Internships found at My Undocumented Life: <https://mydocumentedlife.org/category/internships/>
- **Fellowships** found at My Undocumented Life: <https://mydocumentedlife.org/?s=fellowships&x=0&y=0>
- **Research Opportunities**
  - There are many undergraduate research opportunities for university students. Search your academic department's website for research opportunities.
  - Regional and national research organizations and universities offer summer research opportunities. Search your academic field's professional associations for research opportunities. Speak with your family advisor about recommended organizations.
- **Volunteering** through Milwaukee-area organizations: <http://www.marquette.edu/servicelearning/volunteers.shtml>
- **Community Service** through the Center for Community Service: <http://www.marquette.edu/osd/service/>
- **Service Learning** through the Service Learning Program: <http://www.marquette.edu/servicelearning/index.shtml>
- **Involvement in Student Organizations**, check out all Marquette University offers: <https://marquette.collegiatelink.net/organizations>

## **Finding Support for Unpaid Internships**

As an undocumented student, you may also be managing financial stressors that make it difficult to pursue unpaid internships.

- Scholarships for Undocumented Students: <https://www.scholarships.com/financial-aid/college-scholarships/scholarships-by-type/scholarships-for-undocumented-students/>

## **Finding Opportunities**

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There are many online resources for finding jobs and internships.

- <https://marquette.joinhandshake.com/login> ←←← start here
- <https://www.milwaukeejobs.com/>
- <https://www.indeed.com/>
- <https://www.idealists.org/en/>
- <https://www.wayup.com/>

## **Disclosing your Status to Employers**

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It can be confusing and stressful to decide when and with whom to share your status. Throughout the job search and hiring process it is important to provide information that is true and authentic, however, you ultimately get to decide whether or not to share your status. Make an appointment with a career counselor or meet with a member of the Undocumented Student On-Campus Support and Allies Group to talk through strategies for disclosing your status at different points in the process.

You may decide to share your status with an organization early in the hiring process or in an interview if you feel comfortable doing so, and to start a discussion about how to move forward in the process. It is important to consider who you would want to disclose to (sharing with a recruiter vs. a supervisor) and in what manner (disclosing in a personal statement for grad school vs. in an interview).

If you are unsure about whether and how to disclose your status, make an appointment with a career counselor or find a trusted ally on campus: <http://www.marquette.edu/diversity/undocumented-student-support.php>. These are people who can support you during these uncomfortable situations.

## Filling Out Applications

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An employer MAY ask:

- Are you legally authorized to work in the United States?
- Will you now or in the future require sponsorship for an employment visa?
- Which languages do you read, speak or write? (provided that foreign language skills are job related)

An employer MAY NOT ask:

- What is your visa type, nationality, place of birth? Of which country are you a citizen?
- What is your native language? What language do you most often speak?

| Question  | Undocumented with DACA  | Undocumented without DACA                                      |
|---|---|--|
| Are you legally authorized to work in the United States?                  | Yes because you now have an Employment Authorization Document | No<br>See the section below for alternative employment options |
| Will you now or in the future require sponsorship for an employment visa? | No because you have an Employment Authorization Document      | No<br>See the section below for alternative employment options |

## Unpaid Experience

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If you receive an internship offer, you may ask the employer not to be paid and pursue other means of financial support such as those mentioned above.

## Independent Contractor

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You may discuss with an employer the option of working as an independent contractor. Independent contractors often do the same type of work, but instead of working for one employer, might work for multiple clients. Examples of independent contractor jobs include tutor or child care provider.

An independent contractor can use an Independent Taxpayer Identification Number (<https://www.irs.gov/individuals/individual-taxpayer-identification-number-itin>) which can be obtained regardless of immigration status. Read *Life after College: A Guide for Undocumented Students by Educators for Fair Consideration (E4FC)* for more information [http://www.e4fc.org/images/E4FC\\_LifeAfterCollegeGuide.pdf](http://www.e4fc.org/images/E4FC_LifeAfterCollegeGuide.pdf) (pages 29-35).

## Limited Liability Company

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If you are interested in starting your own business, a Limited Liability Company (LLC) may be an option to consider. An LLC is composed of an individual or a group of people who are both workers and owners of a business.

- **Small Business Administration:** <https://www.sba.gov/starting-business/choose-your-business-structure/limited-liability-company>
- **Internal Revenue Service (IRS):** <https://www.irs.gov/businesses/small-businesses-self-employed>
- **ITIN:** <http://immigration-issues.voexpert.com/business-and-finance-citizenship/how-do-undocumented-residents-receive-an-individual-33209.html>

- **Limited Liability Company Center:**
  - <http://www.limitedliabilitycompanycenter.com/faq.html>
  - <http://www.limitedliabilitycompanycenter.com/can-nonresident-of-usa-own-llc.html>
- State of Wisconsin Department of Financial Institutions:
   
<https://www.wdfi.org/corporations/forms/corp183forms.htm>

## Graduate and Professional School

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Many career opportunities require a graduate or professional degree. This section was written using materials from Graduate and Professional School Pathways for Undocumented Students, Sunny Nakae, MSW, PhD, Assistant Dean for Admissions, Recruitment and Student Life, Loyola University Chicago Stritch School of Medicine. She can be contacted at [snakae@luc.edu](mailto:snakae@luc.edu).

### Graduate School:

- Master's or doctoral degrees with practice-based completion requirements
- Discipline or subject based
- May include thesis, dissertation or project
- May include teaching assistantships for tuition waivers and/or stipends
- May be part time or full time
- (MA, MS, MPH, MPA, MBA, PhD, EdD, MEd, etc.)

### Professional School:

- Master's or doctoral level degrees with practice *and* competency based outcomes
- **ALL** have licensure and/or certification requirement in order to practice the profession
- Components are exams, courses and didactic training
- (Usually) always full time, meaning students cannot work during the program
- Tuition waivers, scholarships, and assistantships are rare
- (MD, DO, PharmD, MSW-LCSW, PA, APRN, PsyD, etc.)

### Licensure Requirements for Program Completion or Employment:

Be aware of these obstacles prior to beginning a post-baccalaureate program

- With an EAD there are very few known restrictions for professional licensure; these are typically state determined. Some states (such as AZ, TX) may have restrictions for certain professions.
- Many existing rules are "immigrant friendly" due to past participation in professional licensure from visa-holders. The general focus tends to be on the right-to-work and having the proper educational credentials and professional clearances
- Physicians and lawyers are licensed by individual state boards
- Nursing is developing a national organization of state boards of nursing with unified criteria
- Licensure in one state does not guarantee it another, although it may make it easier
- Licensure and permitting within a profession is structured on existing professional credentials

### Applications:

ALWAYS find a way to self-identify on the application

- Include from selected menus if possible
- Include in personal comments or another space if possible/desired
- Inquire about eligibility to the highest level of administrator you can (don't settled for the first answer you get)

### Funding:

- Private loans (usually require citizen or permanent resident co-signer)
- Grants and scholarships (may leave funding gap)
- Community loan programs, partnership programs
- If you cannot find funding, ask for a deferral of you acceptance

**Resources:**

- **Financial Aid and Undocumented Students:** <https://studentaid.ed.gov/sa/eligibility/non-us-citizens>
- **Pre-Health Dreamers:** <http://www.phdreamers.org/>
  - Pre-Health Internships: [https://docs.google.com/spreadsheets/d/1Aqrs\\_l6Mq\\_3FHHvXszW11hlahiO4x2h84k1ZGk7Lh-g/edit#gid=0](https://docs.google.com/spreadsheets/d/1Aqrs_l6Mq_3FHHvXszW11hlahiO4x2h84k1ZGk7Lh-g/edit#gid=0)
  - Medical School: <http://www.phdreamers.org/resources/medical-school-for-undocumented-students/>