

Working and Studying Abroad

Careers & Employability Service

www.mmu.ac.uk/careers/guides



**Manchester
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This document is available in alternative formats – Please contact careers@mmu.ac.uk for details.

WORKING ABROAD

Many students and graduates are keen to 'work abroad'. However, before starting your research, you need to take some time to examine your motives.

- Are you simply looking for vacation work?
- Are you looking to go abroad as part of a gap year/ time out?
- Are you looking for a more permanent career?

Your answer will help to determine your strategy – where you look for jobs, who to target, how you go about making applications etc.

Finding permanent/ long term employment abroad can be difficult – particularly for new graduates with little work experience.

This leaflet aims to give you a brief outline of sources of help available, in terms of reference books and web sites. The information is presented in different sections covering:

- Working in:
 - Europe
 - USA
 - 'Rest of the World'
- International Exchange Schemes/ Study Abroad
- Teaching English as a Foreign Language'
- Useful web addresses for a 'Year Out abroad'.

The process of arranging work abroad can be time consuming, so be sure to plan ahead.

Please note that the web addresses in this leaflet are not a comprehensive list, and no organisation is specifically recommended by MMU Careers & Employability Service.

Always check out the Foreign Office website on www.fco.gov.uk before making any decisions about travelling/ accepting a position. The site covers a range of issues including insurance, passports, visas, health precautions, and advice on the political situation of around 200 countries.

1) WHERE TO START?

The best place to start, if you are interested in working abroad is on the 'Prospects' web site, www.prospects.ac.uk/working_abroad.htm

This will give you information on a range of areas, including:

- Working abroad, with links to employers
- Teaching English as a foreign language
- Internships, placements and exchange programmes

There are also detailed profiles on over 50 different countries,

www.prospects.ac.uk/country_profiles.htm

The following information is also available on-line from the above website:

- Studying Abroad – www.prospects.ac.uk/studying_abroad.htm
- Using Your Language Skills – www.prospects.ac.uk/using_your_language_skills.htm
- Gap Year – www.prospects.ac.uk/gap_year.htm

These sections of the website offer a wealth of information and advice on the types of opportunities which may be available and useful website links to give you more detailed information.

Going Global has a lot of useful information, including country profiles and job and internship openings <http://online.goinglobal.com>

There are a large number of reference books available in the Careers Centre, some covering options for summer jobs and internships; others looking at how to get more permanent positions. Some of these are listed in the relevant sections of the handout.

2) CAREER OPPORTUNITIES IN EUROPE

European Union (EU) citizens can apply for jobs throughout the EU.

A selection of useful web sites:

<http://europa.eu> The main European Union server which gives information on living, working and studying in the EU. Includes links to Europe Direct, a free phone and email service, which helps to find answers to questions about the EU.

www.cec.org.uk Information on how to work with the EU

http://ec.europa.eu/civil_service/index_en.htm Information on the European Civil Service, including career opportunities.

www.eurograduate.com Includes graduate opportunities across Europe by sector, occupation and country, as well as postgraduate study options.

www.careerseurope.co.uk Gives information on study, work and training opportunities in Europe.

www.overseasjobs.com Includes a jobs database searchable by keyword or location.

www.eurojobs.com General jobs website for opportunities in Europe

Further Reading?

An example of the range of reference books available in the Careers Centre.

- 'Live and Work in'... Spain & Portugal
France
Germany
Ireland
Belgium, The Netherlands and Luxembourg
Italy
New Zealand

3) CAREER OPPORTUNITIES IN USA

It is advisable to spend time researching the options and the practical issues of working in the USA, not least the visa requirements. There are three types of non-immigrant visas for educational purposes and several categories of non-immigrant visas for people who want to work temporarily in the U.S. After this, a more permanent right to stay and work in the country can only be achieved by obtaining a 'Green Card', which is extremely difficult.

The Prospects web site www.prospects.ac.uk/country_profiles.htm gives more information on visa and immigration requirements and links to other useful organisations.

Other particularly useful websites include:

www.jobsamerica.co.uk Support in finding opportunities to work and train in the USA for up to 18 months.

www.rileyguide.com Guide to employment opportunities and online job resources.

www.eresumes.com Advice on resumes (American CVs), covering letters and job hunting.

www.usembassy.org.uk US embassy in London

USA Job Web Sites

www.adeccousa.com

www.careerbuilder.com

www.job-hunt.org

www.monster.com

www.us.manpower.com

Further Reading?

- 'Summer jobs in the USA'

4) CAREER OPPORTUNITIES IN THE 'REST OF THE WORLD'

As with applying for jobs in the USA, you will need to check out the visa requirements of the particular country you would like to work in. See www.embassyworld.com for information on embassies across the world, and www.workpermit.com which outlines visa requirements worldwide.

A selection of job web sites, and general web sites which may be of interest.

www.prospects.ac.uk/international_graduate_jobs.htm

www.careerbuilder.com Recruitment website, searchable by sector, company and city

www.japanesejobs.com Job opportunities in Japan

www.jobaroo.com Careers information and job opportunities in Australia

www.overseasjobs.com Includes a jobs database searchable by keyword or location

www.findajobinafrica.com Opportunities in Africa

www.graduatecareers.com.au Careers information and job opportunities in Australia

www.jobahead.com Advertises jobs, primarily in India

www.iinternship.com Advertise internships across the world.

Further Reading?

Here is a selection of reference books available in the Careers Centre:

- 'Work your way around the World'
- 'Jobs and Careers Abroad'

5) EDUCATIONAL EXCHANGE SCHEMES/ INFORMATION ON FURTHER STUDY

MMU International will be able to inform MMU students about the exchange/study abroad opportunities, as well as work placements. See website for further details.

www.mmu.ac.uk/international/exchanges/index.php

www.aiesec.org Web site of AIESEC international exchange scheme for students

www.ciee.org The Council on International Educational Exchange (CIEE) has information on international work programmes, study abroad and volunteer projects for students, graduates and professionals.

www.erasmus.ac.uk European Commission programme that enables students to study or do a work placement for 3-12 months in one of 30 other European countries.

www.iaeste.org.uk International exchange for students of engineering, science, computer science, agriculture, architecture or related fields

www.leonardo.org.uk Funded work placements are available for between 3 weeks and 12 months. Applicants cannot apply directly. All applications must be routed through a participating university.

www.internjobs.com A searchable database by keyword and location of internships for students and graduates.

www.internoptions.co.uk specialist advice and placement service for people wanting to do internships and work placements in Australia or New Zealand.

www.iue.it the European University Institute in Florence – an international research institution for social sciences.

Further Reading?

Here are some of the reference books available in the Careers Centre:
'Australia the Study Guide'
'Internships'

6) POSTGRADUATE STUDY ABROAD

If you are considering studying overseas, you must start your research early and be aware of deadlines for funding applications. Countries may have different academic schedules, for example the academic year in Australia begins in February.

Introduction to studying abroad

www.prospects.ac.uk/studying_abroad.htm is a useful introduction to issues you need to consider and links you through to country specific information.

www.studyoverseas.com contains a useful course and college search section

Lists of Universities and courses

http://en.wikipedia.org/wiki/List_of_colleges_and_universities lists colleges and universities by country and by subject area, e.g. law schools

www.braintrack.com lists over 10,000 HE institutions in 194 countries

<http://univ.cc/world.php> searchable database of Universities worldwide

World university rankings

www.thes.co.uk/worldrankings click on rankings for the latest results

Country Information

See Prospects link above for comprehensive information on over 50 countries –

www.prospects.ac.uk/country_profiles.htm

Australia

<http://studyinaustralia.gov.au> Official Australian government site for study in Australia

www.australian-universities.com The Australian Education Network college and universities guide

USA

<http://wwwhost.cc.utexas.edu/world/univ/state> Lists US universities by state

www.gradschools.com Online worldwide graduate school guide

www.studyusa.com Educational guide

www.princetonreview.com/home.asp Provides graduate school rankings, as well as information about tests

www.fulbright.co.uk Fulbright Commission promotes and supports educational exchange between UK and USA. Includes information about funding.

www.frankknox.harvard.edu Frank Knox Memorial fellowships at Harvard

Canada

www.aucc.ca Association of universities and colleges of Canada

www.scholarships.gc.ca Government of Canada international scholarships programs

New Zealand

www.studyingnewzealand.com Information about studying in New Zealand

Funding Postgraduate study abroad

Post-graduate tuition fees can vary from £3,000 up to at least £30,000 depending on what you want to study and where.

UK students wanting to study outside the EU are likely to pay the overseas rate of fees which can be substantially higher than home student rates.

Enquire about funding at the International Office of the universities that appeal to you.

Use the Funderfinder program available on the Careers Room computers to explore possible sources of funding.

7) TEACHING ENGLISH AS A FOREIGN LANGUAGE

Teaching English as a foreign language (TEFL) is one of the best ways to get a job overseas and accounts for more short-term opportunities than any other category of work.

There are a wide range of courses available in TEFL, but the two which offer the best guarantee of finding work and which are accepted overseas as evidence of thorough and rigorous initial training are:

- Cambridge CELTA (Certificate in English Language Teaching to Adults)
www.cambridgeesol.org/teaching
- Trinity Cert ESOL (Certificate in Teaching English to Speakers of Other Languages)
www.trinitycollege.co.uk

Both of these courses run for 4-5 weeks full-time (or part time equivalent) and are externally assessed and moderated by well known exam boards.

A useful website which can give advice on choosing the right TEFL course (giving locations, times and cost) as well as help in finding employment is: www.cactustefl.com

The Prospects website www.prospects.ac.uk has downloadable information on the work of a TEFL teacher.

You can also read the TEFL information in 'The Graduate's Guide to Teaching and Travelling Abroad' which can be downloaded at www.onlinetefl.com/docs/gradguide-lowres.pdf

Further Reading?

The following books/ leaflets are available in the Careers Centre library.

- Teaching English as a Foreign Language - information on courses run locally as well as finding employment (free to take away and also available on the Careers website)
- 'Teaching English Abroad' (reference only)
- 'Guide to English Language Teaching'(reference only)

8) WEB ADDRESSES FOR YEAR OUT/TRAVEL/VOLUNTARY ORGANISATIONS

Some of these organisations will pay you to go, others will not cost you much if anything, but some are expensive. Make sure you know the costs involved. Before you commit yourself, sign anything or hand over cash, CHECK THEM OUT. Seek advice from everyone who might know more about the organisation. Speak to Volunteering MMU at the Students Union or visit their website www.mmu.ac.uk/volunteering. You are always advised to check your destination is safe, by using the Foreign Office Website – www.fco.gov.uk.

Websites with useful tips and information include:

www.gap-year.com
www.statravel.co.uk
www.yearoutgroup.org
www.worldwidevolunteering.org.uk

The websites listed below are a sample of the opportunities covering many of the most popular destinations. The Careers Service also has a range of useful material available for reference.

USA

www.aupairamerica.co.uk Paid au pair work - an official US programme.
www.campamerica.co.uk Paid work in Summer Camps.
www.bunac.org.uk Opportunities include paid work in Summer Camps.

WORLDWIDE

www.teaching-abroad.co.uk Diverse projects include media and teaching.
www.i-to-i.com Volunteer, work and teaching options.
www.trekforce.org.uk Conservation projects, teaching placements and expeditions.
www.travellersworldwide.com Varied projects including teaching and conservation.
www.coralcay.org Conservation/environmental work on coral reefs and tropical forests.
www.world-challenge.co.uk Paid work opportunities.
www.vso.org.uk Voluntary service overseas, varied placements.
www.globalvolunteernetwork.org Worldwide volunteering opportunities.
www.frontier.ac.uk Paid and volunteer environmental projects.