

THE AMERICAN UNIVERSITY OF PARIS

IMMINENT DEPARTURE

A GUIDE TO WRAPPING UP
YOUR TIME AT AUP

TABLE OF CONTENTS

3

STUDENT LIFE

- 3 Message from the Student Development Team
- 4 Returning Home?
- 5 Closing a bank account and tying up loose ends
- 7 AUP Health

8

HOUSING OFFICE

- 8 Moving Out and Moving On
- 10 Countdown to Departure

11

STUDENT IMMIGRATION SERVICES

- 11 Your Residency in France
- 12 Visas and Travel Basics

13

STUDENT ACCOUNTING & FINANCIAL AID

- 13 Money Matters
- 14 Student Loans

15

STUDENT RECORDS & ACADEMIC ISSUES

- 15 Degree Checks, Diplomas and Transcripts
- 16 Request for Records

17

CAREER RESOURCES

- 17 ACE Center
- 19 Internships & Working in France
- 20 Get LinkedIn to the AUP Community
- 21 Use LinkedIn Like a Pro
- 22 Resources

STUDENT LIFE

A MESSAGE FROM THE STUDENT DEVELOPMENT TEAM

This guide is designed for students wrapping up their final semester at AUP. It takes on some of the common issues you may face in the weeks ahead and after leaving AUP. We hope this practical advice will serve you well.

As you know, students don't end up at AUP by accident. You and other students class sought out the University from around the world, adventuring off the beaten track to join a unique community of global explorers.

Now the moment is at hand to turn in final papers and exams. We know that this is an exciting and uplifting time in many ways. But transitions are not always easy and saying goodbye to friends and the life you created here can also be bittersweet.

Just as you embraced and overcame the challenges to adjusting to life at AUP, the next chapter you are about to embark upon will unveil new adventures and challenges.

NEED A HELPING HAND?

Just as it may have taken you a while to adapt to AUP, Paris, France or living abroad when you first arrived here as a student, you may soon face what is known as reverse culture shock if you are now planning to return home, wherever that may be.

You grew and changed as a person while you were at AUP, strengthening your ties to a global community beyond borders. Not everyone will necessarily understand this at your next destination.

Remember that The Office of Student Development is always available to assist with questions and concerns. Don't hesitate to be in touch.

studentdevelopment@aup.edu

RETURNING HOME? PREPARE FOR RE-ENTRY!

As you read this you are probably already in transition, thinking back fondly on your time at the University, dealing with the current stress of packing bags and taking exams... and all the while looking forward to your next steps. Once you do get to that next destination, it will be important to remember things accurately. The best exercise when facing a major life change is to keep a balanced memory of your experience of “before” and “after” the change.

Make a list of five of the best memories during your time at AUP. Now make a list of the five worst things about your time here. Save this to refer to in the future. It can help you keep a balance between over-idealizing your time here versus being overly negative about the experience. Students who struggle with reverse culture shock typically deal with the experience in four stages.

1 STAGE 1:
Preparing to return home: Saying goodbyes, finishing your work and taking care of all of the practical details of your departure.

2 STAGE 2:
Euphoria: Seeing good friends and family and returning to familiar places.

3 STAGE 3:
Slump/disappointments: After riding the wave of excitement, people and places have changed – you have too!

4 STAGE 4:
Getting back into the swing of things: Finding new projects and a way of life. There are plenty of books and websites to help with transitions. Contact us in Student Affairs for more information.

STUDENT DEVELOPMENT SUPPORT TEAM

GUIDANCE COUNSELING

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CLOSING A BANK ACCOUNT AND TYING UP LOOSE ENDS

For assistance with any of the matters listed below, please contact Yann Louis in The Office of Student Development or see the Living in Paris, Student Life section on the AUP website.

When should I cancel my bank account?

You should meet with your bank account advisor about three weeks prior to departure to start the process to close your bank account. You may need to leave your account open after leaving the country. This can be negotiated with your bank advisor. Ask your bank to cancel all autorisations de prélèvement for phone, Internet, gym and other subscriptions to avoid unwanted fees after you leave. AUP Partner Bank Contacts:

Société Générale: Wesley Nguyen wesley.nguyen@socgen.com +33 (0)1 47 53 55 29

HSBC: Anne-Marie Ndongo anne-marie.ndongo@hsbc.fr + (33) 1 44 18 60 46

What steps do I need to take to cancel my Internet contract?

First send a cancellation letter by recommandé (certified mail which you get at the post office) to your phone/ Internet company. Download a template letter from the AUP website. You should send your phone cancellation letter a week before you leave, and a month for your internet box. If you have an Internet box (FREE, BBOX, Livebox, etc.), don't forget to give it back or you will be charged. Your Internet provider should be able to provide you with a sticker in order to return this equipment to the shop closest to where you live. We advise you to contact your bank before leaving to cancel your autorisation de prélèvement for all phone and Internet subscriptions. This is a precautionary measure to avoid any charges to your bank account without your knowledge after you leave the country.

Continued on next page

CLOSING A BANK ACCOUNT AND TYING UP LOOSE ENDS

How do I terminate my electricity contract and pay my final bill?

Call EDF about 10 days before you complete your état des lieux (walkthrough form) with your landlord to make sure the meter reading has been done. Call EDF again the day of your état des lieux with the final meter reading to cancel the account. Plan to provide EDF with your future address when calling so that they can send you a final bill. See next section on Housing for more information.

EDF English speaking phone line: +33 (0)9 69 36 63 83

EDF French service: +33 (0) 1.42.23.30.10

Can La Poste redirect mail sent to me in Paris to my new address?

Yes. Please check the French poste website Déménagement | Réexpédition de courrier nationale - La Poste in order to choose the best option for you (period, country...)

What do I do with stuff I want to get rid of?

If you don't have the time to post on E-bay, the AUP classifieds, etc. or if you are feeling charitable, consider donating to Emmaüs, which collects clothes, furniture, supplies and more for the less fortunate. If you call 15 days ahead, they may schedule an appointment to pick everything up for free at your apartment. If what you have to donate is limited, they may ask you to drop it off in person.

Emmaus: +33 (0)1 53.14.34.18.

Consider donating unused or unwanted books to the SGA and library. If you are planning to throw away large items, including furniture, refrigerators, etc., you may not be able to put them out with the regular trash.

Contact the Déchetterie nearest AUP: 1 rue Fabert, 75007 PARIS: +33 (0)1 45.61.57.00

AUP HEALTH

STAY INSURED AFTER GRADUATION

When registered, Most AUP students have full coverage through MSH International. You are covered until August 26th for Spring, and until December 31st for Fall.

PLANNING AHEAD:

If you are leaving the country, plan ahead to secure adequate health coverage at your next destination before you arrive. Think to keep your French bank account open if you are still waiting for medical reimbursements after you graduate.

If you plan to stay in France after you graduate, you have two options:

- 1 You have a French social security number. You can look for a supplemental insurance, such as Henner, April, Harmonie Mutualité, or even MSH. MSH offers a special 6-months plan for ex-AUP students with exactly the same benefits. Be careful. If you are working, your employer might ask you to sign up with their own company insurance.
- 2 You don't have a French social security number. If you plan to stay for a long period of time, you should apply for a social security number. If not, you can still benefit from the 6-months plan from MSH, or sign up with another insurance. Your employer can help you request a social security number.

If you're confused, don't hesitate to ask the Health Office for advice, so we can help you find the most adequate solution for you.

HEALTH OFFICE

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ajardry@aup.edu

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HOUSING OFFICE

MOVING OUT AND MOVING ON

Students living in one of the Residences (Musset or Citadines): For students in one of our Residences, the move out date for Spring 2021 is May 14th. The Housing Office will reach out to you around in the second half of April with a webform to complete. Here is where you inform us of your exact move-out date. From there, depending on which Residence you are housed in, we will organize and coordinate with you the proper check-out procedure.

Concerning the security deposit, please note that the departure webform will collect information about how to be reimbursed. As a reminder about how to ensure return on your deposit, please leave the room in its move-in state. Any damages found, major upkeep to be done, or items on the room's inventory list missing after you move out, will be taken out of your security deposit. As a best practice, we encourage students to take photos of the room as they left it. If you have any questions, please don't hesitate to reach out to housing@aup.edu.

If you are in an independent housing found through the AUP database, we will contact you before move-out day with detailed instructions on how to leave your housing and get your full security deposit back (much of it will echo the countdown to departure guide below), so keep an eye out for our email! If you are leaving before the end of the semester, you should contact us at housing@aup.edu to let us know. We will coordinate with you to make sure you able to return your keys and do a walkthrough, and we will assist you with anything you need to complete your early departure.

Hopefully you have had a positive tenant/landlord relationship up until now: if this is the case, your departure should be a breeze. This includes having completed an état des lieux or walkthrough form with your landlord or representative on arrival, and which you will keep to use as a reference when you leave. Give your landlord at least 30 days' notice of your departure date – you may use the Housing Office "Moving Out Letter" template available for download on the AUP website. Fill the letter in with your information, sign it and send it to your landlord by registered email with reception notice (lettre recommandée avec accusé de réception).

MOVING OUT AND MOVING ON CONTINUED

Your official move out will be 30 days after the reception of the letter by the landlord (which is why the reception notice is important for you: it helps you determine your exact move out date). For example, if the landlord receives the letter on the 3rd of March, your last day in the apartment will be the 3rd of April. Once you have given your notice, you are only responsible for paying those last 30 days of rent – keep in mind, however, that you have to pay that rent even if you leave before your official move-out date (so even if you leave on the 15th of March, to go back to the previous example). **If you are housed with one of the landlords in the AUP housing database, you will have already agreed to stay for the semester or the year, and are expected to honor that date as per the housing agreement, so plan accordingly!**

If your landlord or representative is unavailable when you arrive and/or when you leave, you should fill out the walkthrough on your own and take pictures before leaving. If you have had a rocky relationship with your landlord, seek additional guidance from the Housing Office.

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COUNTDOWN TO DEPARTURE

THIRTY DAYS AHEAD:

Give your landlord notice of your departure date.

THREE WEEKS AHEAD:

Contact your landlord to do the final walkthrough the day you leave. If leaving early in the morning, your landlord may not return your security deposit until after they have checked the state of the apartment following your departure. Change your mailing address at your bank so that you will continue to receive your account and credit card statements.

TEN DAYS AHEAD:

If the utility bills are in your own name, contact the companies (EDF/electricity or GDF/gas) to have your name taken off the account(s) and prepare for a final reading of the meter(s). Locate your walkthrough form and any photos you took when you moved in to have ready for the meeting with your landlord. If you are moving somewhere else in France, we recommend you sign up for mail forwarding with the French Post Office. See the Housing section on the AUP website for more information.

CLEAN, CLEAN, CLEAN:

Pack everything you own and intend to take with you.

Any linens provided by your landlord should be washed.

Remove everything which doesn't belong to the landlord and which isn't going into your suitcase.

Eat and/or use, give or throw away all leftover ketchup, cornflakes, bits and dabs of shampoo, etc.

The kitchen and bathroom should sparkle as they did the day you moved in.

If you have attached things to the walls, make sure to remove them and any marks which are left.

When it looks good, take pictures to prove it.

THE FINAL WALKTHROUGH:

You and your landlord should compare the current state of the apartment with the Move in/Move out checklist together to check if anything has been damaged or broken.

French law allows landlords two months from the date of departure to return a security deposit to a former tenant; this is to ensure they have the time to hire workers to fix anything that has been damaged and to receive invoices for the work done.

Important: The Housing Office cannot insist upon the return of your deposit unless you have completed the walkthrough form signed by your landlord. Contact us if your landlord refuses to sign this document.

STUDENT IMMIGRATION SERVICES

VISAS AND TRAVEL BASICS PLANNING TO LEAVE FRANCE?

The SIS Office is here to assist you as you prepare to leave AUP.

If you need some complete information about your residency in France from the day you entered AUP (copies of student visas, residency permits, birth certificates), contact SIS at sis@aup.edu. Allow one week to process your request which can only be made by email.

If your residency permits, student status (=VLS-TS, Titre de Séjour Etudiant) is still valid by the time you leave France, there is no need to inform the French Authorities about your departure.

If your residency permit has just expired, the french Authorities should normally not bother you as you will be leaving the French Territory.

If you plan to return to your country of residence, make sure your passport is still valid.

If you wish to travel abroad before returning home, you must contact the embassy or the consulate (based in Paris/France) of the country you'd like to visit to enquire about their travel requirements (and travel/entrance restrictions) which are due to the pandemic.

If you would like to transfer to another country (to study or to work there), it is crucial to contact the school you plan to study, and the country Authorities to find out about the requirements to legally enter and remain in this country.

STUDENT IMMIGRATION TEAM sis@aup.edu

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TRANSLATORS

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Traductions techniques et assermentées
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Phone: 06 62 44 26 32
galithportal@noos.fr
www.cabinet-portal.com

Alice Murray
Impasse des Ecoles - 32290 AIGNAN
info@tradutec.com
Phone: 06 32 69 03 21
Skype: alicetotc

Tradutec
30 Bis rue Emile Menier - 75116 PARIS
info@tradutec.com
Phone: 01 45 53 23 13
Fax: 01 45 53 34 19

PHOTOS

Labostarservice
AUP students get a discount!
26 rue Jean Nicot - 75007 PARIS
Phone : 01 45 55 52 88

VISAS AND TRAVEL BASICS

EXTENDING YOUR STAY IN FRANCE?

Whether your residency permit is about to expire or not, you must always have a valid justification to apply for the renewal of your residency. Here are a few ways you may choose to extend your stay:

Study at another school: Contact your new school for support or apply on your own for a residency renewal. See the “renew my residence” section on the [French government website](#) or the “Ressortissants Etrangers” section on the [Préfecture de Police website](#).

Work in France: Contact your future employer for assistance with a working status residency application. Note the Human Resources Department of the company that will hire you can indicate you the procedure. For a change of status, “Etudiant à Salarié”, you must call SDAE-Préfecture de Police 3430 (MON-FRI 9:00 AM 4:00 PM).

Get married or PACSed with a Fench National: Contact the Mairie of your neighborhood and visit the “Acquisition de la Nationalité Française à raison du mariage avec un conjoint Français” section of the [Paris city hall website](#) Section: “Accueil/ Démarches/Ressortissants étrangers/”.

Apply for French Citizenship: Keep in mind that this process may be long. Check if you may already fulfill some (or all) the requirements to be eligible on the [Préfecture de Police website](#).

Change to Tourist status: You may be able to change to a tourist status for three months. Contact your Embassy in Paris to follow up.*

**Important: Due to the pandemic (and for safety measures) travel restrictions continue to evolve and may impact your situation. Students are currently not allowed to enter or stay in France on a tourist visa.*

STUDENT ACCOUNTING AND FINANCIAL AID

MONEY MATTERS

To ensure a smooth transition from your student life at AUP it is important to ensure that your finances are in order.

Please look at your student portal on www.aup.edu and check your ledger balance under My Billing to make sure you have a zero balance and that a hold has not been applied to your account by any office on campus. Please contact us for a refund if you have a credit!

Note that any student with outstanding financial obligations with the University prior will not be allowed to participate in the graduation ceremony, and will not be issued an official transcript, proof of graduation, or a diploma from AUP until the debt is settled.

HOW CAN I PAY?

Online with your credit card at <https://my.aup.edu/payment/tuition> is the preferred method of payment.

Euro checks from a bank in France paid to the order of AUP or bank transfers are also accepted.

For details please see:

<https://www.aup.edu/student-life/support/student-accounting-services/payments-procedures>

Student Accounting Services are here to help you better understand the financial aspects of your attendance at AUP. Please don't hesitate to be in touch with our services by phone + 33 (0)1 40 62 07 11 or by email sas@aup.edu.

STUDENT ACCOUNTING SERVICES AND FINANCIAL AID

Student Accounting Services
+33 (0)1.40.62.07.13
sas@aup.edu

Randy Vener
Director of Financial Aid
+33 (0)1 40.62.07.27
rvener@aup.edu

STUDENT LOANS

For those students who borrowed money through American federal loans during their studies, graduation can sometimes be a source of anxiety because they don't know exactly where they stand and what comes next. However, remember that there is a support structure at AUP and also within the US Department of Education itself to help you gain access to the information you need.

Most students have a grace period of six months after they graduate before the first payment of their loans is due. Also bear in mind that if you are a graduate student, and already used your grace period at some point in the past, then the six months will change to one month. But again, don't worry as there may other options if you have difficulty making your first payment.

If you're now planning to continue with graduate school, you will most likely qualify for an in-school deferment on your previous loans, but you need to verify this with your new institution.

There is also a very helpful government website that graduating students can use to help with the next steps. The Dept. of Education official site of www.studentaid.gov gives you an overview of the entire process, but the "Manage Loans" tab in particular deals with most everything that graduating students need to consider at this time.

Finally, there are many ways to find information online, but also remember that at any time as an alum of AUP, you can continue to contact the Office of Financial Aid if you're having trouble or need advice.

STUDENT RECORDS & ACADEMIC ISSUES

DEGREE CHECKS, DIPLOMAS AND TRANSCRIPTS

Congratulations on your graduation! In an effort to make your transition from AUP to the next step in your life as easy as possible, The Registrar's Office can provide access to your important academic information.

The Registrar's Office maintains all student academic records. Upon graduation, we welcome you to be in touch with us to request proof of graduation, copies of your transcript, or to access your student file. Our office will also issue your diploma once you have met all your degree requirements.

Please have a look at the information on the next page to become familiar with our services, and remember that the quickest answers to your questions can probably be found by logging in to the AUP website and visiting <https://www.aup.edu/academics/academic-career-resources/registrars-office>.

THINK ABOUT YOUR PRIVACY SETTINGS!

To facilitate any third-party verifications (future employers, graduate schools) please ensure that your privacy settings allow us to release your directory (including degree) information.

For more information on AUP's academic privacy policy, visit: [FERPA Information | The American University of Paris \(aup.edu\)](#). All third-party verification requests should be conducted by email at registraroffice@aup.edu or phone at +33 (0)1 40 62 08 13.

The Registrar's Office wishes you a successful start in your career or academic endeavors. Don't hesitate to stop by when you are in Paris!

REQUEST FOR RECORDS

After leaving AUP, you will require copies of academic documents from time to time, often to prove you were a student with us when applying to graduate school, seeking employment, etc. The main document requests are listed below with information about how to obtain these as quickly as possible.

Diplomas: Fall graduates who completed all course work by the end of the fall semester will receive their diplomas at the graduation ceremony.

Spring and summer graduates will be mailed their diplomas up to three months after their last course work has been completed. Diplomas will be mailed to the address you indicated by submitting the mailing address webform. To view a more complete diploma timeline, visit the diploma information page on the Registrar's Office page: <https://www.aup.edu/academics/academic-career-resources/registrars-office/diplomas>.

Degree Verifications: Fall and spring graduates who have completed all necessary coursework by the last day of class will receive one French and one English graduation certificate at graduation. All other certificates can be ordered at: <https://www.aup.edu/academics/academic-career-resources/registrars-office/certificates>.

Please note that students with obligations to AUP will not receive their diploma or graduation certificate until all holds have cleared their account.

Official Transcripts: Official transcripts can be ordered at: <https://www.aup.edu/academics/academic-career-resources/registrars-office/transcripts>. They include your degree information, as well as all course and grade information.

Due to the large number of orders around graduation, graduates should allow up to one week for processing and from one day to three weeks for delivery (varies based on delivery method) for all document requests.

AUP UNIVERSITY REGISTRAR

The American University of Paris
5 boulevard de La Tour-Maubourg
75007 Paris, France
+ 33 (0)1 40 62 08 13
registraroffice@aup.edu

CAREER RESOURCES

PLAN YOUR NEXT DESTINATION WITH CONFIDENCE

As an AUP student, you have developed a number of crucial skills for the workplace, regardless of your program or major:

- Adaptability and resourcefulness
- Cross-cultural skills
- Teamwork capacities
- Strong critical thinking skills and a global perspective
- The ability to recognize multiple and even conflicting points of view
- Tolerance for ambiguity
- Resilience and determination
- Foreign languages and knowledge about at least one culture other than your own

Congratulations! These “Global Citizen” competencies will serve you throughout your life, as you move from one transition to the next.

ACE CENTER

AUP alumni work in an astonishing array of countries, organizations, and sectors, where they utilize the life skills they have grown during their time at the University. The Center for Academic, Career and Experiential Advising (ACE) is available to support you in preparing for and implementing “Life after AUP,” as you move toward graduation and beyond. The ACE team provides personalized consultations to assist you with career planning, identifying target employers, drafting application documents such as resumes and cover letters in English and French, coaching on interviewing skills, and reviewing graduate school applications. Alumni and former students are welcome to attend online career workshops (advertised on AUP Global.) You can request an in-person or Teams appointment at aup.libcal.com/appointments/ace, or email careers@aup.edu for assistance.

MOVING ON UP ... TO GRADUATE SCHOOL OR A PH.D PROGRAM

If you are an undergraduate considering graduate school, keep in mind that it is not simply a continuation of your undergraduate degree. You will be expected to manage a heavier academic workload, demonstrate autonomy as you develop and focus on your personal research topics, while managing additional life obligations such as supporting yourself or starting a family. As an inquisitive AUP graduate, you may naturally gravitate towards an educational system that you have not previously encountered, such as in the UK, the Netherlands, or Australia. Graduate school is a big commitment - in terms of time, money (tuition and unearned wages resulting from being out of the workforce), and intellectual energy. Be sure you have selected a program that is a good fit. Be aware of the resources available to you outside of the classroom and what will be expected of you during the course of your program to avoid unpleasant surprises.

IS A GAP YEAR FOR ME?

Some AUP students, not uncharacteristically, want to take time to travel after completing their degree. This can be a life-enriching and even a life-changing experience, but as with all big projects it's best to plan in advance. At the end of the year, you want to have something to show for your time and a compelling experience to add to your resume. Humanitarian or other kinds of volunteer work can be the perfect way to gain experience, grow skills, and live in a new environment. And if you manage to learn a new language during this period of time, all the better!

INTERNSHIPS: A STEPPING STONE TO PROFESSIONAL LIFE

Graduating students looking for a job, particularly in France, should be aware that candidates are often offered internships first. Students who have already graduated are not allowed to register an internship at AUP, nor obtain the "convention de stage" required for any internship in France, due to legal constraints.

Students may register a non-credit internship after having fulfilled all degree requirements as long as they request a Student Status Extension, to be found on the AUP website, by the stipulated deadline in their final credit-bearing semester.

WORKING IN FRANCE

Most employers seek to hire candidates for jobs who have the legal right to work in France. More information may be found at service-public.fr and www.campusfrance.org/en/how-to-find-work-France. Additional opportunities for students and recent grads in France include:

Foreign Language Assistant programs:

www.france-education-international.fr/en/foreign-language-assistants-in-france

Young traveler (working holiday) programs:

france-visas.gouv.fr/en_US/web/france-visas/young-traveller

American Outbound, Franco-American Chamber of Commerce: www.faccnyc.org/american-outbound

Service Civique paid volunteering programs: www.service-civique.gouv.fr



Additionally, the AUPCareers Facebook® page (www.facebook.com/AUPCareers) and Instagram feed (@aupcareers) provide news and information for global job searching.

GET LINKEDIN® TO THE AUP COMMUNITY!

With more than 700 million members in over 200 countries, LinkedIn® is the world's largest professional network.

Your LinkedIn® profile is likely the first site that will appear when a prospective employer searches your name online • There are over 13,000 AUP alumni on LinkedIn®, making it the best way to stay connected once you graduate.

TOP TEN TIPS TO CREATE YOUR PROFILE

- 1 **CUSTOMIZE YOUR LINKEDIN® URL** to include your name rather than a random set of characters in the "Edit Profile" section.
- 2 **CREATE A PROFILE IN EACH LANGUAGE YOU ARE PROFICIENT IN**, keeping in mind that the default profile will be the one you created first.
- 3 **SPEND SOME TIME ON SELF-ASSESSMENT OR PERSONAL BRANDING EXERCISES:** what are you looking for, what is your target field and what do you have to offer? Craft a headline using the keywords relevant to your target position, industry or organization. (If you do not provide one, your most recent experience will default as your headline.)
- 4 **USE THE "SUMMARY" FUNCTION TO REPRESENT WHAT YOU HAVE ACCOMPLISHED** and where you want to go.
- 5 **TAKE THE TIME TO GET A PROFESSIONAL-LOOKING PHOTO.** How would you dress for an interview? That is the look you are going for in your LinkedIn® picture.
- 6 **SHOWCASE YOUR WORK—UPLOAD PRESENTATIONS, PHOTOS, VIDEOS, AND PDFS,** to the "Features" or "Accomplishments" section. LinkedIn® also lets you cite classmates and coworkers you collaborated with on these projects.
- 7 **USE INDUSTRY KEYWORDS IN YOUR HEADLINE AND JOB TITLE.** These will help recruiters find you when searching for specific qualities or qualifications. Don't know what those keywords are? Do some research—on LinkedIn!®
- 8 **YOU DON'T HAVE TO WRITE YOUR PROFILE ALL IN ONE SITTING.** Take your time, do your research, and experiment with using different sections and functionalities.
- 9 **POSITION YOURSELF AS AN EXPERT IN YOUR INDUSTRY** or even as an influencer by posting content and articles on your areas of interest or knowledge regularly.
- 10 **DON'T HAVE RELEVANT PROFESSIONAL EXPERIENCE?** Highlight your latest volunteer experience or extracurricular activities.

USE LINKEDIN® LIKE A PRO

WORK YOUR NETWORK

Understand and exercise basic networking protocol: communicate in a polite, respectful, and professional manner; follow up and respond as the situation requires; thank everyone who replies to you or helps you in any way; and keep in mind that networking is a two-way street. One day this person may be asking you for information/an introduction/some of your time.

If a member is in a shared group you can usually message him or her directly (this depends on the individual's privacy settings).

When reaching out to someone in your field of interest, you should indicate up front what you have in common (a mutual friend, alumni of the same institution, the fact that you are members of the same professional group, etc.).

When you determine that one of your connections is linked to a prospective employer or contact that is of interest to you, you can ask him or her to make an Introduction. Keep it simple and make it clear what you are asking for (to be put in touch with a person responsible for hiring, more information about the organizational culture, advice on applying for a position, etc.). Craft a personal, respectful note. Your test: would you respond favorably to this message or does it seem somewhat artificial or presumptuous?

Example of introduction message:

Dear Marie,

I hope you are doing well since we saw each other last summer. I am in the process of applying for internships and am hoping to intern at UNESCO. I saw on LinkedIn that you are connected to John Thomas, who works in their Human Rights department. I was wondering if you would feel comfortable introducing us via LinkedIn. I would love to ask him about his experience at UNESCO and any advice he might have on applying for an internship there. Please let me know if that would be possible.

Thank you for your consideration.

Best regards,

Elizabeth

MORE LINKEDIN TIPS:

Follow companies that you are interested in working for in order to receive alerts when there are employment opportunities, new hires, and other internal news.

Use hashtags to find what you're looking for: #jobopportunity, #hiring, #nycjobs, etc.

RESOURCES RESERVED FOR AUP STUDENTS AND GRADUATES

Please note that in some cases you will need to log in using your AUP Net ID to use these resources.

AUP's Job and Internship Opportunities Database my.aup.edu/job

For the latest job and internship postings—in France, the U.S., the U.K., and elsewhere.

Going Global Online Library www.aup.edu/academics/career-center/students/resources

For international job searching—more than 30,000 pages of information on 27 countries, including France, Ireland, India, Hong Kong, China, Brazil, the UK, and the US. Topics for each country include work permit/visa regulations, resume writing guidelines and examples, employment trends, salary ranges, networking groups, cultural/interviewing advice, corporate profiles and worldwide job listings.

The American University of Paris Association LinkedIn group

This closed group is accessible to alumni and former students of the University. Alumni and staff share job openings, event announcements, and other information relevant to a dynamic global community.

The Career Insider Library www.aup.edu/academics/career-center/students/resources

Contains downloadable career guides, articles, videos and other resources on dozens of professions and career tracks as well as an internship database. You will need to create an account the first time you use this site, and provide your AUP email address to demonstrate that you are a member of the AUP community.

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