



Working in the US

Berkeley International Office



On-Campus Employment



On-campus employment basics

- F-1 students do not need work authorization to work on-campus, but J-1 students do.
- Employment is limited to 20 hours per week during the academic year (Fall/Spring), but during vacation periods there is no limit (with exception of summer if it is your *first* or *final* semester).
- Did you apply for a change of visa status to F-1 or J-1? You have to wait for your COS approval from USCIS!
- When can you start on-campus employment?
 - F-1: 30 days before program start date*
 - J-1: After the start date of your DS-2019 (during dates of authorization)
 - F/J Transfer Students: Once your record has been released to UCB



J-1 On-Campus Work Authorization

1. Apply through BIO at least 5 business days in advance of when you would like to start work, using the J-1 On-Campus Work Authorization Form:
https://internationaloffice.berkeley.edu/sites/default/files/j_on-campus_employment.docx
2. Pick up the signed form after 5 days.
3. Apply for an SSN using the signed form.



More info on on-campus employment:

<https://internationaloffice.berkeley.edu/students/employment/oncampus>



Off-Campus Employment



Off-campus employment basics

- Any job/internship must be related to the student's major field of study.
- Students must receive authorization before beginning employment.



F-1 Off-campus employment options

	CPT	OPT	STEM OPT
When can I use it?	Before graduation	After graduation	Directly after 12-month OPT
Who authorizes it?	BIO	USCIS 3 – 5 months	USCIS 3 – 5 months
Do I need a job offer to apply?	Yes	No	Yes* <i>Employer must be registered in E-Verify, have EIN.</i>
How many hours/week can I work?	Max. 20 <i>except vacation periods</i>	Min. 20	Min. 20



F-1 Off-campus employment options

	CPT	OPT	STEM OPT
What kind of job/internship can I do?	Related to major	Related to major	Related to major* <i>Employer must complete Form I-983 Training Plan</i>
Is self-employment allowed? Unpaid employment?	No/Yes	Yes/Yes	No/No
Can I work for more than one employer at a time?	Yes <i>each employer needs to be authorized</i>	Yes	Yes* <i>All employers must be authorized on I-20 and meet all STEM OPT criteria.</i>



F-1

Curricular Practical Training



CPT Basics

What is it?

- F-1 pre-graduation off-campus employment authorization.
- Proof of authorization: CPT I-20

Type of work

Internship must be related to major field of study.

Eligibility

- Completed two full-time semesters in Active F-1 status (unless graduate student completing a degree requirement that must occur prior to 1 academic year)
- Received an internship offer in a field related to major.

Hours per week

- Max. 20 hours/week during academic year.
- No limit during vacation periods.

Authorization

- Approved on a semester-by-semester basis.
- Internship must be a course or degree requirement and must be approved by academic department.

When you can start

Only begin employment after you have received CPT I-20 and start date has been reached.



What kind of work can I do?



Short-term job, internship, or practicum.



Must be related to major field of study.



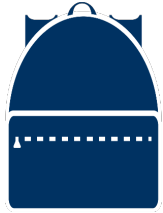
Can be paid or unpaid.



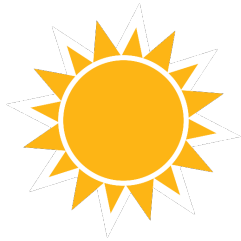
Self-employment is not allowed.



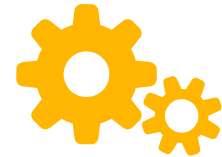
How many hours can I work?



Fall and spring semesters:
Part-time (max. 20 hours/week).



Summer:
No limit. (Exception if summer is first or final term.)



CPT Application Process

Secure a job or internship.

Complete CPT form with academic advisor.

Enroll in appropriate **course** (unless degree requirement).

Submit complete CPT request form to BIO with supplementary documents*.

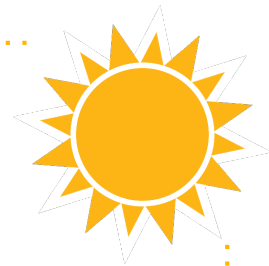
Obtain new I-20 from BIO.
CPT info will be on page 2.

Begin work when authorized.



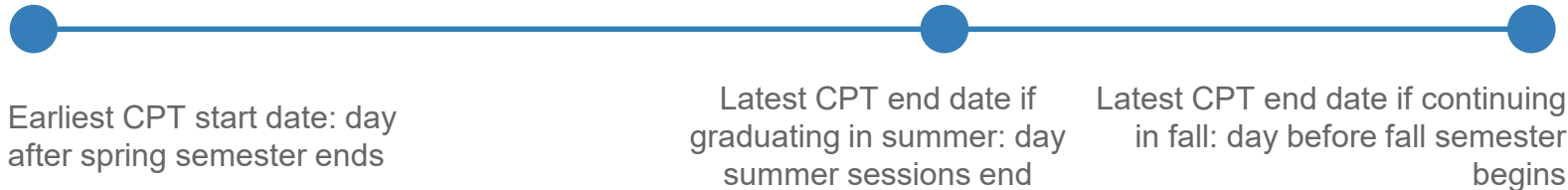
A separate application is required for each additional job/internship or semester.

*Supplementary documents: Employment verification letter, proof of CPT course enrollment.



Summer CPT

- Enrollment in appropriate coursework is required.
- Course can be in any summer session (A-E).





Other CPT issues

- More than one internship at a time is possible, but separate authorization is required for each.
- BIO highly recommends CPT even if the internship is unpaid.
- Tips for undeclared students:
 - Must be with your intended major.
 - Independent US Summer Internship Credit Option.
 - Berkeley Global Internships.
- 12 months of *full-time* CPT at the same degree level makes you ineligible for OPT. *Part-time* CPT does not count against OPT.
- CPT is an academic experience. It is NOT meant to be used as authorization for ongoing employment. USCIS may question heavy CPT usage, even if it was part-time.



Keep good records

USCIS has been known to scrutinize prior usage of CPT.

Keep the following for your records:

- All CPT I-20s.
- Records of all academic work related to each instance of CPT.
- Employment verification for each employer (including employer, dates, address, job title, job description, salary, supervisor information).



For more details...



Visit our website for information on academic requirements, application materials, and instructions:

<https://internationaloffice.berkeley.edu/students/employment/cpt>



Sign in for drop-in advising or make an appointment to discuss with an adviser



F-1

Optional Practical Training



OPT Basics

What is OPT?

- 12 months of employment authorization.
- Proof of authorization: Employment Authorization Document (EAD).

Type of work

- Related to major field of study.
- At least 20 hours/week.
- Paid or unpaid.

Eligibility

- Graduating upon completion of at least 2 full-time semesters.
- No previous OPT for same degree level.

When you can start

Once you have received EAD and start date has been reached.

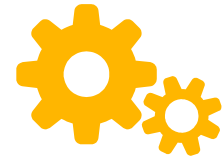
Application

1. College/department.
2. BIO
3. USCIS (3-5 months)

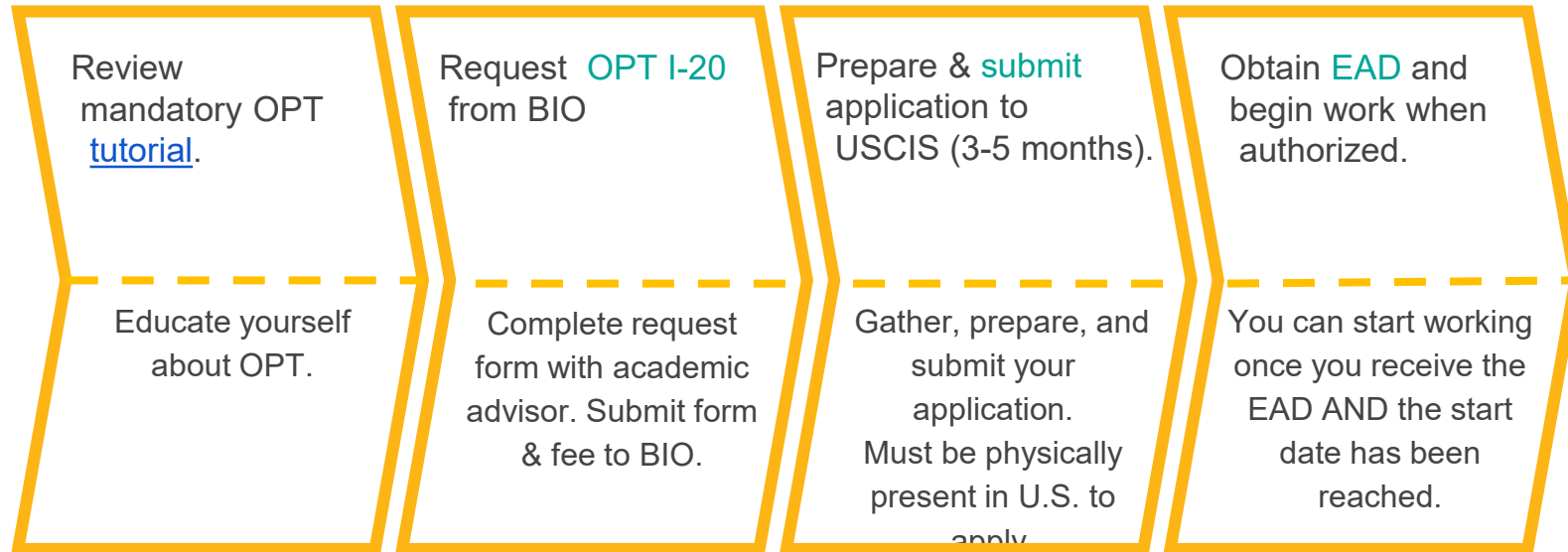
*No job offer required to apply.

Reporting requirements

You are responsible for reporting your contact and employment information to BIO.



OPT Application Process





Can I extend my OPT?

24-Month STEM Extension

- Possible OPT extension of 24 months for students in majors on the STEM Designated Degree Program List.
- Requirements are stricter than 12-month OPT: Paid employment, bona fide employer-employee relationship, NO self-employment, I-983 Training plan, E_-verify, EIN, 20 hours per week
- Can only apply within 90 days of OPT EAD expiration date
- Additional STEM I-20 authorization required for ALL STEM employers
- 6 Month validations and 12 month evaluations

OPT Cap Gap Extension

- For students who have a pending H-1B application, OPT may be extended to cover the cap between OPT and H-1B work visa.



More info on OPT, STEM & Cap Gap:

<https://internationaloffice.berkeley.edu/students/employment/opt>

<https://internationaloffice.berkeley.edu/students/employment/stemopt>

<https://internationaloffice.berkeley.edu/students/employment/cap-gap>



J-1

Academic Training



AT Basics

What is it?

- J-1 off-campus employment authorization.
- Proof of authorization: DS-2019.

Type of work

Internship must be related to major field of study.

Eligibility

- Completed one semester in full-time status.
- Received an internship/job offer in a field related to major.

Hours per week

- Max. 20 hours/week during academic year. No limit during vacation periods.
- Min. 20 hours/week after graduation.

Authorization

- Authorization is required for each job/internship.

When you can start

Only begin employment after you have received AT DS-2019 and start date has been reached.



AT Eligibility

- Must be a J-1 degree-seeking or EAP student.
- Must have completed 1 semester.
- Must have a job offer before obtaining authorization. Job must be related to major field of study.
- Must have health insurance for duration of AT.



How much AT do I get?

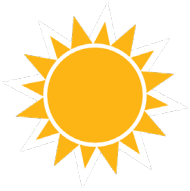
- Degree-seeking students:
 - Cannot exceed length of program.
 - Max. total of 18 months available in total.
 - Additional 18 months available for postdoctoral research positions.
 - Any pre-completion AT is subtracted from your post-completion total
- EAP students:
 - 1 semester: 4 months of AT
 - 2 semesters: 9 months of AT



How many hours can I work?



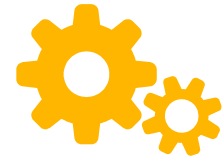
Fall and spring semesters:
Part-time (max. 20 hours/week).



Summer:
No limit. (Exception if summer is final term.)



After graduation:
Must be at least 20 hours/week.



AT Application Process

Secure a job or internship.

Complete AT application form.

Request approval from academic adviser.

Submit to BIO with supplementary documents*.

Obtain new DS-2019 & AT Verification letter.

Begin work when authorized.



*Employment verification letter. In addition, processing fee and proof of funds are required for post-completion AT.



More info on AT:

<https://internationaloffice.berkeley.edu/students/employment/at>



Social Security Number



Social Security Number basics

- The Social Security Number is a Tax ID number, it is NOT work authorization.
- You do not need the SSN before STARTING work, but most employers will want the SSN before they pay you.
- You must have proof of employment and/or work authorization to apply
- Instructions to apply for the SSN:
<https://internationaloffice.berkeley.edu/living/ssn>



Who needs an SSN?

J-1:

- Receiving a fellowship or stipend from the university (with or without employment)
- Working on campus
- Working off campus

Note: prior authorization is required for all of the above. Learn more at bit.ly/BIOworkauth.

F-1:

- Working on campus
- Working off campus jobs (don't forget work authorization!)

An F-1 student who is not working but receiving a non-service fellowship, scholarship, or grant in excess of tuition and fees must apply for an Individual Tax Identification Number (ITIN). Learn more at bit.ly/BIO-ITIN



Working in the US

Career Center



Introduction of the Career Center

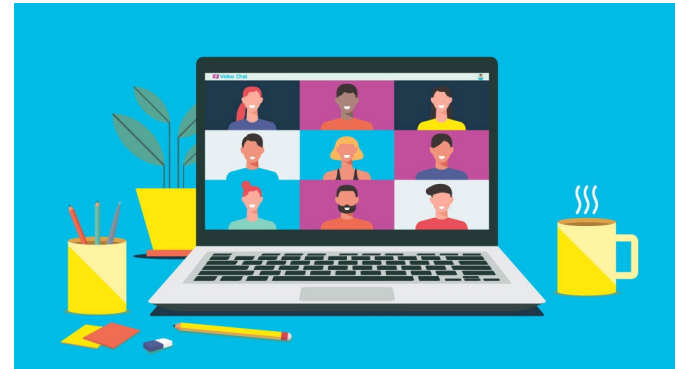


Where are we?

2440 Bancroft Way (Across from Lower Sproul)

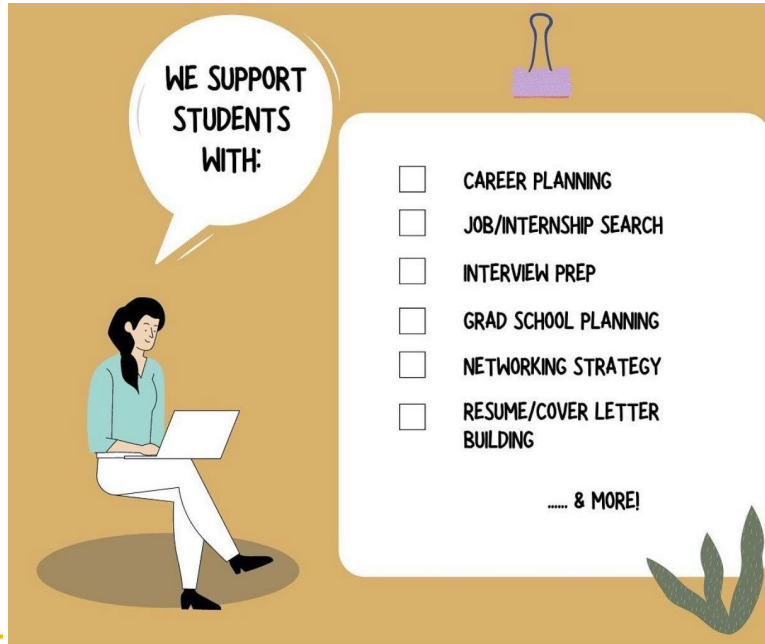


This Fall: virtual events & hybrid appointments
(virtual and in-person)





What can we do for you?



The team:

Engineering

Business

Letters
&
Science

CED

RCNR

Chemistry

Ph.D
&
Postdoc

Pre-health

Students
w/
Disability

Int'l
Students



The Key Services



Career Appointments

30-min career appointments:

- Phone, Zoom, or In Person at the Career Center
- View schedule and sign up in [Handshake](#)

15-min same-day mini appointments:

- Aug 23 - Oct 1
- Virtual (on Zoom)
- View schedule and sign up in Handshake

Peer Advisor Drop-ins:

- Starting from Aug 30
- M-F, 12-4PM
- In Person at the Career Center
- More details [here](#)





Handshake

Your **Career Portal** at Cal! Activate your account @ handshake.berkeley.edu

The screenshot shows the Handshake website interface. At the top, there is a navigation bar with the Handshake logo, links for 'Jobs', 'Events', and 'Employers', and a right-hand section with 'Messages' (17) and 'Career Center' (5). The main content area has a dark blue background. On the left, large orange text reads 'Steps to success you can take today'. On the right, there are two white boxes with blue borders. The first box is titled 'Attend an event' and contains the text 'Learn more about employers or roles you're interested in, directly from the source.' with a right-pointing arrow icon. The second box is titled 'Reply to FTI Consulting' and contains the text 'FTI Consulting messaged you 8 days ago and would love to hear back.' with a right-pointing arrow icon. At the bottom of the screenshot, there is a white footer bar with the Berkeley Career Center logo and the text 'University of California Berkeley Career Center — View your school's resources'.

Get Virtual Face Time with Employers

	Virtual career fair 2021 EECS Internship Fair		Virtual career fair 2021 EECS Career Fair		Virtual career fair 2021 Accounting &
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Career Events

Learn more and RSVP in **Handshake**!

Other signature events:

- 10th Annual Engineering/Tech Career Conference
- Haas Career Summit
- L&S/RCNR Career Kickstart
- Alumni Career Chat Series

CAREER & INTERNSHIP FAIRS

Virtual Events | Fall 2021

Sep 1	2-5 PM	Consulting Forum
Sep 2	12-3 PM	Accounting & Professional Services Forum
Sep 8	12-5 PM	EECS Career Fair
Sep 9	12-5 PM	EECS Internship Fair
Sep 15	12-4 PM	Business & Non-Technical Career & Internship Fair
Sep 22	12-4 PM	Biotech & Life Sciences Forum
Sep 23	12-5 PM	Data & Analytics Career & Internship Fair
Sep 29	12-5 PM	Engineering & Physical Sciences Career & Internship Fair
Sep 30	12-5 PM	Software & IT Career & Internship Fair
Oct 7	12-4 PM	Public Service, Nonprofit, Health, & Education Career & Internship
Oct 14	12-4 PM	Master's & PhD Career Fair
Oct 20	2-5 PM	Graduate & Law School Fair
Oct 27	4-7 PM	Fall Civil & Environmental Engineering Career Fair

CAREER CONNECTIONS

Virtual Networking Event Series | FALL 2021 | 5-7PM

Explore career fields through casual conversations with alumni and professionals

Consulting & Professional Services	Tue Aug 31
Women In Business	Thu Sept 9
Non-Tech Roles in Tech	Thu Sept 16
AI & Data Analytics	Wed Sept 22
HR & People Operations	Wed Oct 13
Digital Media & Marketing	Thu Oct 28
Environment & Sustainability	Thu Nov 4
Healthcare	Thu Nov 18



Register & RSVP in **Handshake**

FALL 2021 L&S Majors Events

AUG 24	L&S/RCNR Career Kickstart 5:00pm - 7:00pm	OCT 08	Employer Challenge: DEI 1:00pm - 4:00pm
SEP 14	Law School Admissions Panel & Networking 12:00pm - 1:30pm	OCT 12	From Coffee Chats to Opportunities: A Panel on Networking for First Gen Students 4:00pm - 5:00pm
SEP 22	Social Impact Opportunities: UC Berkeley 4:00pm - 5:00pm	OCT 13	Alumni Career Chat: Counseling & Advising 1:00pm - 2:00pm
SEP 23	How to Be Competitive as an L&S Student in the World of Work 5:00pm - 6:00pm	OCT 19	Exploring Careers in Policy 1:00pm - 2:30pm
SEP 28	Alumni Career Chat: International Affairs 12:00pm - 1:00pm	NOV 10	So You Want to Help: Exploring Social Service Professions 4:00pm - 5:00pm
OCT 06	Social Impact Opportunities: Bay Area 4:00pm - 5:00pm		
OCT 07	Alumni Career Chat: Educational Leadership 4:00pm - 5:00pm		



CareerMail



- ☒ Architecture and Environmental Design
- ☒ Business
- ☒ Arts & Culture
- ☒ Education
- ☒ Engineering/EECS
- ☒ Environmental
- ☒ Health and Medicine
- ☒ International Students
- ☒ Government, Law, & Public Policy
- ☒ PhDs in the Humanities/Social Sciences
- ☒ PhDs in the Sciences
- ☒ Social Impact/Community Services
- ☒ Communications



For International Students

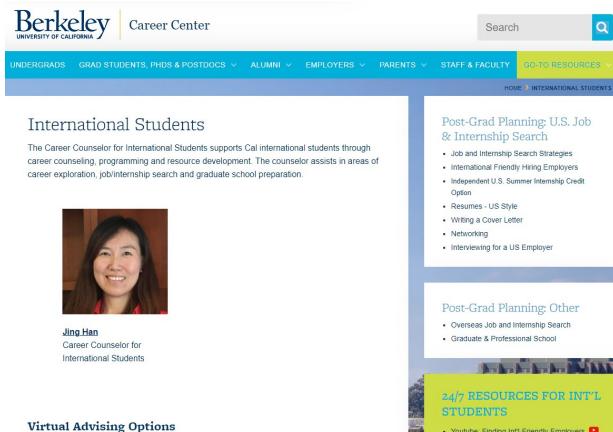


International student website

career.berkeley.edu



career.berkeley.edu > Undergrads > International Students





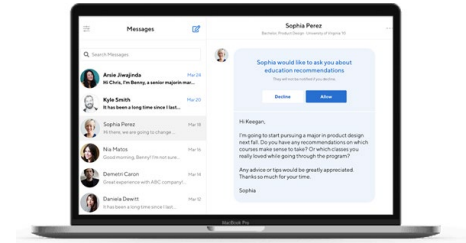
Career Events

Date and Time (PST)	Topics
8/23, 1:30-2:15pm	<u>Haas Career Summit - International Student Internship and Job Search Tips</u>
9/2, 5-6:30pm	<u>Kicking off Your Internship and Job Search and Alum Panel Discussion</u>
9/9, 5-6:30pm	<u>Virtual Career Fair Preparation and Speed Networking with Alum</u>
9/23, 5-6:15pm	<u>Learn about Work Authorizations and How to Talk to Employers about Work Eligibility</u>
10/26, 6-7:30pm	<u>CED Job and Internship Search Strategy - International Student session</u>
10/28, 6-8pm	<u>H1B Information Session with Ware Immigration</u>



Career Resources

- [UC Berkeley International Students CPT & OPT Employment Reports \(2018-2021\)](#)
- [Post Graduation Employment Options \(with a focus on H1B job visa\)](#)
- [4-Your Career Action Plan](#)
- [Youtube videos](#)





Key Messages

- **Start early** with your planning and internship/job search
- **Engage** with the Career Center and other career resources
- Research about “**in-demand**” career fields and int’l friendly hiring employers
- Pair **networking** with your applications
- Have a **back-up plan**



Questions?

Email BIO at internationaloffice@berkeley.edu or
the Career Center at jingham1231@berkeley.edu