



# Working in the US

## Berkeley International Office



# Unlawful Presence

- Violations of F/J status (such as working without authorization) can result in 3-10 year bars from the U.S., depending on the number of days you accrue.
- Days begin counting from the day you violate status or overstay.
- 3 year bar - 180+ ULP days but less than 1 year.
- 10 year bar - 1 year or more of ULP.
- Work ONLY with authorization! Do not begin employment before or after your authorized dates!



# 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, but during vacation periods there is no limit (with exception of summer if it is your first or final semester).
- 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
  - F/J Transfer Students: Once your record has been released to UCB



# J-1 On-Campus Work Authorization

- 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](https://internationaloffice.berkeley.edu/sites/default/files/j_on-campus_employment.docx)
- Pick up the signed form after 5 days.
- 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.





## 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\*  
*Employer must be registered in E-Verify, have EIN.*

How many hours/week can I work?

Max. 20  
*except vacation periods*

Min. 20

Min. 20



## CPT

## OPT

## STEM OPT

What kind of job/internship can I do?

Related to major

Related to major

Related to major\*  
*Employer must complete  
Form I-983 Training Plan*

Is self-employment allowed? Unpaid  
employment?

No/Yes

Yes/Yes

No/No

Can I work for more than one employer  
at a time?

Yes  
*each employer needs to be  
authorized*

Yes

Yes\*  
*All employers must be  
authorized on I-20 and  
meet all STEM OPT  
criteria.*



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.
- 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.



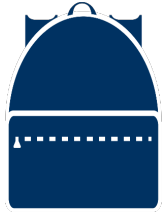
Can be paid or unpaid.



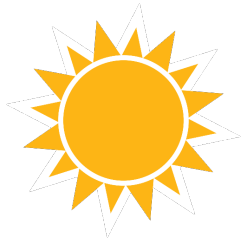
Self-employment is not allowed.



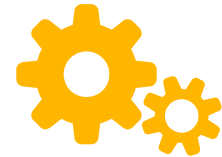
# How many hours can I work?



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\*.

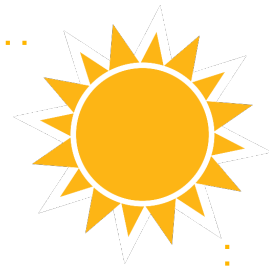
Obtain new I-20 from BIO.  
CPT info will be on page 2.

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).



Earliest CPT start date: day  
after spring semester ends



Latest CPT end date if  
graduating in summer: day  
summer sessions end



Latest CPT end date if continuing  
in fall: day before fall semester  
begins





# 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.
- 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 is scrutinizing CPT use more heavily than before.

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 advising 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.

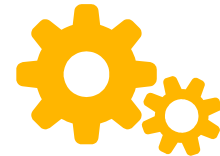
## Application

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

Review  
mandatory OPT  
[tutorial](#).

Educate yourself  
about OPT.

Request **OPT I-20**  
from BIO

Complete request  
form with academic  
advisor. Submit form  
& fee to BIO.

Prepare & **mail**  
application to  
USCIS (3-5 months).

Gather, prepare, and  
mail your application.  
Must be physically  
present in U.S. to  
apply.

Obtain **EAD** and  
begin work when  
authorized.

You can start working  
once you receive the  
EAD AND the start  
date has been  
reached.



# 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.
- EAP students:
  - 1 semester: 4 months of AT
  - 2 semesters: 9 months of AT



# How many hours can I work?



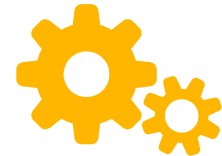
Fall and spring semesters:  
Part-time (max. 20 hours/week).



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.

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](https://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](https://bit.ly/BIO-ITIN)



# Working in the US

## Career Center



# Introduction of the Career Center

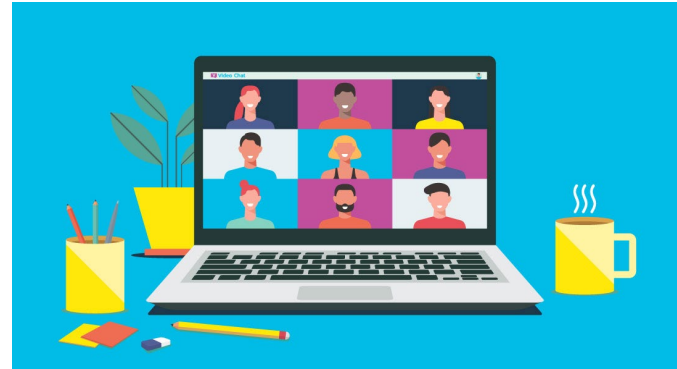


# Where are we?

2440 Bancroft Way (Across from Lower Sproul)

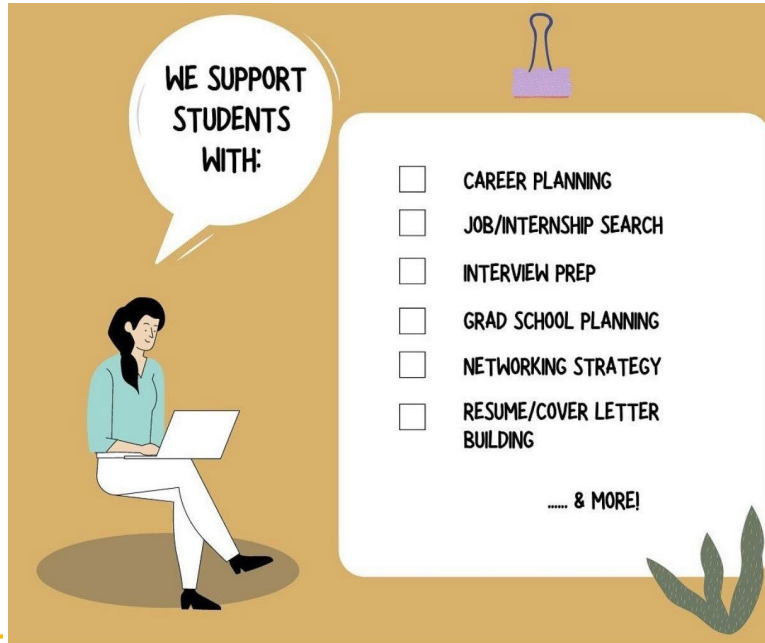


This Fall: virtual events & hybrid appointments  
(virtual and in-person)





# 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](https://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 links for Messages (with a red notification badge) and Career Center (with a red notification badge). The main content area has a dark blue background. On the left, the text "Steps to success you can take today" is displayed in large, bold, orange letters. On the right, there are two white rectangular boxes. 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 area 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 &





# 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 & Log In  
**Handshake**

## FALL 2021 L&S Majors Events

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

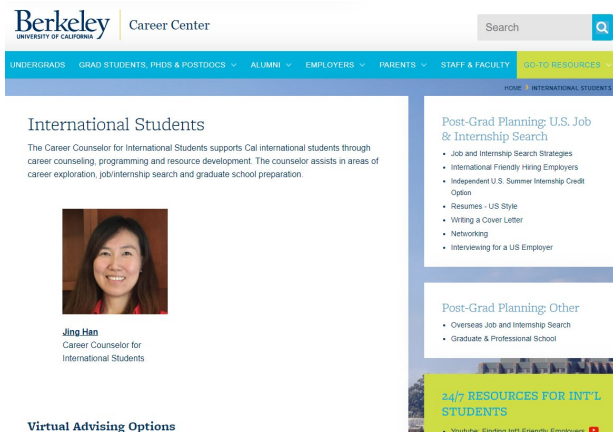


# International student website

[career.berkeley.edu](https://career.berkeley.edu)



[career.berkeley.edu](https://career.berkeley.edu) > Undergrads > International Students





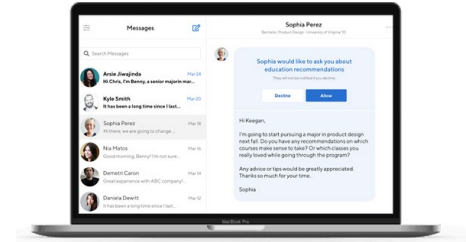
# Career Events

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



# 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](mailto:internationaloffice@berkeley.edu) or  
the Career Center at [jingham1231@berkeley.edu](mailto:jingham1231@berkeley.edu)