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
- 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

Eligibility

- Completed two full-time semesters.
- Received an internship offer in a field related to major.

Authorization

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

Type of work

Internship must be related to major field of study.

Hours per week

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

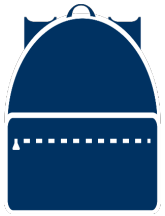
When you can start

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

What kind of work can I do?

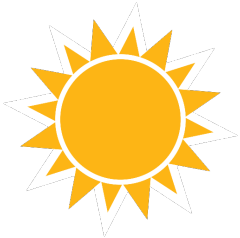
- Short-term job, internship, or practicum.
- Must be related to major field of study.
- Can be paid or unpaid.
- Self-employment is not allowed.

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

1. Secure a job or internship.
2. Complete CPT form with academic advisor.
3. Enroll in appropriate course (unless degree requirement).
4. Submit complete CPT request form to BIO with supplementary documents*.
5. Obtain new I-20 from BIO.
   CPT info will be on page 2.
6. 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

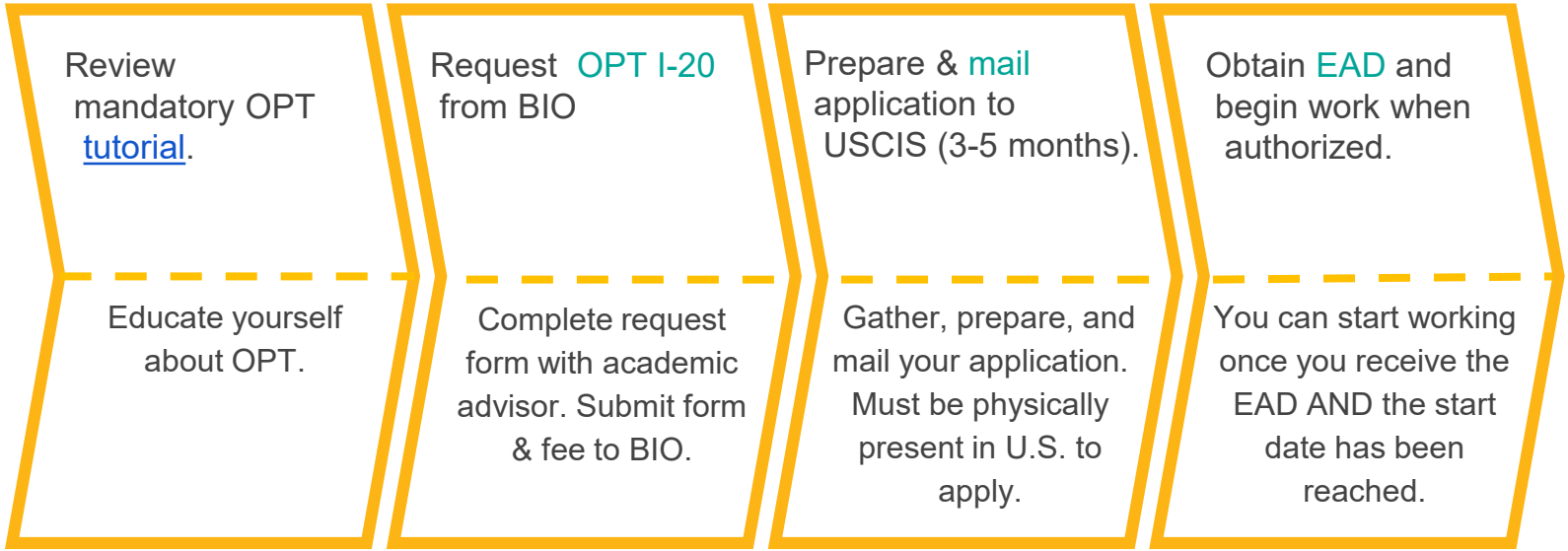
1. College/department.
2. BIO
3. USCIS (3-5 months)

*No job offer required to apply.

Reporting requirements

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

OPT Application Process



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.

Eligibility

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

Authorization

- Authorization is required for each job/internship.

Type of work

Internship must be related to major field of study.

Hours per week

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

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).

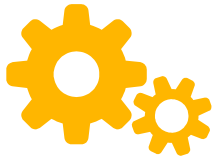
Summer:

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.

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

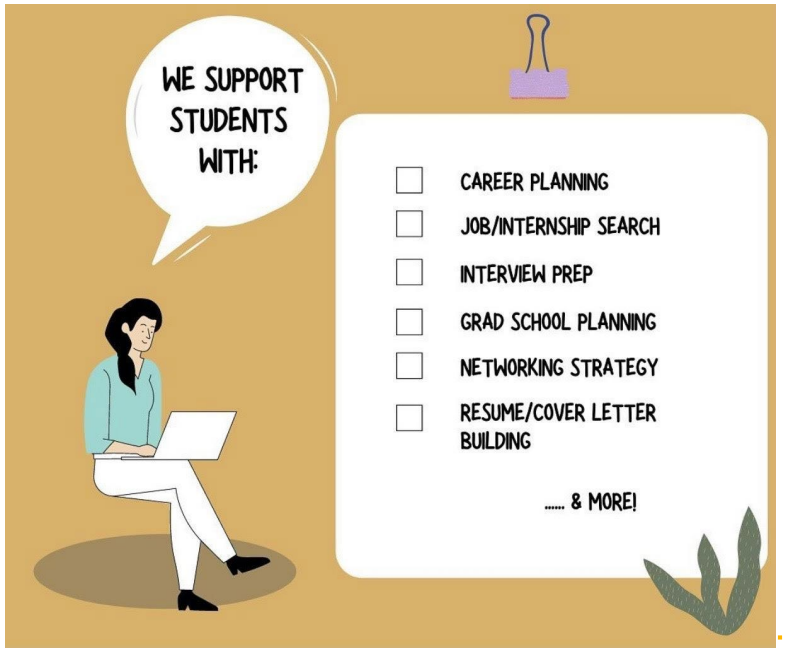
Introduction of the Career Center

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:

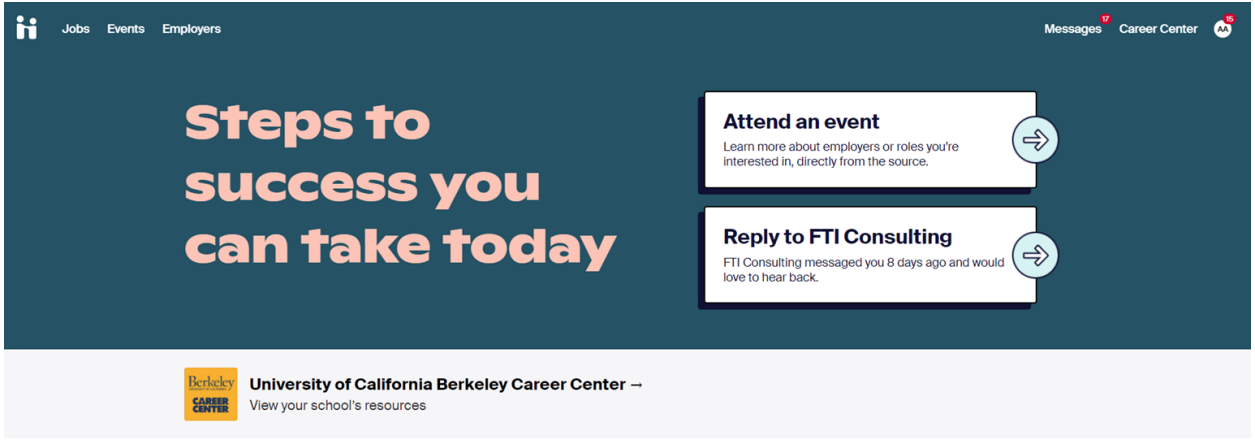
- Aug 23 - Oct 1
- Virtual (on Zoom)
- View schedule and sign up in Handshake

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**



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

CareerMail

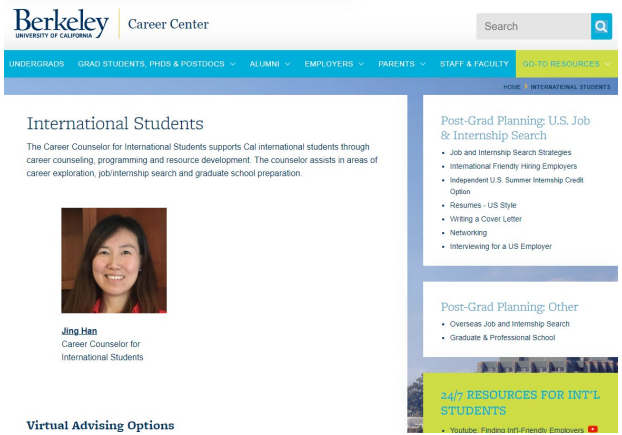
- [x] Architecture and Environmental Design
- [x] Business
- [x] Arts & Culture
- [x] Education
- [x] Engineering/EECS
- [x] Environmental
- [x] Health and Medicine
- [x] International Students
- [x] Government, Law, & Public Policy
- [x] PhDs in the Humanities/Social Sciences
- [x] PhDs in the Sciences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

For International Students

International student website

career.berkeley.edu

career.berkeley.edu > Undergrads > International Students

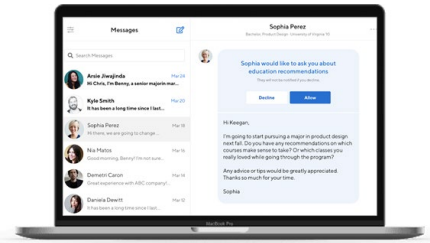


Career Events

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

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 jinghan1231@berkeley.edu