Working in the US
Berkeley International Office
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. The signed form will be emailed to you in 5 business days.

3. Apply for an SSN using the signed form along with other required documents.
For more details:

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

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<th>STEM OPT</th>
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<td><strong>When can I use it?</strong></td>
<td>Before graduation</td>
<td>After graduation</td>
<td>Directly after 12-month OPT</td>
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<td><strong>Who authorizes it?</strong></td>
<td>BIO</td>
<td>USCIS 1.5 Months</td>
<td>USCIS 1.5 Months</td>
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<tr>
<td></td>
<td></td>
<td>(80% Cases)</td>
<td>(80% Cases)</td>
</tr>
<tr>
<td><strong>Do I need a job offer to apply?</strong></td>
<td>Yes</td>
<td>No</td>
<td>Yes*</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Employer must be registered in E-Verify, have EIN.</td>
</tr>
<tr>
<td><strong>How many hours/week can I work?</strong></td>
<td>Max. 20 except vacation periods</td>
<td>Min. 20</td>
<td>Min. 20</td>
</tr>
<tr>
<td><strong>Is self-employment allowed? Unpaid employment?</strong></td>
<td>No/Yes</td>
<td>Yes/Yes</td>
<td>No/No</td>
</tr>
<tr>
<td><strong>Can I work for more than one employer at a time?</strong></td>
<td>Yes each employer needs to be authorized</td>
<td>Yes</td>
<td>Yes*</td>
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<td></td>
<td></td>
<td></td>
<td>All employers must be authorized on I-20 and meet all STEM OPT criteria.</td>
</tr>
</tbody>
</table>
F-1
Curricular Practical Training (CPT)
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 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 and must be approved by academic department.

Authorization
- Approved on a semester-by-semester basis.
- Students must receive authorization BEFORE beginning employment.
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 app form to BIO with Employment verification letter, proof of CPT course enrollment.

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

Begin work after authorized.

A separate application is required for each additional job/internship or semester.
For more details…

https://internationaloffice.berkeley.edu/students/employment/cpt
F-1
Optional Practical Training (OPT)
OPT Basics

What is OPT?
● post-graduation employment authorization - 12 months

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

Type of work
● Internship or job related to major field of study.
● At least 20 hours/week.
● Paid or unpaid.

When you can start
● Once you have received Proof of authorization - Employment Authorization Document (EAD) and start date has been reached.

Reporting requirements
● You are responsible for reporting your contact and employment information to BIO.
More details for 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)
AT Basics

What is it?
- J-1 off-campus employment authorization: pre-completion and post-completion.

Type of work
- Internship must be related to major field of study.

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 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

1. Secure a job or internship.
2. Complete AT application form.
3. Request approval from academic adviser.
4. Submit to BIO with supplementary documents*.
6. Begin work after authorized start date.

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

https://internationaloffice.berkeley.edu/students/employment/at
Social Security Number (SSN)
Social Security Number basics

What is it?
- SSN is a Tax ID number, it is NOT work authorization.

Do I need SSN to begin work?
- You do not need the SSN before STARTING work, but most employers will want the SSN before they pay you.

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

* Prior authorization is required for all of the above.

F-1:
- Working on campus
- Working off campus jobs (e.g. CPT, OPT)

* 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).

https://internationaloffice.berkeley.edu/living/itin
Support for International Students

career.berkeley.edu

career.berkeley.edu > Undergrads > International Students

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

Jing Han
Career Counselor for International Students