



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. 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

	CPT	OPT	STEM OPT
When can I use it?	Before graduation	After graduation	Directly after 12-month OPT
Who authorizes it?	BIO	USCIS 1.5 Months (80% Cases)	USCIS 1.5 Months (80% Cases)
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
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)



CPT Basics

What is it?

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

Eligibility

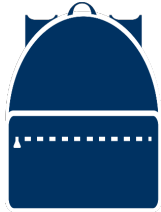
- Completed two full-time semesters in Active F-1 status (unless graduate student completing a degree requirement that must occur prior to 1 academic year)
- Received an internship offer in a field related to major and must be approved by academic department.

Authorization

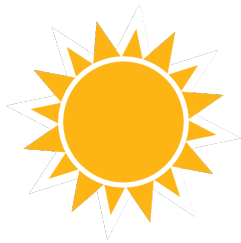
- Approved on a semester-by-semester basis.
- Students must receive authorization BEFORE beginning employment.



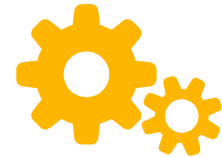
How many hours can I work?



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.
- Proof of authorization: DS-2019.

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

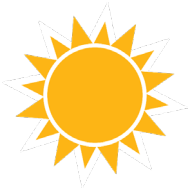
- Must be a J-1 degree-seeking or EAP student.
- Must have completed 1 semester.
- Must have a job offer before obtaining authorization. Job must be related to major field of study.
- Must have health insurance for duration of AT.



How many hours can I work?



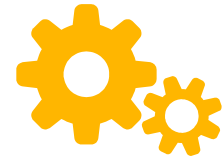
Fall and spring semesters:
Part-time (max. 20 hours/week).



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



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



AT Application Process

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 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>



Berkeley Career Center



Support for International Students

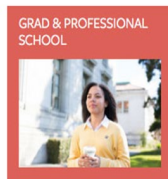
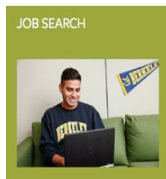
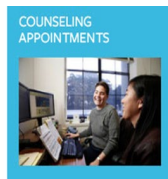
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Handshake

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Jing Han
Career Counselor for International Students

