



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 (and only 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 your major field of study.
- You 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 4 Months (80% Cases)	USCIS 4 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 separate 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

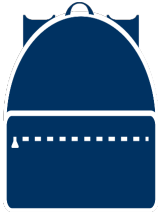
- Completed two full-time semesters in Active F-1 status (unless you are a graduate student completing a degree requirement that must occur prior to 1 academic year)
- Received an internship offer in a field related to major and must be approved by academic department.

Authorization

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

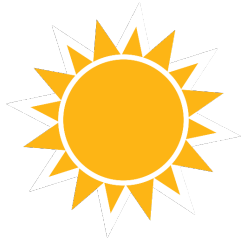


How many hours can I work?



During required terms of study (Fall, Spring; Summer if it's your first or last term):

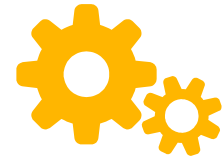
Part-time (max. 20 hours/week).



Non-required terms of study (most Summers):

No limit.

If your degree program requires you to complete an internship, you may work in the required term and up to the number of hours required by your program with CPT authorization.



CPT Application Process

Secure a job or internship.

Complete online CPT application form. Upload employment offer letter. Enroll in appropriate class if able.

Academic advisor will verify that the job is appropriate for your degree program. May help you enroll in appropriate class.

BIO will verify that you are eligible for CPT and will add an authorization to your immigration record.

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

Go to work!
You may work in accord with the CPT authorization on your I-20.



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?

- F-1 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 your Employment Authorization Document (EAD) and have reached the start date on that document.

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 employment authorization.
- Pre-graduation, AT is used for off-campus work.
- Post-graduation, AT is used work anywhere in the US, on or off-campus. pre-completion and post-completion.
- Proof of authorization: DS-2019.

Type of work

- AT 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 student or a UCEAP student.
- Must have completed 1 semester of full-time study.
- 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?



During required terms of study (Fall, Spring; Summer if it's your first or last term):

Part-time (max. 20 hours/week).



Non-required terms of study (most Summers):

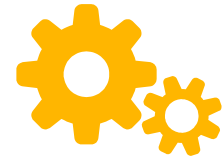
No limit.

If your degree program requires you to complete an internship, you may work in the required term and up to the number of hours required by your program with AT authorization.



After graduation:

Must be at least 20 hours/week.



AT Application Process

Secure a job or internship.

Complete AT application form. Include a job offer letter.

Academic advisor will verify that the job is appropriate for your degree program.

BIO will verify that you are eligible for AT and will add an authorization to your immigration record.

Obtain new DS-2019 and AT Verification letter.

Go to work!
You may work in accord with the AT authorization on your DS-2019.



*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?

- An 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.
- You do need an SSN to file US taxes for years in which you worked for pay.



Instructions to apply for the SSN:
<https://internationaloffice.berkeley.edu/living/ssn>



Who Needs an SSN?

F-1 Students:

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

* F-1 students receiving non-service fellowships, scholarships, or grants in excess of tuition and fees must apply for an Individual Tax Identification Number (ITIN).

J-1 Students:

- 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.



<https://internationaloffice.berkeley.edu/living/itin>



Berkeley Career Engagement



Support for International Students

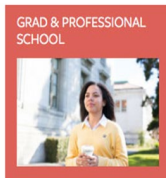
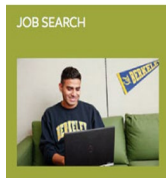
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Handshake

Your **Career Portal** at Cal! Activate
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Jing Han
Career Counselor for International Students

