F-1 Employment Options Workshop

International Students and Scholars (ISS) Office
900 University Ave, Skye Hall 321
Riverside, CA 92521
(951) 827-4113
internationalstudents@ucr.edu
Topics Covered

- F-1 Employment Options
- On-Campus Employment
- Off-Campus Employment
  - Curricular Practical Training (CPT)
- Applying for CPT
- CPT FAQs
- SSN vs. ITIN
- Pre-submitted Questions
Types of F-1 Employment Options

On-Campus Employment
- Positions at UCR
- During your program at UCR

Curricular Practical Training (CPT)
- Off-campus employment
- During your program at UCR
- Must be authorized through ISS office
- Must be practical learning experience

Optional Practical Training (OPT)
- Typically after your program at UCR
- Must be authorized from USCIS
- Must be practical learning experience
On-Campus Employment
On-Campus Employment

**Basic Information**

- Employment on campus at UCR
- The on-campus position does NOT have to related to your degree
- Do not need to receive prior permission or work authorization from ISS office
- Student must apply for an SSN at a Social Security Administration office for all paid on-campus positions
On-Campus Employment

**Working Hours**

- **During Academic Term:** limited to part-time (20 hrs or less per week)
- **During School Breaks:** may do part-time or full-time (more than 20 hrs per week)
- **On-campus employment authorization ends at the I-20 end date or at the end of the student’s enrollment**
On-Campus Employment

On-Campus Job Search Resources

● Career Center’s Tips on Student Jobs
● Career Center’s Handshake: Enter “on-campus employment” in Job Search
● UCR Dining
● UCR Transportation
● UCR Recreation
● UCR Student Life
● UCR Housing
Off-Campus Employment
Curricular Practical Training (CPT)

**Basic Information**
- CPT is a temporary work authorization that is obtained through UCR to work off-campus during their studies
- CPT allows students to gain practical experience during their studies
- CPT positions MUST be related to your field of study
- F-1 students MUST receive work authorization through UCR ISS office prior to internship/work
- Must be enrolled in an internship course
- CPT positions may include: Paid or Unpaid
Types of CPT

- **Degree Requirement CPT:** It is when a degree program requires the student to complete an internship in order to graduate.
  - Only certain UCR programs require internship to graduate.
    - For example, MBA program, Public Policy program, etc.

- **Non-Required Course Credit CPT:** It is when an internship is not a required part of the program but, the internship or work experience is integral to the student’s program and is required to enroll in an approved internship course during CPT.
Allowable Working Hours

Working Hours

- **During Academic Term**: Limited to part-time (20 hrs or less per week)
- **During School Breaks**: May be authorized for part-time (20 hrs or less per week) or full-time (more than 20 hrs per week)

CPT Impact on OPT

- 12 months of full-time CPT will cancel OPT opportunity
- Part-time CPT does not count towards OPT eligibility
  - However, high usage of CPT have placed increased scrutiny during OPT applications and other visa applications.
CPT Eligibility for Undergraduate Students

Students must fulfill ALL criteria below to be eligible for CPT:

- Must be in valid F-1 status at UCR
- Must be enrolled in full-time units at UCR (12 units)
  - Except during school breaks and vacations
- Must have completed one full academic year as a full-time student
  - Transfer students may count their previously earned study time towards this rule.
  - Exception for programs that require immediate participation
- Must have a job offer letter from an off-campus employer
- The job position must be directly related to the field of study
- Must be concurrently enrolled in an approved internship course
CPT Eligibility for Graduate Students

Students must fulfill ALL criteria below to be eligible for CPT:

- Must be in valid F-1 status at UCR
- Must be enrolled in full-time units at UCR (12 units)
  - Except during school breaks
  - Students that are on filing fee status are not eligible for CPT
- PhD students that have advanced to candidacy may be eligible for full-time CPT
- Must have completed one full academic year as a full-time student
  - Transfer students may count their previously earned study time towards this rule.
  - Exception for programs that require immediate participation
- Must have a job offer letter
- The job position must be directly related to the field of study
- Must be concurrently enrolled in an approved internship course
- If the student is also working part-time on campus (as a TA or GSR), check with Graduate Division and/or Department Advisor as it may affect your funding (i.e. fellowship).
  - Working more than 20 hrs in total may be considered full-time and may affect your funding
Job Offer Letter

Job offer must include the following items:

- Must be on official company letterhead
- Job start and end dates
- Job Title
- Specify or explain your job duties/responsibilities
- Working hours per week
- Specify if it is Part-time or Full-time
- Employer address
- Employer Signature
Applying for CPT
Required CPT Documents

**Undergraduate Students**

- CPT Request Form for Undergraduate Students
- Job Offer Letter

*Note:* Undergraduate students will need to complete the Internship Documentation Packet (Available at the UCR Career Center)

**Graduate Students**

- CPT Request Form for Graduate Students
- Job Offer Letter
# Undergraduate CPT Request Form

Form available at the front desk at ISS office (Skye Hall 321)

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**Student Information (please write clearly)**

<table>
<thead>
<tr>
<th>Family Name</th>
<th>Given Name</th>
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<table>
<thead>
<tr>
<th>Student ID</th>
<th>Email</th>
<th>Phone</th>
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<table>
<thead>
<tr>
<th>US Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
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<th>Major</th>
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**Curricular Practical Training Request (to be completed by student)**

<table>
<thead>
<tr>
<th>Name of Employer</th>
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<table>
<thead>
<tr>
<th>Employer’s Address</th>
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<th>Part-Time</th>
<th>Full-Time</th>
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<table>
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<tr>
<th>Start Date</th>
<th>End Date</th>
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</tbody>
</table>

**To be completed by Academic Advisor**

- By signing below I am certifying that the Curricular Practical Training is:
  - [ ] A required part of the program ... ALL students in the program are required to complete an internship in order to graduate.
  - [ ] A non-required part of the program, but is integral to the student's program of study pursuant to a credit-bearing course with a practical training component (enter course information below).

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Form</th>
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<table>
<thead>
<tr>
<th>Adviser’s Name</th>
<th>Department</th>
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<table>
<thead>
<tr>
<th>Adviser’s Signature</th>
<th>Date</th>
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*Indicated in your Banner Student Profile*

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Return form to the International Affairs office in Skye Hall 321
Graduate CPT Request Form

Form available at the front desk at ISS office (Skye Hall 321)

To be completed by:
  - Student
  - Graduate Advisor

* Indicated in your Banner Student Profile

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Please see instructions for applying for Curricular Practical Training on page two.

**Student Information (please write clearly)**

<table>
<thead>
<tr>
<th>Family Name:</th>
<th>Given Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID:</td>
<td>Email:</td>
</tr>
<tr>
<td></td>
<td>Cell #:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>US Address:</th>
<th>City:</th>
<th>State:</th>
<th>Zip Code:</th>
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</table>

<table>
<thead>
<tr>
<th>Major:</th>
</tr>
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<table>
<thead>
<tr>
<th>Degree:</th>
<th>Masters</th>
<th>PhD</th>
</tr>
</thead>
</table>

**Curricular Practical Training Request (to be completed by student)**

Name of Employer: _______________________

Employee’s Address: _______________________

How many hours will you be working per week? _______

Start Date: __________ End Date: __________

**To be completed by GRADUATE ADVISOR (NOT FACULTY ADVISOR)**

By signing below I am certifying that the Curricular Practical Training is:

- [ ] A required part of the program. ALL students in the program are required to complete an internship in order to graduate.
- [ ] A non-credit required part of the program, but is integral to the student’s program of study (i.e. will contribute to student's research efforts) pursuant to a credit-bearing course with a practical training component (enter course Information below).

<table>
<thead>
<tr>
<th>Course Title:</th>
<th>Terms:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Advisor’s Name: (NOT FACULTY ADVISOR)</td>
<td>Department</td>
</tr>
<tr>
<td>Graduate Advisor’s Signature: (NOT FACULTY ADVISOR)</td>
<td>Date:</td>
</tr>
</tbody>
</table>

Return form to the International Affairs office in Skye Hall 321
CPT Application Documents

1. CPT Request Form

2. Offer Letter
   a. Company Letterhead
   b. Indicate start and end date
   c. Job Position Title and Duties

Application Process: 1~2 weeks

Drop it off in person or by email at internationalstudents@ucr.edu
CPT Application Process (Undergraduate)

1. Approval from Academic Advisor
   - Complete CPT Request Form & obtain offer letter
   - Get approval signature from your Academic Advisor

2. Enroll in Internship Course
   - Enroll in internship course
   - Complete and submit Internship Documentation Packet to Career Center

3. Submit CPT Docs
   - Submit completed CPT documents to ISS office
     - Drop off at Skye Hall 321
     - Email docs at internationalstudents@ucr.edu
   - ISS office must receive forms to start approval process

FINAL Receive Approval & CPT I-20
   - ISS reviews and approves CPT Request
   - ISS office issues CPT I-20 (3~5 business days)

IMPORTANT NOTE: Students MUST receive CPT I-20 in order to begin internship/employment.
CPT Application Process (Graduate)

1. Approval from Graduate Advisor
   - Complete CPT Request Form & obtain offer letter
   - Get approval signature from your Graduate Advisor
   - Whole process may take around up to 1~2 weeks

2. Enroll in Internship Course
   - Enroll in internship course on CPT Request Form
   - Requirement to do CPT

3. Submit CPT Docs
   - Submit completed CPT documents to ISS office
     - Drop off at Skye Hall 321
     - Email docs at internationalstudents@ucr.edu
   - ISS office must receive forms to start approval process

FINAL Receive Approval & CPT I-20
   - ISS and Grad Division reviews and approves CPT Request
   - ISS office issues CPT I-20 (3~5 business days)

IMPORTANT NOTE: Students MUST receive CPT I-20 in order to begin internship/employment.
CPT I-20

Proof of Work Authorization

- Must receive CPT I-20 to start working

- CPT authorization is given per quarter
  - Internship Course Requirement

- Extending CPT for a new quarter requires a new CPT application
Do I need to apply for CPT if my off-campus internship is volunteer?

- The primary purpose of a volunteer position must be charitable or humanitarian in nature, without remuneration or any other type of compensation.

What internship course do I enroll in for CPT?

- Undergraduate students should consult with their academic advisor and Graduate students should consult with their graduate advisor when completing the CPT Form.

I’m a graduate student. What if I’m also working part-time on-campus as a TA or a GSR? What if I have a Fellowship?

- If the combined time you plan to work (both CPT and on-campus employment) exceeds 20 hrs per week, you should contact the Graduate Division and/or your Departmental Advisor to discuss how this will affect your funding.
CPT Frequently Asked Questions (FAQs)

I am a graduate student. Can I apply for CPT if I am on filing fee?

- No. You will not be eligible for CPT if you are on filing fee.

Can I change my job after I have been approved for CPT?

- CPT I-20s are issued based on the approved position and dates. If you want to change jobs after you have been approved for CPT, this will require a new CPT application and a new CPT I-20.

Can I begin my internship while I’m waiting for my CPT authorization?

- No. You MUST be approved for CPT and have the CPT I-20 before your internship begins. We cannot backdate CPT authorizations so, make sure to keep the application timeline in mind.

Do I need a Social Security Number?

- For paid on-campus employment and CPT positions, students will be required to apply for a Social Security Number (SSN) for tax-related purposes.
### SSN vs ITIN

<table>
<thead>
<tr>
<th>Social Security Number (SSN)</th>
<th>Individual Taxpayer Identification Number (ITIN)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>What is it?</strong></td>
<td><strong>What is it?</strong></td>
</tr>
<tr>
<td>Assigned to individuals who are authorized to work in the U.S.</td>
<td>Assigned to individuals who needs to report income but, is not eligible to receive an SSN. This number is used for tax purposes.</td>
</tr>
<tr>
<td>Used to report wages to the U.S. government for tax purposes</td>
<td></td>
</tr>
<tr>
<td><strong>Are you eligible to apply?</strong></td>
<td><strong>Are you eligible to apply?</strong></td>
</tr>
<tr>
<td>Must have an employment offer &amp; CPT I-20 to apply for SSN.</td>
<td>If you are not eligible for an SSN, you can apply for the ITIN.</td>
</tr>
<tr>
<td><strong>Where to apply?</strong></td>
<td><strong>Where to apply?</strong></td>
</tr>
<tr>
<td>At your local U.S. Social Security Administration Office.</td>
<td>Option 1: Mail your ITIN application to the IRS</td>
</tr>
<tr>
<td>- <a href="https://www.ssa.gov/locator/">https://www.ssa.gov/locator/</a></td>
<td>Option 2: Apply for ITIN in person using IRS-authorized Certifying Acceptance Agent</td>
</tr>
<tr>
<td><strong>Pick up at ISS office</strong></td>
<td><strong>Pick up at ISS office</strong></td>
</tr>
<tr>
<td>SSN Verification Form &amp; Instructions</td>
<td>ITIN Instructions</td>
</tr>
</tbody>
</table>
Pre-submitted Questions

- future employment options specific to phd students
- Obtain SSN
- how to get a us job
- how to get CPT
- How to obtain CPT and what kind of job should I looking for
- knowledge of finding a job in the campus
- How to get a job as an international student.
- f1 summer employment options
- The fundamentals regarding employment on an F1-visa
- The difference between OPT and CPT
- Does OPT begin after the commencement in spring, or when I'm done with classes in summer?
Helpful Resources

Forms/Handouts from ISS Office *(Request via email - internationalstudents@ucr.edu)*

- CPT Request Form
- CPT FAQ Sheet
- F-1 On-campus or Off campus Employment Verification Form

UC Riverside

- [Career Center](#)
- [UCR Handshake](#)

Government Resources

- [Study in the States - Training Opportunities in the U.S.](#)
- [Study in the States - Social Security Number (SSN)](#)
- [Study in the States- ITIN](#)
- [SEVIS - Practical Training](#)
Who can help you?

UCR International Students and Scholars (ISS) Office

Location	Skye Hall, Suite 321
Email	INTERNATIONALSTUDENTS@UCR.EDU
Office #	(951) 827-4113
Emergency #	(951) 206-8810