

Employment Options (F-1 Status) at a Glance

Employment Option	Pros	Cons	Forms Needed	Procedure	Berklee Regulations
On-Campus	Can start as soon as you enroll	Limited job openings	Letter of Authorization from Student Employment	Visit Scholarships & Student Employment Office or web site—see handout	Full-time enrollment required, except during summer; work limited to 15 hrs/week
Curricular Practical Training (CPT) (internships)	Allows full/part-time off-campus work when required for major Time not deducted from OPT (exceptions apply)	Limited internship opportunities Requires 9 months in valid F-1 status to apply	I-538, I-20, job offer letter, & OEL letter	Intl Student Advisor reviews forms and grants authorization	Must maintain enrollment while engaged in CPT
Optional Practical Training (OPT)—for all categories	Available during vacation/academic semester (pre-completion) and/or after studies (post-completion)	Limited to 12 months Requires 9 months in valid F-1 status to apply CIS may take up to 3 months to process an application	I-765, I-538, I-20, application fee	Attend an OPT workshop Intl Student Advisor endorses the application and student submits it to CIS	Regulations vary with category of OPT, please see below
OPT during Vacation (Pre-completion)	Allows full/part-time work off-campus in field of study	Time deducted from 12-month total See above	Same as above	Same as above	Must enroll in the next available term Full-time OPT may not exceed one semester
OPT during Acad. Semester (Pre-completion)	Allows part-time work off-campus in field of study during an academic semester	Time deducted from 12-month total at 50% rate See above	Same as above	Same as above	Full-time enrollment required while on OPT Part-time OPT may not exceed two semesters
OPT Post-completion	Allows employment in field of study following completion of studies	Limited to 12 months, minus any periods of pre-completion OPT, see above	Same as above, plus Anticipated Completion Confirmation Form & Official EVAL	Same as above	Approved petition for graduation
Economic Hardship	Allows off-campus employment for 12 months; not restricted to field of study. Full-time work allowed during vacation periods only	Strict eligibility criteria; difficult to obtain Requires 9 months in valid F-1 status to apply	I-765, I-538, detailed documents from student and sponsor, I-20, application fee	Intl Student Advisor endorses the application and student submits it to CIS	Full-time enrollment required, except during vacation periods