



International Student Services
Sierra Vista, 3rd Fl
1500 N Verdugo Rd
Glendale, CA 91208-2894
818-240-1000 x6645
gcciso@glendale.edu

Working in the US

General Information

Am I legally eligible to work in the United States?

Yes, given that you maintain your student status, you are legally eligible to work in the United States and may apply to jobs that require this eligibility status. You do not need a social security number (SSN) to apply. You can apply for an SSN after receiving a job offer (see below).

How do I apply for a Social Security Number (SSN)?

You must have a job in order to apply for a Social Security Number. The first time you get employment in the US you will need to apply for an SSN. To apply, visit the [Student Employment Services](#) office after you have found an on-campus job to receive an employment letter. If your first employment will be off-campus during CPT or OPT (see below), obtain a job offer letter from your employer. Submit your employment letter along with our [Social Security Letter Request](#) form to gcciso@glendale.edu. We will provide you with a second letter. You will need to take both letters along with your I-20/DS-2019, passport, and a print out of your [I-94](#) to the [Social Security Office](#) to apply for the number. The closest [Social Security Administration](#) office is located at 225 W Broadway # 600, Glendale, CA 91204.

I am facing financial hardship as a result of a loss of my original source of funding. What are my options?

You can try to find work on campus. If you are still having difficulty, and have been in F-1 status for at least one academic year, you may wish to consider Curricular Practical Training (see below) or applying for [Severe Economic Hardship](#).

On-Campus Employment

All international students are eligible to work on campus immediately after reporting to school. This section describes the rules for working on campus.

What qualifies as on-campus employment?

On-campus employment is any employment located on and paid by the GCC campus or an educationally affiliated campus entity. You can find jobs by working with the [Student Employment Services](#) office. You may apply to any job that does not require “work study” program funds. International students do not qualify for work study programs.

What are basic guidelines for on-campus employment?

International students may work up to 20 hours per week while school is in session. Students may work more during school break periods. (i.e. winter holidays or summer session)

May I have more than one on-campus job?

Yes, but the combined hours between all jobs may not exceed 20 hours during the school term.

What if I want/need to change on-campus jobs?

No problem. F-1 students may change on campus jobs at any time and do not need authorization/permission to do so.



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Off-Campus Employment

F-1 students have two types of off-campus employment available to them: Curricular Practical Training and Optional Practical Training. These employment opportunities are discussed here.

F-1 Curricular Practical Training (CPT)

What is F-1 Curricular Practical Training (CPT)?

Curricular Practical Training is a type of work authorization which enables students to engage in off-campus employment that is an integral part of an established curriculum, such as a required internship. The experience must be undertaken and completed prior to the completion of your degree.

What are the eligibility requirements for CPT employment?

You must be in F-1 status for at least one full academic year (9 months) and must be in good academic standing. Employment must be an integral part of the established curriculum and directly related to your degree.

How many hours can I work on CPT?

During the academic term, total employment (including any hours spent employed on campus) may not exceed 20 hours. During academic breaks when school is not in session (i.e. summer) you may work more than 20 hours a week, with authorization.

How do I obtain CPT authorization?

To obtain CPT, you must first receive a job offer. Once you receive a job offer, you must register for the appropriate internship or Co-Op course and complete the [Curricular Practical Training Request form](#) with the professor of that course. The completed form must be submitted to our office at gcciso@glendale.edu at least 3 business days before you will start your position. You will be issued a new I-20 showing CPT authorization to provide to your employer. You may begin employment *after* receiving this I-20. **CPT is specific to the employer and for the dates issued** – you must request a new CPT for any new or extended employment opportunity.

What should I do if I quit or complete my internship before the date listed?

Immediately notify your international student advisor to amend your authorization dates.

Do I need to apply for CPT for an unpaid internship?

It is strongly recommended that you obtain CPT authorization even for an unpaid internship. If you are considering an unpaid internship that does not qualify for CPT, please make sure that the company is aware of U.S. Department of Labor regulations concerning unpaid internships and that you have written assurances to that effect before you accept the position. We also recommend that you ask your employer to provide you with a letter confirming that there was no remuneration or any other type of compensation provided in any form during your participation. Please keep this letter for your permanent records.



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F-1 Optional Practical Training (OPT)

What is F-1 Optional Practical Training (OPT) and how can I apply?

Most students will use OPT after graduation to gain practical experience in their field for up to one year. Please see the detailed [Optional Practical Training: Quick Guide](#) handout for information on this benefit and attend an [OPT Workshop](#) early in your final semester of study.