Middlebury College

International Student Pre-Arrival Guide

Information for New International Students (including Exchange Students and U.S. Students Living Abroad) entering Middlebury College during Academic Year 2021-2022
This Pre-Arrival Guide provides information about:
Early Arrival for International Students, the I-20 Application Process (for students who need visa support),
ISO Welcome, the Friends of International Students (FIS) Host Program, FAQ - Frequently Asked Questions,
Travel to Middlebury College and Action Items.

This guide is current as of March 26, 2021. The global pandemic and operating under COVID-19 conditions create much uncertainty as we look to the future. As we confirm details about the opening of school during 2021-2022, ISSS will update our Early Arrival website with information about our programs and offerings.
Upon Arrival – Opening of School Programs

International students, including exchange students and U.S. students living abroad, begin their Middlebury experience with a series of programs run by various offices at the College. Some of the programs are optional, and some are required. International Student and Scholar Services (ISSS) highly recommends that international students attend all of the available opening of school programs. In the past, students have shared with us that while they were hesitant to attend all programs at first, they were thankful to have done so because it allowed for a more gradual and thorough introduction to life in the U.S. and at the College. This section of the guide outlines the programs that we offer. (February entrants, see next page for information about your Early Arrival dates.)

Early Arrival

Coordinated by International Student and Scholar Services (ISSS)
Early September 2021 (usually several days before MiddView orientation begins)

Early Arrival is a pre-orientation program that allows new international students extra time to recover from their travels around the world while meeting new people, completing visa-related processes (if applicable), and learning about Middlebury College. During Early Arrival, you will build connections with students, staff and faculty who will assist with your initial entry into the College and beyond. Participating in Early Arrival provides you with time to acclimate to your new home in Middlebury, Vermont with peers experiencing a similar transition. Our hope is that these few days will help successfully launch you into the next phase of student life at Middlebury.

Early Arrival sessions cover specific topics such as your U.S. visa status and responsibilities, student employment, cultural adjustment, U.S. taxes, and more. We also share information about academic and campus resources to help you make the most of your experience at Midd. Students engage with Program Arrival Leaders (PALs), student volunteers, who will guide small group discussions. Participants also enjoy organized and informal social activities.

We expect all international students on an F-1 or J-1 visa to participate and we welcome all other international students to join us as well. Once we confirm our plans for next year, ISSS will send students intending to enroll during 2021-2022 an email about the program details and the steps you need to take to confirm your participation. Due to the global pandemic, we will be adjusting our plans to follow any campus or public health guidelines.

MiddView

Coordinated by Student Life Division
Usually the week before the start of classes, which begin on Monday, September 13, 2021. (anticipated)

MiddView is our new student orientation program for new first-year, transfer and exchange students. All new students are required to participate in this program. This program covers a range of topics in an effort to introduce students to College resources and processes, and lead them into the school year. Typically, on the initial day of orientation, we invite family members to participate in a few sessions designed to address their specific questions, concerns and interests. By late May, we will post more information about the program and specific events on the orientation website at http://www.middlebury.edu/student-life/annual-events/Orientation.

ISSS Sponsored Events

Coordinated by ISSS
Dates to be determined

After the term begins, ISSS hosts a variety of gatherings and workshops on topics that may be of interest to you. Many international students find these events help them continue making a successful transition to life at the College. These are also great opportunities to reunite with your international classmates and ISSS.
Students arriving in February

February Early Arrival Orientation
Coordinated by International Student and Scholar Services
Early February 2022 (Usually 2-3 days before Feb Orientation begins.)

International students enrolling in February (also known as “Febs”) arrive on campus before the start of spring semester for Early Arrival. When the program is in person, our Feb Program Arrival Leaders (PALs) will host an informal dinner in the dining hall. During the Early Arrival time blocks, ISSS offers important pre-orientation sessions aimed at addressing key topics that affect international students, such as maintaining status as a student visa holder, academic and campus resources, and student employment. Students also join Feb Orientation (the new student orientation for new Febs) that occurs during the week before the start of classes.

February Orientation
Coordinated by Student Life
Usually the 5 days before the start of classes. (May involve virtual sessions prior to that.)
Spring semester classes will begin on Monday, February 14, 2022. (anticipated)

For information about Feb Orientation visit https://www.middlebury.edu/college/feb-orientation.

February Orientation Trips (Optional, if offered)
Coordinated by Middlebury Outdoor Programs (MOP)
Dates to be determined. Registration usually opens in November.

Various day trips allow incoming Febs to enjoy small group experiences in the local area.
Applying for an I-20 Form

To enter the United States in a status that allows for study, non-U.S. citizens and non-Legal Permanent Residents of the U.S. must obtain a Form I-20 [Certificate of Eligibility for Non-immigrant (F-1) Student Status] issued from the Student Exchange Visitor Information System (SEVIS). For Middlebury College to issue your Form I-20, you must complete the Academic Year I-20 Application webform available on the ISSS website (see next page for web link).

*Please note:* Citizens of Canada and Bermuda need an I-20 and a valid passport; they do NOT need to apply for a visa at a U.S. Consulate. Instead, these citizens only need to present their valid I-20 and passport at the U.S. port of entry to enter the country in F-1 status.

If you are a non-U.S. citizen or non-U.S. Legal Permanent Resident and do not need an I-20 or F-1 visa, please notify ISSS. If possible, and if you have not done so already, please provide us with a copy of any pertinent visa status or immigration documents so that we can update your records.

Students already in the U.S. in F-1 status must submit the I-20 application webform and complete the I-20 SEVIS transfer process. **If you are currently studying in the U.S. on an F-1 student visa, please be sure to note that on your I-20 application,** as special procedures for completing the SEVIS I-20 transfer process will apply.

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<tr>
<th>September Entrants:</th>
<th>Submit your I-20 application as soon as possible, and ideally, no later than June 1.</th>
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<td>In late April, we will begin issuing I-20s for new students who have submitted their enrollment deposit.</td>
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<table>
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<tr>
<th>February Entrants:</th>
<th>Complete your I-20 application after August 1, and ideally, no later than November 1.</th>
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<tbody>
<tr>
<td></td>
<td>In late October, we will begin issuing I-20s for new students who have submitted their enrollment deposit.</td>
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*Note: We know students are eager to obtain their SEVIS ID number to schedule a visa appointment. ISSS will strive to issue the I-20, along with instructions for obtaining an F-1 (student) visa, within three weeks of receiving a completed application. Students admitted before June 2020 who deferred entry to 2021-2022 or have been studying remotely, must complete the I-20 application process again and we will provide updated documents to you as soon as possible so you can take next steps.*

When ISSS sends you your Middlebury College I-20, we will also provide specific instructions about next steps. ISSS will notify you by email when we have mailed your I-20. This email will also include guidance about how to pay your I-901 SEVIS Fee (at least 3 days before your visa interview), and schedule a visa appointment at a U.S. embassy or consulate (ideally in your home country). *(Please be aware that the U.S. embassy or consulate will not issue an F-1 visa more than 120 days prior to your I-20 program start date, found on page 1 of your I-20.)*

In the meantime, we recommend that you check the website of the U.S. Consulate nearest you to learn more about the visa application process, including the process for making an appointment. For visa application guidance and wait times for obtaining a nonimmigrant student visa in your country, please see: [https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/wait-times.html](https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/wait-times.html).

Please note: While you may receive your F-1 visa up to 120 days prior to your program start date, you may enter the U.S. in that visa status no more than 30 days before your program start date. Plan your travel accordingly.

Upon receiving your Form I-20 from Middlebury College, you should apply for a visa as soon as possible. Applying for a visa can take one month or more, depending on the country. *(Note: Under COVID-19 conditions, this process will likely take much longer.)* If the consular officer subjects you to administrative processing, expect to experience a long delay (usually ≥30 days). **If you are unable to obtain a visa in time to arrive in Middlebury by your intended start date, alert ISSS as soon as possible because you may need to request a deferral to a future academic term.**

→ For I-20 Application Instructions, please see the next page. →
I-20 Application Instructions

For Middlebury College to produce your I-20, you must submit the following four items:

1. Completed Middlebury College I-20 Application Form for Academic Year students located on the ISSS website at http://www.middlebury.edu/international/isss/visas. Carefully read the I-20 Instructions first. You will need to have scanned copies of your financial documents and passport ID page to upload as part of the online submission process. Please have all materials ready to upload when you begin the I-20 Application process, as you will not be able to save your progress on this form to return to at a later time.

2. Copy of your passport identification page showing name, photo, date of birth and passport expiration date.

Financial Documentation. U.S. immigration law requires official certification that you have the necessary financial resources to pay for your tuition and living expenses for your first academic year in the U.S. Financial documentation includes a bank letter and a financial sponsor letter, which must adhere to the guidelines.

If more than one person is providing funds, submit both a bank and financial sponsor letter for each person.

3. Bank Letter. Provide a signed bank letter. Electronic copies accepted. The letter must:
   - Be dated on or after March 1 for September entrants. (February entrants: dated on or after August 1.)
   - Be on official bank letterhead.
   - Include the account holder’s name
   - Indicate the type of account. Funds need to be immediately available to the student, such as in a checking or savings account. Investments (mutual funds or restricted assets) cannot be used to show financial support. (Note: Certificates of Deposit need to mature and be available on or before program start date.)
   - Indicate the balance of the account(s) from where the financial support will come.
   - Indicate the currency of funds, preferably in U.S. dollars (US$). If your bank cannot issue the letter with a currency conversion, the document must clearly state the currency of funds listed.
   - Be signed by an official of the bank.
   - Be stamped with the bank seal, if available.
   - Be written in English or have an official English translation attached.
   - Show available funds to pay the cost of your first year of education.

   ★ If you receive financial aid from Middlebury College, the bank letter must show funds to cover your family’s costs (i.e. Estimated Family Contribution or EFC) as listed on your Financial Aid Notification.

   ★ If you do not receive financial assistance from Middlebury College, the bank letter must show funds of at least $78,820 as the estimated total costs.

   ★ If you anticipate difficulty being able to obtain the required financial documentation, contact ISSS.

   NOTE: If you indicated in your application to Middlebury that you did not intend to apply for need-based financial aid, please be aware that financial aid will not be available for you during your four years at Middlebury, even if your family’s circumstances change. Your acceptance letter also refers to this.

February Entrants: If you receive financial aid, your Financial Aid Notification shows Spring Term amounts only. To issue an I-20, we must see proof of funds to pay the costs for a full academic year. Therefore, you must show documentation for double the amount of your family contribution on your Financial Aid Notification.
4. **Signed Financial Sponsor Letter.** *Electronic copies accepted.*

The person(s) in whose name the bank funds are held (i.e. the account holder) must submit a letter that:

- Declares that, as your financial sponsor, they will cover the costs of the first year of your education with funds shown in the bank letter, and they intend to pay the costs of your entire enrollment at Middlebury;
- Refers to the relationship (parent, relative, etc.) between the sponsor and you;
- Is written in English or has an official English translation attached;
- Includes the account holder’s original signature and date.

Submit the online I-20 Application Form (https://forms.middlebury.edu/international/isss/i20-application) with the required financial documentation and passport ID page as early as possible, and ideally, no later than **June 1** for September entrants (and no later than **November 1** for February entrants).

Keep copies of all financial aid and related documents submitted to Middlebury College with this application. The U.S. Consulate may ask you to present this documentation when you apply for your visa, and in some cases, you may be asked to show them to the U.S. Department of Homeland Security when you enter the U.S.

**Cost Overview.** Middlebury College bases its estimated total cost of attendance on the following calculation:

<table>
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<tr>
<th>Estimate of student expenses for 2021-2022</th>
<th>Academic Year (September–May)</th>
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<tbody>
<tr>
<td>✓ Comprehensive Fee (tuition and room &amp; board)</td>
<td>$76,380 ($59,330 + $17,050)</td>
</tr>
<tr>
<td>✓ Books and Supplies</td>
<td>$1,000</td>
</tr>
<tr>
<td>✓ Student Activities Fee</td>
<td>$440</td>
</tr>
<tr>
<td>✓ Personal Expenses</td>
<td>$1,000</td>
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**ESTIMATED TOTAL COST**

$78,820

**Additional Expenses.** Students may need to consider the following additional expenses:

- **Health Insurance:** If you do not have health insurance with a U.S. based provider that is comparable to the plan offered by Middlebury College, then you will need to purchase the insurance provided by Gallagher Student Health and Special Risk. The insurance plan cost for next year will be confirmed by June. We estimate that the amount will be close to $2,500 for the year.
- **Taxes & Tax Liability:** Students who receive awards, significant financial aid and/or earn income through authorized employment must file an income tax return each year. Tax liabilities can exceed $500 per year.
  - For tax-related questions, contact the Middlebury Tax Office at middleburytaxoffice@middlebury.edu.
  - For financial aid questions, please contact Student Financial Services at sfs@middlebury.edu.
- **Official College Breaks: Travel and Lodging**
  The College campus is closed for December Recess each year, at which time all students must depart. All College services close, including the dining halls and libraries. *Any food, lodging or related expenses will be your responsibility.* It may be possible for students to submit a request (evaluated on a case-by-case basis) to Residential Life for consideration to remain on campus. Residence halls typically close at noon the day after fall term final exams end and reopen two days before winter term begins. Other breaks include Thanksgiving Recess, Spring Recess, and summer break (June, July, August). For a list of dates, please see the College’s academic calendar at http://www.middlebury.edu/academics/calendar/2021-2022.

While ISSS is here to assist you, remember that you are responsible for completing all the necessary steps to obtain the documents you need to enter the U.S. to begin your studies at Middlebury College.

If you have any questions about this process, please contact International Student and Scholar Services (ISSS):

Email: isss@middlebury.edu or Phone: (802) 443-5858
to MIDDLEBURY COLLEGE

from the ISO

Dear Newly Admitted International Students,

On behalf of the International Students’ Organization (ISO), we are thrilled to welcome you to our vibrant international community at Middlebury! Although Middlebury is a small liberal arts college residing in a tiny, picturesque town in Vermont, our school possesses an outstanding global outlook. As international students and students with international backgrounds, you play a critical role, bringing unique perspectives, cultural backgrounds and personal experiences from every corner across the globe.

As Middlebury’s International Students’ Organization, our goal is to empower members of the community in order to cultivate a strong, open-minded and multicultural environment. Whether this is through cultural events and performances that highlight diverse traditions, or monthly tea gatherings where we discuss key global issues, the ISO invites students to engage with the global perspectives and experiences that brighten our college community. We are also dedicated to making Middlebury your “home away from home” through outings to must-see Vermont destinations and international menus in the dining halls. In this way, Middlebury truly is a small town with a global community. The ISO is here to make your transition to Middlebury as smooth as possible, and to support you throughout your next four years.

We are sure you will have many great options as you receive acceptance letters from the United States and around the world. In terms of academic rigor and prestige, Middlebury is comparable to any other highly selective institution in the United States, and its study abroad programs across the globe are second to none. There are many opportunities for academic, personal and professional development here. Most importantly, we are a welcoming campus full of smiling faces, where intimate relationships among students, faculty and staff members make you feel comfortable. It is now your turn to embark on this important journey. The ISO wishes you the best as you choose where to spend your undergraduate years. Please feel free to reach out should you have any questions, or if you would like to introduce yourself. Also, be sure to check out our Instagram @midd.iso!

We hope to hear from you soon and to see you on campus next year!

Warmly,

Middlebury College International Students’ Organization
small town, global community

iso@middlebury.edu • go.middledbury.edu/iso • middISO
Friends of International Students (FIS) Host Program

Friends of International Students (FIS) Host Program, established in 2001, matches Middlebury College international students (broadly defined) with a local family. Hosts may be individuals, couples or extended families. Often our hosts have some ties to the College as alumni, faculty or staff. Our hope is that you will form a friendship that will last beyond your first year at the College.

The host program experience begins with an informal questionnaire in which students and potential hosts are asked to convey their expectations for the program. Ultimately, the program is what you and your host family make of it. Some families and students meet weekly for lunch, while others meet periodically throughout the year and primarily during vacation periods. ISSS considers the information on the questionnaires and then matches students with families that have similar interests as well as similar expectations of the program. While we encourage all international students to participate, the program is optional.

As of March 2020, we have paused the FIS Host Program due to the College’s COVID-19 health and safety protocols and a desire to keep our host families healthy and safe, too. To learn more about the FIS program, please visit: [http://www.middlebury.edu/international/isss/fis](http://www.middlebury.edu/international/isss/fis). When we are ready to resume the program, ISSS will send an email update with an invitation to sign up. If you have questions, contact [isss@middlebury.edu](mailto:isss@middlebury.edu).
FAQ - Frequently Asked Questions

**How can I find out important dates and vacations in the College calendar?**
You may consult the College calendar at [http://www.middlebury.edu/academics/calendar/2021-2022](http://www.middlebury.edu/academics/calendar/2021-2022). This is a proposed calendar and is subject to change, based on any adjustments that need to be made due to operating under COVID-19 conditions and adhering to public health requirements and guidelines.

**When will I get my I-20?**
ISSS will strive to issue visa-related documents within 3 weeks of receiving a complete I-20 Application (see page 5-7 of this guide for details). We understand that students are eager to receive their documents. ISSS will issue I-20s as quickly as we can. Class of 2024 students who deferred or studied remotely and will enroll in 2021-2022 also need to apply for an updated or new I-20. We will issue your I-20s as soon as possible.

**How do I apply for an F-1 (student) visa?**
First, you must obtain an I-20 from Middlebury College. (See the I-20 Application Instructions in this guide on pages 5-7, or on the ISSS web page.) Then, you must schedule an interview with a U.S. embassy or consulate to apply for the visa. To find the nearest U.S. embassy or consulate, refer to [https://www.usembassy.gov/](https://www.usembassy.gov/).

A U.S. embassy or consulate can only issue an F-1 visa up to 120 days before a program start date. We recommend that you check the consulate website, in advance, to learn more about the visa application process, including the process for making an appointment. F-1 visa holders may only enter the U.S. up to 30 days before their program start date.

More information regarding the visa application process and preparing for entry into the U.S. is available from the U.S. Department of State at [https://travel.state.gov/content/travel/en/us-visas/study.html](https://travel.state.gov/content/travel/en/us-visas/study.html) and on the Study in the States website at [https://studyinthestates.dhs.gov/students](https://studyinthestates.dhs.gov/students).

**How long will it take to get my F-1 (student) visa?**
In 2021, students may have a difficult time obtaining a visa appointment because the U.S. consulates have not resumed their full operations. In some cases, they may accept “emergency appointments,” and in some places, a student visa may be considered under that category, so it is worth exploring. Visa wait times vary by country. In some cases, it only takes a week. In other countries, it may take much longer. For an estimate of current visa wait times at the embassy or consulate nearest you, please refer to the U.S. Department of State’s website at [https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/wait-times.html](https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/wait-times.html).

For additional information on visas to the United States, visit [https://travel.state.gov/content/visas/en.html](https://travel.state.gov/content/visas/en.html).

**What fees do I pay with my visa application?**
You are responsible for paying the visa application and reciprocity fees, which vary by country. To learn more, see:

Fees: [https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/fees/fees-visa-services.html](https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/fees/fees-visa-services.html)


Prior to the visa appointment, you must show evidence that the SEVIS I-901 Fee was paid. With your I-20, ISSS will send instructions for paying the SEVIS (Student and Exchange Visitor Information System) fee. For more information regarding the SEVIS fee, please see [https://www.ice.gov/sevis/i901/](https://www.ice.gov/sevis/i901/).
**When can I enter the United States using my new F-1 (student) visa?**
You may enter the U.S. up to 30 days prior to the program start date noted on your I-20.

Students wishing to enter the U.S. prior to the 30-day grace period must enter in another visa status, usually in “visitor” status as a tourist. Yet, individuals in tourist status may not enroll in courses full time. Therefore, you would need to change from tourist to F-1 student visa status before the start of the term, which would likely require departing the U.S. and re-entering. **We discourage this option, especially during the global pandemic.**

Changing from tourist to student visa status within the U.S. is not always possible, and can be time-consuming, expensive and risky. We strongly advise you to enter the U.S. in F-1 student status within the 30-day pre-arrival period allowed by your I-20 to avoid this situation. If you have questions, contact ISSS in advance of your travels.

**Does Middlebury provide transportation from the airport?**
The College only offers transportation service from the Burlington International Airport to Middlebury on your designated arrival day. You may move into your Middlebury College room on your arrival Day—no earlier. **If you wish to arrive to the U.S. prior to that day, you are responsible for your own transportation and accommodations.**

**Can I arrive early to Middlebury College?**
If you have registered for Early Arrival, you will have access to your Middlebury College room on arrival day. Students cannot access their rooms prior to this date. If you wish to arrive to the U.S. early, you are responsible for your own travel arrangements, food and lodging. If family members accompany you, they will need to find off-campus accommodations. (View local off-campus accommodations at https://www.middlebury.edu/college/admissions/visit-us/in-person-visits#lodging-and-restaurants).

**Do I need to stay in my room on my first night?**
We expect students to participate fully in the Early Arrival program. Students must stay in their on-campus rooms beginning on Arrival Day when we offer Early Arrival in person. Participants who fail to arrive on campus on Arrival Day (without prior permission from ISSS) may be unable to join the program in progress.

**Do I need to bring the full amount of my family contribution with me?**
We highly encourage you, if you can, to have funds available via a bank or in hand. When Student Financial Services (SFS) calculates your financial need and determines if you will receive assistance, they consider the estimated total costs of your first year at Middlebury. This includes costs that the College applies to your student account bill as well as anticipated personal expenses. The comprehensive fee (tuition, room and board) and the student activities fee will appear on your College bill. Other expenses (such as books, supplies, personal items, clothing, and travel) are items that you will need money for throughout the year. You will need to have funds available to pay for those expenses when you make those purchases. While the College bill will be due before each semester begins, the other expenses will arise upon arrival and throughout the academic year. Additional expenses may also include health insurance, taxes and tax liability and food/lodging/travel during College breaks.

**Can I pay my enrollment deposit online?**
Yes. To learn more about paying your deposit online, please visit the Admissions website for newly admitted students: http://www.middlebury.edu/admissions/admitted_students (click on “Next Steps”).

**Can I pay charges on my college bill (i.e. tuition) through an electronic transfer of funds?**
Yes. Please contact Student Financial Services (SFS) by email at sfs@middlebury.edu for instructions.
**Does my enrollment deposit count towards my family contribution and my College bill?**
Yes. The deposit you submit to reserve your place at Middlebury will be applied to your College bill. It is part of your family contribution. (When completing the I-20 Application, if needed, you may provide evidence that the deposit was paid as financial documentation of that portion of your family contribution.)

**How can I buy the Middlebury College Student Health Insurance plan?**
We expect students to have a U.S.-based health insurance policy. For information on purchasing the Student Health Insurance from Gallagher Student Health and Special Risk, see the Student Health Insurance website at [http://www.middlebury.edu/offices/administration/vpfin/finance-office/bsncvcs/student_insurance](http://www.middlebury.edu/offices/administration/vpfin/finance-office/bsncvcs/student_insurance). Insurance through Gallagher Student Health costs an estimated $2,500 per year, which includes medical evacuation and repatriation. You can find detailed information on the policy and how to register on the website noted above.

**Note: Health insurance fees are not included in the estimated total costs for Middlebury College.**

**Where can I open a bank account?**
You will be able to open an account within the first several days you are on campus. For more information about banking in the U.S., visit our website at [http://www.middlebury.edu/international/isss/living-in-us/banking](http://www.middlebury.edu/international/isss/living-in-us/banking).

**Do I need to purchase a computer?**
Many students choose to have their own computer for convenience. Yet, it is not necessary to have one when you begin your studies at Middlebury. There are many computers available for student use on campus. If you would like to purchase a computer, detailed information regarding computer needs and costs is available at [http://mediawiki.middlebury.edu/wiki/LIS/Computer_purchase_guidelines](http://mediawiki.middlebury.edu/wiki/LIS/Computer_purchase_guidelines).

Under Middlebury College’s software licenses, students may install and use certain software products on their personally owned computers. To learn more, visit [http://www.middlebury.edu/offices/technology/help/technology-services/requests/technology-helpdesk/what-students-need-know](http://www.middlebury.edu/offices/technology/help/technology-services/requests/technology-helpdesk/what-students-need-know).

**How can I buy a cell phone?**
We provide a basic overview about cellular phone service and mobile telephones at [http://www.middlebury.edu/international/isss/living-in-us/phones](http://www.middlebury.edu/international/isss/living-in-us/phones).

**When can I start working on campus?**
The Student Employment Office (SEO) will share information about obtaining on-campus employment. SEO will post academic year job openings online beginning the first day of classes, with additional opportunities listed, as they become available. New students may begin work after they secure a position and once they complete the on-boarding processes. This can be as early as the first week of classes.

Students will need to obtain a U.S. Social Security Number (SSN) if they intend to work. For more information about the SSN application process visit [http://www.middlebury.edu/international/isss/taxes-social-security](http://www.middlebury.edu/international/isss/taxes-social-security).

ISSS recommends that new students plan to work only 5–10 hours per week (or less, depending on course load). The pay rate for student positions is about $11-$12/hour, depending on the position and your experience.

Students may also pursue on-campus summer employment and housing during the summer break. Summer contracts are usually due in mid-April. You can familiarize yourself with the Student Employment Office by visiting: [http://www.middlebury.edu/offices/business/seo](http://www.middlebury.edu/offices/business/seo).
International students with visas (F-1 and J-1) are **not allowed** to engage in off-campus employment without prior authorization. Doing so could result in the loss of your good standing in the U.S. and disrupt your ability to continue studying at Middlebury. During Early Arrival, ISSS will discuss employment regulations and maintaining your visa status, as well as some of the off-campus employment authorizations available to you.

If you are ever unsure about a situation, please ask! Contact us at isss@middlebury.edu.

**Can you explain more about taxes and tax liability?**

All international students in a non-resident alien tax status are required to file tax forms with the U.S. federal government by mid-April each year, regardless of whether they earned source income during the prior tax year (January 1-December 31). To file taxes means to submit documents, via mail or electronically, to the Internal Revenue Service (IRS), to report income, calculate tax liability, remit payments and/or request refunds. The IRS, a bureau of the U.S. Department of Treasury and federal tax collection agency, helps individuals understand their tax responsibilities while also enforcing the law (i.e. pay your taxes or face penalties).

You can expect to pay taxes on income earned in the U.S., including wages from employment and a portion of your grants/scholarships from Middlebury College if you receive financial aid above the direct educational costs (tuition). The amount of tax you owe will depend on the amount of funds you earn/receive and the tax treaty (if any) between your home country and the U.S. Taxes may represent an additional expense of $500, on average, per year. It is your responsibility to file your income tax forms annually and pay your taxes (if applicable) on time.

ISSS works closely with the Tax Office to communicate relevant tax information to our international students. The Tax Office and the ISSS team together offer tax filing support before taxes are due each year. We contract with Sprintax, a tax preparation company, to provide a software program and resources to assist international students and scholars with filing their tax returns. For questions about taxes, contact the Tax Manager at middleburytaxoffice@middlebury.edu.

**Can I talk to someone at Middlebury College from my country?**

There are students from over 75 countries at Middlebury College, so even if there is not a student from your country, there will certainly be someone from your region of the world! If you would like to connect with a current Middlebury student from your area of the world, contact the International Students’ Organization (ISO) at iso@middlebury.edu.

**Does Middlebury College have a host family program?**

Yes. The Friends of International Students (FIS) host program is a hospitality program where international students have an opportunity to become friends with a local family through our matching process. Information about the FIS program is included in this pre-arrival guide. ISSS staff as well as student participants in the FIS program encourage you to participate. (To learn more, go to [http://www.middlebury.edu/international/isss/fis](http://www.middlebury.edu/international/isss/fis)).

*Note: Since March 2020, we have paused the program due to the College’s health and safety protocols and concern for students and hosts.*

**Still have questions?**

For more information and answers to other questions you may have, please visit our website at: [http://www.middlebury.edu/international/isss](http://www.middlebury.edu/international/isss).
Travel to Middlebury College

We will offer transportation on “arrival day” via a bus service from Burlington International Airport, in Burlington, Vermont, to Middlebury College.

The transportation service will only be available at set times on the designated arrival day for students participating in the Early Arrival pre-orientation program and who pre-registered for the shuttle service.

- We encourage students to arrive at Burlington International Airport (airport code: BTV) between 11:00 AM to 10:00 PM on Arrival Day.
- If you are unable to schedule your arrival during these times on Arrival Day, please contact us at isss@middlebury.edu before you book a flight.

You will receive more information about requesting transportation to campus and confirming your travel itineraries via email from ISSS by early August for September entrants (and in January for February entrants).

International students studying at Middlebury on an F-1 (student) or J-1 (exchange student) visa are eligible to enter the country up to 30 days before their program start date. If you choose to arrive in the U.S. earlier than on your designated arrival day, you will be responsible for your own food and lodging during that time.

Contact us at isss@middlebury.edu, if you have any questions about your travel logistics.
**Action Items:**

Learn more at:
www.middlebury.edu/international/isss/earlyarrival  
www.middlebury.edu/international/isss/visas

**September Entrants:**
- ✓ I-20 Application – As soon as possible, and ideally by June 1
- ✓ Travel Plans – submit by mid-August (highly recommended)
- ✓ Early Arrival Participation Confirmation (will be requested in June)
- ✓ Submit FIS host program questionnaire (optional/once program resumes)

**February Entrants:**
- ✓ I-20 Application – As soon as possible after August 1, and ideally by November 1
- ✓ Travel Plans – submit by early January (highly recommended)
- ✓ FEB Early Arrival Participation Confirmation (will be requested in November)
- ✓ Submit FIS host program questionnaire (optional/once program resumes)

**International Student and Scholar Services (ISSS)**

Middlebury College-ISSS  
14 Old Chapel Rd (Service Building, 2nd floor)  
Middlebury, Vermont 05753 U.S.A.

Phone: 802.443.5858  
Email: isss@middlebury.edu  
Web: www.middlebury.edu/international/isss
Congratulations on your acceptance to Middlebury College!

We hope you choose to join us.
Arrival Day at the Welcome Center
&
Night at the Grille

We look forward to your participation in Early Arrival 2021/2022!