

**Instructions for F-1 Students in the U.S.  
for international employees in Middlebury summer programs**

If you are currently in the U.S. as an F-1 student, then you might have the opportunity to apply for work authorization associated with your current F-1 status. This might be Optional Practical Training (OPT) or Curricular Practical Training (CPT). You must speak with your current Designated School Official (DSO) at your U.S. school about the type of off-campus training benefit you may be eligible for. Once that is determined, you should begin the application process as soon as possible.

Once you have determined which type of work authorization to apply for, please read the relevant section below for detailed information about what documentation Middlebury ISSS will need from you to establish you have the appropriate status and work authorization to work for Middlebury in the summer.

If it is determined that you are **not** eligible for F-1 work authorization benefits, please contact ISSS at [iss@middlebury.edu](mailto:iss@middlebury.edu) *as soon as possible* to discuss what other options may be available for you to pursue employment at Middlebury for the summer.

After reading this document, if you have questions, please contact [iss@middlebury.edu](mailto:iss@middlebury.edu).

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**F-1 Optional Practical Training (OPT):**

If you are an F-1 student in the U.S., who intends to work for a Middlebury summer program using OPT work authorization, please email [iss@middlebury.edu](mailto:iss@middlebury.edu) confirming that you will be obtaining F-1 OPT work authorization. This email confirms with us that you will be obtaining work authorization associated with your current U.S. status, and you will not need additional visa-related support from Middlebury.

**You must be able to show you have work authorization as soon as possible. If you are unable to show you have authorization for the period of your contract by the first week of June, you may not be able to work for Middlebury.**

IMPORTANT: Having a pending application with USCIS does **NOT** permit you to work. You must have a valid Employment Authorization Document (EAD) for the dates of your contract to be able to work. The application adjudication process for OPT can take up to, or more than, 90 calendar days from the day USCIS receives it. If you plan to work at Middlebury using OPT, please be in touch with your International Student Advisor (DSO) to inquire about or begin the OPT application process. Also, please remain in consistent and timely communication with ISSS regarding the status of your work authorization documentation.

Once USCIS has approved your OPT authorization and you have received the EAD, submit the following documents to Middlebury ISSS. Documents must be submitted through our secure web document submission link:

[https://middlebury.qualtrics.com/jfe/form/SV\\_8rkqgZCH4Cp7EKW](https://middlebury.qualtrics.com/jfe/form/SV_8rkqgZCH4Cp7EKW). **DO NOT** send these documents by email for privacy and security reasons.

1. Copy of pages 1 and 2 of the I-20 with full-time OPT recommendation on page 2;
2. Copy of passport ID page;
3. Copy of most recent F-1 visa page, if applicable, and most recent entry stamp, if applicable;
4. Most recent I-94 record, which can usually be obtained from [www.cbp.gov/i94](http://www.cbp.gov/i94); and
5. Copy of EAD card that shows you will be in an active period of work authorization by the start date of your Language School contract.

### **F-1 Curricular Practical Training (CPT):**

If you are an F-1 student in the U.S., who intends to work for a Middlebury summer program using CPT work authorization, please email [iss@middlebury.edu](mailto:iss@middlebury.edu) confirming that you will be obtaining F-1 CPT work authorization. This email confirms with us that you will be obtaining work authorization associated with your current U.S. status, and you will not need additional visa-related support from Middlebury.

When requesting CPT authorization, please ensure:

- The approval dates of your CPT authorization **match** the employment dates shown on your Middlebury contract. If your approval dates do not match the Middlebury contract dates, please be in contact with ISSS about how this may impact your ability to work for Middlebury this summer.
- Your CPT authorization is for **FULL-TIME** employment. Employment for Middlebury summer programs is considered to be full-time (at least 40 hours per week) unless the contract letter specifies the employment is part-time and states the number of work hours per week. Per regulations, full-time employment for F-1 students is defined as greater than 20 hours per week for CPT and at least 20 hours or more per week for OPT. **NOTE:** *You may want to provide this document to your DSO along with the contract to explain the full-time employment expectation.*
- When applying for CPT, please provide your DSO with the correct working address for your school. Arabic, Italian, and Portuguese Language Schools are located at Bennington College. English Language School is located at Middlebury Institute of International Studies at Monterey, CA. All other Language Schools will be held at Middlebury College in Middlebury, VT. The School of Environment is located at the Middlebury Institute of International Studies at Monterey, CA. Bread Loaf School of English is located at Middlebury's Bread Loaf Campus near Ripton, VT, and Middlebury Institute of International Studies at Monterey, CA. Please reference the relevant address below and **replace "X" with the name of your hiring school** when providing the information to your DSO.

#### **If your school is located at Middlebury College:**

President & Fellows of Middlebury College  
X Language School  
14 Old Chapel Rd  
Middlebury, VT 05733

#### **If your school is located at Bennington College:**

President & Fellows of Middlebury College  
X Language School – Bennington College  
Campus  
1 College Dr.  
Bennington, VT 05201

#### **If your school is located at the Middlebury Institute of International Studies at Monterey:**

President & Fellows of Middlebury College  
X School – MIIS Campus  
460 Pierce St  
Monterey, CA 93940

#### **If your School is located at Bread Loaf Campus:**

President & Fellows of Middlebury College  
X School – Bread Loaf Campus  
4229 Route 125  
Ripton, VT 05766

*For Summer 2024, if you are working for a school that is offering programs remotely and you will be working for the remote program only, and you will be in the U.S. performing the work, then you will need to use your place of living as the address of work. **Please make sure you check with your DSO that remote work is permitted per their understanding of the F-1 regulations.***

Once your CPT authorization has been approved, please submit the following documents to Middlebury ISSS. **Please do not send these documents by email for privacy and security reasons.** Documents must be submitted through our secure document submission webform: [https://middlebury.qualtrics.com/jfe/form/SV\\_8rkqzZCH4Cp7EKW](https://middlebury.qualtrics.com/jfe/form/SV_8rkqzZCH4Cp7EKW).

1. Copy of pages 1 and 2 of the I-20 with the **full-time** CPT for Middlebury recommendation on page 2;
2. Copy of passport ID page;
3. Copy of most recent F-1 visa page, if applicable, and most recent entry stamp, if applicable; **and**
4. Most recent I-94 record, which can usually be obtained from [www.cbp.gov/i94](http://www.cbp.gov/i94).