

**Instructions for J-1 Exchange Visitors in the U.S.  
for international employees in Middlebury summer programs**

If you are currently in the U.S. in the J-1 Exchange Visitor status, you will need to contact your current J-1 Sponsor's Responsible/Alternate Responsible Office (RO/ARO) to discuss if you will be able to come to Middlebury to teach or be a bilingual assistant or academic staff support in the summer.

- Some J-1 sponsors prefer to transfer your J-1 SEVIS record to Middlebury for the duration of the Middlebury contract. To legally transfer a J-1 SEVIS record from one sponsor to another sponsor, the following conditions must be met.
  - **Your primary purpose cannot change.** For example, if your primary purpose (or program) with your current sponsor is to teach Russian and you were hired by the Middlebury Russian Language School to teach Russian then your primary purpose is not going to change. However, if your primary purpose is to conduct research in chemistry, then your sponsor cannot legally transfer your J-1 record to Middlebury to teach Russian.
  - **Middlebury College can only accept the transfer of your J-1 SEVIS record up to 30 calendar days** before the start date listed in your contract letter (i.e. if your contract start date is June 21, 2024, we can accept your J-1 record transfer no earlier than May 22, 2024.)

If your J-1 sponsor determines that they will need to transfer your J-1 SEVIS record for you to work at Middlebury in the summer, **please do the following 2 steps:**

1. Provide the name and email of the RO/ARO of your sponsor to [iss@middlebury.edu](mailto:iss@middlebury.edu) so we can contact them directly. Please indicate the Middlebury summer program that hired you and "J-1 transfer" in the subject line of the email (i.e. "Russian Language School – J-1 Transfer").
  2. Follow the instructions under "**J-1 Transfer**" on page 2.
- Some J-1 sponsors will allow you to remain on their DS-2019 and will add Middlebury as a 2<sup>nd</sup> Site of Activity to your J-1 SEVIS record. This is a form of authorization that will allow you to teach or be a bilingual assistant at Middlebury and be paid. If your sponsor is willing to add Middlebury as a 2<sup>nd</sup> site of activity to your J-1 SEVIS record, please follow the instructions under "**J-1 2nd Site of Activity**" on page 3.
  - If you are a J-1 Exchange Visitor in a Student category (degree or non-degree), you will need to discuss with your RO/ARO to determine if you are eligible for and can obtain Academic Training employment authorization to be able to teach or be a bilingual assistant/support staff for Middlebury in the summer. If your J-1 sponsor is able to grant Academic Training to you for the summer, then you will need to follow the instructions under "**J-1 Academic Training**" on page 4.

**IMPORTANT: ANY DOCUMENTATION THAT YOU NEED TO SUBMIT TO MIDDLEBURY TO SHOW YOUR VALID VISA STATUS AND WORK AUTHORIZATION MUST BE RECEIVED BY ISSS AS SOON AS POSSIBLE BUT NO LATER THAN THE 30 DAYS BEFORE THE START DATE OF YOUR CONTRACT.**

### **J-1 transfer:**

After speaking with your current RO/ARO about the need to transfer your SEVIS record and providing the RO/ARO contact information to Middlebury ISSS, please take the following steps:

- 1) Complete the Faculty and Staff Information form on the ISSS website ([https://middlebury.qualtrics.com/jfe/form/SV\\_ahCophLVlsOwL42](https://middlebury.qualtrics.com/jfe/form/SV_ahCophLVlsOwL42)).
- 2) ISSS will only be able to produce and issue you a transfer Form DS-2019 after the release date of your SEVIS record. You can choose to wait to obtain your Middlebury-issued DS-2019 upon your arrival at Middlebury and pick it up when you check in with our office on the designated check-in day for your school. Or we can issue the document to you electronically via email, especially if you are traveling internationally and will need the Middlebury DS-2019 to re-enter the U.S. ***Please consult with ISSS regarding this first.***

**If you are traveling internationally before the start of your Middlebury contract, please let us know the exact dates of your travel including date of departure from the U.S. and date of re-entry to the U.S.).** ISSS will do our best to send you the DS-2019 before you depart the U.S. You may need to apply for a J-1 visa in your passport before returning to the U.S. if your current J-1 visa stamp is or will be expired. ISSS may be able to assist you with determining if you will have enough time to obtain a new J-1 visa if it is needed. NOTE: You will not need to pay the SEVIS I-901 fee again as your SEVIS ID number will remain the same for the Middlebury-issued DS-2019.

*If you are working for a school that is offering programs remotely and you will be working for the remote program only, Middlebury may not be able to accept your J-1 record. Please email [iss@middlebury.edu](mailto:iss@middlebury.edu) if this applies to you.*

### **J-1 2<sup>nd</sup> Site of Activity:**

If your current sponsor has agreed to add Middlebury College as a 2<sup>nd</sup> site of activity to your current J-1 SEVIS DS-2019 record, then we need you to upload the following documents through our secure document submission webform:

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

1. Copy of your most recent DS-2019;
2. Copy of your passport ID page and most recent J-1 visa stamp page;
3. Copy of your most recent entry stamp, if applicable;
4. Copy of your most recent I94 record (obtained from [www.cbp.gov/i94](http://www.cbp.gov/i94)); and
5. Either a letter from the RO/ARO or a copy of the SEVIS screen showing Middlebury as a 2<sup>nd</sup> site of activity and that your salary, plus room and board, has been added to your funding.

Please note: Your J-1 sponsor should add the Middlebury salary + room and board to your funding and input the proper name and address of your second site of activity in your SEVIS record. The Language School addresses have been included below for reference. If you are hired by the 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 Bread Loaf Campus near Ripton, VT and at Middlebury Institute of International Studies at Monterey, CA. Please reference the address below and replace "X" with the name of your hiring school when providing the information to your RO/ARO as follows:

**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. You should check with your RO/ARO about the regulatory requirements regarding remote work.*

***J-1 Academic Training (Option for J-1 students, or J-1 non-degree students):***

After your J-1 sponsor has authorized you for Academic Training at Middlebury College, we will need copies of the following documents for our records:

1. Copy of DS-2019 with **Full-time** Academic Training authorization for Middlebury College;
2. Copy of passport ID page;
3. Copy of most recent J-1 visa page and most recent entry stamp, if applicable; and
4. Most recent I-94 record, which can usually be obtained from <https://i94.cbp.dhs.gov/i94/#/home>.

Documents need to be submitted through our secure document submission web form. **Do NOT email for privacy and security reasons.** Go to: [https://middlebury.qualtrics.com/jfe/form/SV\\_8rkqgZCH4Cp7EKW](https://middlebury.qualtrics.com/jfe/form/SV_8rkqgZCH4Cp7EKW).

Please note: Your J-1 sponsor should add the correct Middlebury name and address of your second site of activity. The Language School addresses have been included below for reference. If you are hired by the 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 Bread Loaf Campus near Ripton, VT, and at Middlebury Institute of International Studies at Monterey, CA. Please reference the address below and replace "X" with the name of your hiring school when providing the information to your RO/ARO as follows:

**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. **You should check with your RO/ARO about the regulatory requirements regarding remote work.***

NOTE: All hires for the Middlebury College Summer Language Schools are considered full-time employees unless the contract letter states otherwise. If the contract letter does not specify, please assume that the work is full-time and request authorization for at least 40 hours/week.

If you have any questions, contact ISSS at [iss@middlebury.edu](mailto:iss@middlebury.edu).