

Instructions for F-1 Students in the U.S.

F-1 Optional Practical Training (OPT):

Please let us know if or when you applied for the OPT benefit if it hasn't been approved at the time of the initial ISSS contact. Then, after USCIS has approved your OPT authorization, we will need copies of the following documents:

1. Copy of 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;
4. Most recent I-94 record, which can usually be obtained from 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.

Documents must be submitted through our secure web document submission link:

https://middlebury.qualtrics.com/jfe/form/SV_8rkqgZCH4Cp7EKW. **DO NOT send these documents by email.**

You must be able to show you have work authorization by the start date of your contract or you will not be permitted to work for Middlebury College this summer. Having a pending application with USCIS will NOT permit you to start work. The application process for OPT can take longer than 90 days. If you plan to work at Middlebury using OPT, please contact your international student as soon as possible.

F-1 Curricular Practical Training (CPT):

Please let us know if you have applied or when you will apply for the CPT benefit. Then, after you have been granted CPT authorization for Middlebury College, we will need copies of the following documents:

1. Copy of I-20 with the **full-time** CPT for Middlebury College 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; and
4. Most recent I-94 record, which can usually be obtained from www.cbp.gov/i94.

Please do not send these documents by email. Documents must be submitted through our secure document submission webform: https://middlebury.qualtrics.com/jfe/form/SV_8rkqgZCH4Cp7EKW.

When applying for CPT, please provide your international student advisor the correct working location for your language school. Arabic, Italian, and Portuguese will be held at Bennington College. All other languages will be held at Middlebury College. Please reference the address below and replace "X" with the name of the language of your hiring school when providing the information to your international student advisor.

If your school is located at Middlebury College:
(Use for Language Schools held in Middlebury.)
President & Fellows of Middlebury College
X Language School
14 Old Chapel Rd
Middlebury, VT 05733

If your school is located at Bennington College:
(Use for Language Schools held in Bennington.)
President & Fellows of Middlebury College
X Language School – Bennington College Campus
1 College Dr.
Bennington, VT 05201

For Summer 2022, 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.

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 (at least 40 hours per week). Full-time 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.

If you have questions, please contact iss@middlebury.edu.

INTERNATIONAL TRAVEL

Obtaining a visa and managing travel to the U.S. may be more complicated and uncertain due to the COVID-19 pandemic. We encourage all international students and scholars to respond to all visa-related processing requirements promptly and comply with all travel guidance. Some U.S. Embassies and Consulates around the world may offer limited visa processing services. In some cases, they may still not have reopened. In addition, international travelers to the U.S. are subject to COVID-19 testing and/or vaccination requirements and may also be limited by travel restrictions, if entering the U.S. from particular countries. Middlebury will provide testing and quarantine information prior to your arrival date on campus. It will be important to plan ahead and anticipate any requirements (federal, state and Middlebury-specific) so that you may begin your program with Middlebury by your intended start date. ISSS cannot guarantee that you will secure a visa in time, yet we will do our best to support you in the process. Please consult available web resources below for more information and contact ISSS if you have questions.

Middlebury COVID-19 Essential Information: <https://www.middlebury.edu/office/covid-19-updates>

State of Vermont Department of Health: <https://www.healthvermont.gov/covid-19>

Centers for Disease Control and Prevention (CDC):

- <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
(COVID-19 main webpage)
- <https://www.cdc.gov/coronavirus/2019-ncov/travelers/from-other-countries.html>
(International Travel including COVID-19 testing and vaccination requirements)