

Instructions for F-1 Students in the U.S. for international employees employed by Middlebury

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 U.S. status. This might include Optional Practical Training (OPT) or Curricular Practical Training (CPT). It is imperative that you speak with your current U.S. school about the off-campus training benefits for which you may be eligible, and then start the application process as soon as possible.

Once you have determined the work authorization for which you will apply, please read through the appropriate sections below for detailed information about what Middlebury ISSS will need from you.

If it has been determined that you are not eligible for F-1 benefits, please be in touch with ISSS at iss@middlebury.edu.

F-1 Optional Practical Training (OPT):

If you are an F-1 student in the U.S., who intends to work at Middlebury College or Middlebury Institute for International Studies using OPT work authorization, please inform Middlebury ISSS of your intent after receiving our initial email. This initial contact 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 by the start date of your contract or you will not be permitted to work for Middlebury. Having a pending application with USCIS will NOT permit you to start work. The application process for OPT can take up to, or more than, 90 days. If you plan to work at Middlebury using OPT, please be in touch with your International Student Advisor at your current school/ to start or ask questions about the OPT application process.

Once USCIS has approved your OPT authorization, submit the following documents to Middlebury ISSS:

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; 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/ife/form/SV_8rkqgZCH4Cp7EKW. **DO NOT send these documents by email.**

[NOTE: MIDDLEBURY IS NOT AN E-VERIFY EMPLOYER THEREFORE WE ARE NOT A QUALIFYING EMPLOYER FOR THE F-1 STEM OPT EXTENSION BENEFIT PURPOSES.](#)

F-1 Curricular Practical Training (CPT):

If you are a current F-1 student who intends to apply for CPT in order to work at Middlebury College or Middlebury Institute for International Studies at Monterey, please inform Middlebury ISSS of your intent after receiving our initial email. This initial contact 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 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 could impact your ability to work at Middlebury.
- If your contract does not specify you will be employed less than full-time (part-time), then your employment is full-time employment. If the contract letter does not specify, please assume that the work is full-time. Full-time at Middlebury College is generally 38.75 hours per week and at Middlebury Institute it is 38.50 hours per week. *Full-time employment pursuant to F-1 regulations is defined as greater than 20 hours per week for CPT.
- When applying for CPT, please provide your international student advisor the correct working location for your employment. Please replace "X" with the name of your hiring department when providing the information to your international student advisor.

If your employment will be with Middlebury College:
President & Fellows of Middlebury College
X Department/Program
14 Old Chapel Rd
Middlebury, VT 05733

If your employment will be with Middlebury Institute:
Middlebury Institute of International Studies
X Department/Program
460 Pierce St
Monterey, CA 93940

If your employment will be with Middlebury Institute
CNS-DC:
Middlebury Institute of International Studies
James Martin Center for Nonproliferation Studies-DC
1400 K Street, NW, Suite 1225
Washington, DC 20005

Once your CPT authorization has been approved, please submit the following documents to Middlebury ISSS:

1. Copy of pages 1 and 2 of the I-20 with the **full-time** (or **part-time**, if you are employed part-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.

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.

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