

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 Responsible/Alternate Responsible Office (RO/ARO) to discuss if you will be able to come to Middlebury College to teach or be a bilingual assistant in the summer.

- Some J-1 sponsors will allow you to remain on their DS-2019 and will add Middlebury College as a 2nd 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 College as a 2nd site of activity to your J-1 SEVIS record, please follow the instructions under “**J-1 2nd Site of Activity**” below.
- Some J-1 sponsors prefer to transfer your J-1 SEVIS record to Middlebury College for the duration of the Middlebury Language Schools. In order 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 Language and you were hired by the Middlebury College 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 within 30 calendar days** before the start date listed in your contract letter (i.e. if your contract start date is June 24, 2023, we can accept your J-1 record transfer no earlier than May 25, 2023.)

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 so we can contact them directly. Please indicate the Middlebury Language School 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**” below.
- 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 about whether you can obtain Academic Training employment authorization to be able to teach or be a bilingual assistant 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 3 of this document.

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_ahCopHLVIsOwL42).
- 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. Or we can send the document to you by mail, 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 Language Schools, please let us know the dates of your travel. ISSS will do our best to send you the DS-2019 before you depart the U.S. and help you determine if you will have enough time to obtain a new J-1 visa, if it is needed. You may need to apply for a J-1 visa stamp in your passport before returning to the U.S. if your current J-1 visa stamp is expired. See page 4 for additional considerations regarding international travel.

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 if this applies to you.

J-1 2nd Site of Activity:

If your current sponsor has agreed to add Middlebury College as a 2nd 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_8rkqqZCH4Cp7EKW. **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)
5. Either a letter from the RO/ARO or a copy of the SEVIS screen showing Middlebury as a 2nd site of activity and that your salary, plus room and board, have been added to your funding.

Please note: Your J-1 sponsor should add the Middlebury salary/room & 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, or Portuguese Language schools, these will be held on Bennington College campus. All other Language Schools will be held at Middlebury College. Replace “X” with the name of the language of your hiring school before providing the information to your RO/ARO:

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

For Summer 2023, 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.

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 webform. **Do NOT email for privacy and security reasons.** Go to: 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 two Language School addresses have been included below for reference. The Language School addresses have been included below for reference. If you will work in the Arabic, Italian, or Portuguese Language schools, these will be held on Bennington College campus. All other Language Schools will be held at Middlebury College. Please replace "X" with the name of the language of your hiring school when providing the information to your RO/ARO:

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 0520

For Summer 2023, 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 and request authorization for at least 40 hours/week.

If you have any questions, contact ISSS at iss@middlebury.edu.

INTERNATIONAL TRAVEL

Obtaining a visa and managing travel to the U.S. may continue to be complicated and uncertain due to the COVID-19 pandemic, even though some travel restrictions have eased. 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 or be experiencing long wait times for visa appointments. In addition, international travelers to the U.S. are subject to vaccination requirements and may also be limited by travel restrictions and/or COVID-19 testing, if entering the U.S. from, or after visiting, certain countries. It will be important to plan and anticipate any U.S. entry requirements 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)