

## Instructions for J-1 Exchange Visitors in the U.S. for international employees employed by Middlebury

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 to work at Middlebury College or Middlebury Institute of International Studies. There are 2 general options for those in J-1 status, depending on your program and sub-category. If your J-1 status is not one of the below situations, please contact ISSS at [iss@middlebury.edu](mailto:iss@middlebury.edu) for further guidance.

1. If you are in a J-1 Professor, Research Scholar, or Short-term Scholar category, your current J-1 Sponsor will need to determine if they can transfer your J-1 SEVIS record to Middlebury College. 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 Department 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 will accept the transfer of your J-1 SEVIS record no more than 30 calendar days before** the start date listed in your contract letter (i.e. if your contract start date is July 1 then we are willing to accept your J-1 record transfer no earlier than June 1.)
  - **You must have the ability for your J-1 record to be extended for the length of your Middlebury contract once it is transferred to Middlebury.** If you will not have any time left to you in J status for the total length of your contract you must contact ISSS at [iss@middlebury.edu](mailto:iss@middlebury.edu) to discuss alternative options, if any.

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

- A. 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 department/program that hired you and “J-1 transfer” in the subject line of the email (i.e. “Russian Department – J-1 Transfer”).
  - B. Follow the instructions under “**J-1 Transfer**” on page 2.
2. 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 work for Middlebury. 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 2.

**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 of Professor, Research Scholar, or Short-term Scholar categories:**

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 DS-2019 Application 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. 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.

**If you are traveling internationally before the start of your Middlebury contract, 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.

**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 to be done at Middlebury, 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](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. Both Middlebury College and Middlebury Institute for International Studies at Monterey have been included below for reference. Please replace "X" with the name of your hiring department when providing the information to your RO/ARO:

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

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