

## **Instructions for F-1 Students in the U.S. for international employees in Middlebury summer programs**

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 section 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](mailto: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 Summer Language Schools 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 College.

**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 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 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](http://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](https://middlebury.qualtrics.com/ife/form/SV_8rkqgZCH4Cp7EKW). **DO NOT send these documents by email.**

### **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 the Middlebury Summer Language Schools, 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 College.

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 the Language Schools this summer.
- 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.
- 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:  
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.*

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** 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, if applicable; and
4. Most recent I-94 record, which can usually be obtained from [www.cbp.gov/i94](http://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/ife/form/SV\\_8rkqgZCH4Cp7EKW](https://middlebury.qualtrics.com/ife/form/SV_8rkqgZCH4Cp7EKW).

If you have questions, please contact [iss@middlebury.edu](mailto: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. You should consult with your sponsoring F-1 school's PDSO/DSO for guidance on travel. Please consult available web resources below for more information regarding COVID-19.

- 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)