

## Middlebury Institute – International Student and Scholar Services (ISSS)

### Form DS-2019: Application Instructions

Exchange students, who are non-U.S. citizens/non-U.S. permanent residents, must apply for a J-1 visa (nondegree student category) prior to entering the U.S. (Note: Citizens of Canada and Bermuda need a DS-2019, not a visa.)

To begin, you must obtain a Form DS-2019 Certificate of Eligibility for Exchange Visitor J-1 status from your program sponsor, Middlebury Institute. Follow the steps below to obtain your DS-2019.

1. Gather all the documentation as outlined below and scan as PDF files.
2. Complete and submit the DS-2019 application online.
3. ISSS will receive the request for review.
  - a. If your information meets the requirements, we will issue you a Form DS-2019 via the Student and Exchange Visitor Information System (SEVIS) and email it to you at your middlebury.edu email address.
  - b. You will use that to apply for a J-1 Exchange Visitor visa from U.S. Embassy or Consulate.

ISSS will work as promptly as we can to issue the DS-2019. We will not be able to honor requests to expedite, given our high-volume workload at this time of year. It is important that you submit your complete DS-2019 application as early as possible.

Once ISSS receives your required documentation, we will be able to issue a Form DS-2019. The DS-2019 is normally issued within 7-10 business days of a complete application being submitted. If ISSS needs to request additional documentation from you, then it may take longer to issue the DS-2019.

Upon receiving your Form DS-2019 from Middlebury Institute, you should apply for a visa as soon as possible. Applying for a visa can take one month or more, depending on the country. Additionally, if you are subject to administrative processing, the process could be delayed several weeks. If you are unable to obtain a visa in time to arrive in Middlebury by your intended start date, alert ISSS as soon as possible so that we can advise on available options that you can consider.

**I. GATHER FINANCIAL DOCUMENTATION.** U.S. immigration law requires official certification that you have the necessary financial resources to pay for your tuition, health insurance, and living expenses for your program in the United States. You will need to gather all the documentation listed in this section, scan it as PDF files, and upload it upon request, when completing the DS-2019 Application.

**Financial Documentation:** U.S. immigration law requires official certification that you have the necessary financial resources to pay for your tuition and living expenses for your entire program of study in the U.S. Financial documentation might include the following documents (or a combination of the documents):

- **Exchange Program Financial Agreement** – if you are attending the Institute through an exchange program, you might have received a Financial Support Letter from Middlebury that outlines the exchange agreements' financial responsibilities between your home institution and Middlebury. If you have not yet received the Financial Support Letter from Middlebury but understand or know which costs are covered through your exchange program agreement, you can subtract those costs from the total amount to be shown to determine the total remaining amount you need to provide financial evidence for. **You will need to upload your Financial Support Letter or confirmation of the costs covered by the agreement with your DS-2019 application.**
- **Middlebury Institute Scholarship** – If you received a tuition scholarship from Middlebury Institute, subtract this amount of scholarship/grant for from your full program costs to determine the amount you must show for Middlebury to produce your DS-2019. **You will need to submit proof of your scholarship as part of your financial documentation. Acceptable proof includes:**
  - A screenshot of your Middlebury financial aid award from your Applicant Dashboard,
  - A Middlebury scholarship letter that includes your name and confirmation of the financial aid amount,
  - Or a signed letter on official letterhead from the organization providing the financial aid or scholarship that includes your name and the funding amount that will be provided.
- **Bank Statement or Letter.** Electronic copies are accepted. The statement or letter must:
  - Be dated at least six months prior to your program start date.
  - Include the account holder's name.
  - Indicate the type of account. **Funds need to be immediately available to the student, such as in a checking or savings account. Investments or restricted assets cannot be used to show financial support. (Certificates of Deposit need to mature and be available on or before program start date.)**
  - Indicate the balance of the account(s) from where the financial support will come.
  - Indicate the currency of funds, preferably in U.S. dollars (US\$).
    - If your bank cannot issue the letter with a currency conversion, the document must clearly state the currency of funds listed.
  - Be stamped with the bank seal, if available.
  - *Be written in English or have an official word-for-word English translation attached.*
  - The bank statement or letter must show funding to cover all estimated total costs for the first year of study, or for the length of your program (if less than one year) minus any financial aid you receive.
- **Signed Financial Sponsor Letter.** Electronic copies are accepted.

The person(s) in whose name the bank funds are held (i.e. the account holder) must submit a letter that:

  - Declares that, as your financial sponsor, they will cover the costs of your education with funds shown in the bank letter, and they intend to pay the costs of your entire enrollment at Middlebury;

- Refers to the relationship (parent, relative, etc.) between the sponsor and you;
- Is written in English or has an official English translation attached;
- Includes the account holder's original signature and date.

\*If you are funding your own education and will provide a bank statement from your personal account, please note that a financial sponsor letter is still required. In the letter, you will indicate that you are your own sponsor and will use the funding in your personal accounts towards your cost of education.

Estimated costs for **2024-2025**:

Cost Categories:	One Semester:	One Academic Year:
<b>Tuition &amp; Student Activity Fee</b>	<b>USD 24,177</b>	<b>USD 48,354</b>
<b>Books and Supplies</b>	<b>USD 150</b>	<b>USD 300</b>
<b>Student Resource Fee</b>	<b>USD 150</b>	<b>USD 300</b>
<b>Housing and Food</b>	<b>USD 9,068</b>	<b>USD 18,136</b>
<b>Local Transportation</b>	<b>USD 735</b>	<b>USD 1,470</b>
<b>Personal Expenses</b>	<b>USD 900</b>	<b>USD 1,800</b>
<b>Health Insurance</b>	<b>USD 1,000</b>	<b>USD 2,000</b>
<b>Total Estimated Cost</b>	<b>USD 36,180</b>	<b>USD 72,360</b>

\*If you have been admitted to a 2-year program, you will need to show USD 144,720.

## **II. SCAN THE IDENTIFICATION (ID) PAGE OF YOUR PASSPORT. File format should be PDF.**

**III. GATHER THE ENGLISH LANGUAGE PROFICIENCY (ELP) DOCUMENTATION.** Exchange Visitor sponsors, including Middlebury Institute, are required to verify English language proficiency before they can issue DS-2019s. You may have submitted a TOEFL or IELTS or other English Language test score with your Middlebury Institute Application. You can provide a copy of that same document with the DS-2019 Application.

**\*Exchange students coming through a Middlebury College exchange:** you likely had an English Language Proficiency oral interview with a Middlebury employee. In this case, please write "N/A" for the test date information. In the upload field, please upload a word document that says: "Had oral interview with [insert name of person]"

## **IV. COMPLETE THE DS-2019 APPLICATION AND SUBMIT VIA ISSS WEBSITE:**

Go to: [https://middlebury.qualtrics.com/jfe/form/SV\\_cIQchKERpOkHF0a](https://middlebury.qualtrics.com/jfe/form/SV_cIQchKERpOkHF0a). ISSS will review and process your request within 7-10 business days after receipt of your completed application.

## **IMPORTANT INFORMATION: HEALTH INSURANCE**

In addition to obtaining a J-1 visa, you are required to have health insurance during your entire stay in the U.S. while in J-1 Exchange Visitor visa status. The insurance plan must meet the guidelines as outlined on the [J-1 Insurance Information](#) portion of our website.

To learn more, please review the insurance section located on the U.S. Department of State's website at <http://j1visa.state.gov/participants/how-to-apply/eligibility-and-fees/>.

Last updated 04/15/2024

Middlebury Institute does not offer a student health insurance plan. We do provide resources to help you find a plan that will work best for you. Please visit the following webpage for more information:  
<https://www.middlebury.edu/institute/student-life/health-wellness/insurance>.

It is the student's responsibility to confirm this information with the health insurance provider with whom you purchase a plan.