I-20 Application Instructions

In order for Middlebury College to produce your I-20, you must submit the following four items:

1. Completed Middlebury College I-20 Application Form for Academic Year students located on the ISSS website at http://www.middlebury.edu/international/isss/visas. Please read the I-20 Instructions first.

2. 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 first academic year in the United States. Financial documentation includes both a bank letter and a parent/sponsor letter. (A letter of employment may be used in lieu of a bank letter.) The bank and sponsor letters must adhere to the following guidelines.

If more than one person is providing funds for you, submit both a bank and sponsor letter for each person.

Provide an original bank letter (or letter of employment). Copies of the letter will be accepted. The letter must:

- Be dated after March 1 (February entrants: dated after August 1);
- Be on official bank or employer letterhead;
- Include the name of the person in whose name the funds are held;
- Be signed by an official of the bank or employer;
- Be stamped with the bank or employer’s seal, if available;
- Be written in English or have an English translation attached;
- Show funds available to cover your family contribution for the first year of your education, as listed on your Financial Aid Notification. If you do not receive financial assistance from the College, the bank letter must show funds of at least $66,332 as the estimated total costs.

Note: If you indicated in your application to Middlebury that you did not intend to apply for need-based financial aid, please note that financial aid will not be available for you during your four years at Middlebury. This information is noted in your acceptance letter.

February Entrants: If you receive financial aid, your Financial Aid Notification shows amounts for Spring Term only. To issue an I-20, we must see proof of funds to pay the costs for a full academic year. Therefore, you must show documentation for double the amount of your family contribution on your Financial Aid Notification.

3. Original parent/sponsor letter. Copies of the letter will be accepted.

The person(s) in whose name the bank funds are held must submit a letter that:

- Declares that he/she intends to cover the costs of the first year of your education with funds shown in the bank letter, and indicates his/her intent to pay the costs for your entire enrollment at Middlebury College;
- Refers to the relationship between the sponsor and you;
- Is written in English or has an official English translation attached.

4. Copy of your passport. Copy the page(s) showing your name, photo and expiration date.
Send the four items listed above to isss@middlebury.edu by May 19 (October 15 for Feb entrants). Documents can also be mailed to the following address (any original documents sent will be returned):

**International Student and Scholar Services**
Middlebury College
84 S. Service Rd. Suite 200
Middlebury, Vermont 05753 USA

The estimated total cost of attending Middlebury College is based on the following calculation:

<table>
<thead>
<tr>
<th>Estimate of student expenses for 2016–2017</th>
<th>Academic Year (September–May)</th>
</tr>
</thead>
<tbody>
<tr>
<td>◆ Comprehensive Fee (tuition, room, and board)</td>
<td>$63,917</td>
</tr>
<tr>
<td>◆ Books and Supplies</td>
<td>$1,000</td>
</tr>
<tr>
<td>◆ Student Activities Fee</td>
<td>$415</td>
</tr>
<tr>
<td>◆ Personal Expenses</td>
<td>$1,000</td>
</tr>
<tr>
<td><strong>ESTIMATED TOTAL COST</strong></td>
<td><strong>$66,332</strong></td>
</tr>
</tbody>
</table>

**Additional Expenses**

In addition to these estimated total costs, some students may need to consider the following additional expenses:

- **Health Insurance**
  If you do not have health insurance with a U.S. based provider that is comparable to the plan offered by Middlebury College, then you will need to purchase the insurance provided by Gallagher Student Health and Special Risk. Fees for the 2016-2017 plan will be published soon. We estimate they will be close to $2,300 for the academic year.

  More information can be found under the FAQs – Frequently Asked Questions section of this guide.

- **Taxes & Tax Liability**
  For students who receive any financial aid/awards from the College and/or earn income through authorized employment, you will need to file a tax return each year. Tax liabilities can exceed $500 per year.

  For all tax-related questions, please contact the Middlebury Tax Office at middleburytaxoffice@middlebury.edu. For financial aid-related questions, please contact Student Financial Services at Financialaid@middlebury.edu.

- **Official College Breaks: Travel and Lodging**
  The College campus is closed for December Recess each year, at which time all students must depart the campus. All College services close, including the dining halls and libraries. Any food, lodging or related expenses will be your responsibility. Students may submit a request to Residential Life for consideration to remain on campus, and each request is evaluated on a case by case basis. For 2016-2017, residence halls close at noon on December 19, 2016 and reopen at 9 a.m. on January 7, 2017. Other breaks include Thanksgiving Recess, Spring Recess and summer break (June, July, August). For a list of dates, please see the Middlebury College academic calendar at http://www.middlebury.edu/academics/calendar/2016-2017.