

## Applying for an I-20 Form

To enter the United States in a status that allows for study, non-U.S. citizens and non-Legal Permanent Residents of the U.S. must obtain a Form I-20 [Certificate of Eligibility for Non-immigrant (F-1) Student Status] issued from the Student Exchange Visitor Information System (SEVIS). For Middlebury College to issue your Form I-20, you must complete the Academic Year I-20 Application webform available on the ISSS website (*see next page for web link*).

*Please note: Citizens of Canada and Bermuda* need an I-20 and a valid passport; they do NOT need to apply for a visa at a U.S. Consulate. Instead, these citizens only need to present their valid I-20 and passport at the U.S. port of entry to enter the country in F-1 status.

If you are a non-U.S. citizen or non-U.S. Legal Permanent Resident and do not need an I-20 or F-1 visa, please notify ISSS. If possible, and if you have not done so already, please provide us with a copy of any pertinent visa status or immigration documents so that we can update your records.

Students already in the U.S. in F-1 status must submit the I-20 application webform and complete the I-20 SEVIS transfer process. **If you are currently studying in the U.S. on an F-1 student visa, please be sure to note that on your I-20 application**, as special procedures for completing the SEVIS I-20 transfer process will apply.

**September Entrants:** Submit your I-20 application as soon as possible, and ideally, **no later than June 1**. In late April, we will begin issuing I-20s for new students who have submitted their enrollment deposit.

**February Entrants:** Complete your I-20 application after August 1, and ideally, **no later than November 1**. In late October, we will begin issuing I-20s for new students who have submitted their enrollment deposit.

*Note: We know students are eager to obtain their SEVIS ID number to schedule a visa appointment. ISSS will strive to issue the I-20, along with instructions for obtaining an F-1 (student) visa, within three weeks of receiving a completed application. Students admitted before June 2020 who deferred entry to 2021-2022 or have been studying remotely, must complete the I-20 application process again and we will provide updated documents to you as soon as possible so you can take next steps.*

When ISSS sends you your Middlebury College I-20, we will also provide specific instructions about next steps. ISSS will notify you by email when we have mailed your I-20. This email will also include guidance about how to pay your I-901 SEVIS Fee (at least 3 days before your visa interview), and schedule a visa appointment at a U.S. embassy or consulate (ideally in your home country). (*Please be aware that the U.S. Embassy or Consulate will not issue an F-1 visa more than 120 days prior to your I-20 program start date, found on page 1 of your I-20.*)

In the meantime, we recommend that you check the website of the U.S. Consulate nearest you to learn more about the visa application process, including the process for making an appointment. For visa application guidance and wait times for obtaining a nonimmigrant student visa in your country, please see: <https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/wait-times.html>.

Please note: While you may receive your F-1 visa up to 120 days prior to your program start date, **you may enter the U.S. in that visa status no more than 30 days before your program start date**. Plan your travel accordingly.

Upon receiving your Form I-20 from Middlebury College, you should apply for a visa as soon as possible. Applying for a visa can take one month or more, depending on the country. (*Note: Under COVID-19 conditions, this process will likely take much longer.*) If you are subject to administrative processing, the process may 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 because you may need to request a deferral to a future academic term.**

>>> **For I-20 Application Instructions, please see the next page.** >>>

# I-20 Application Instructions

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/iss/visas>. Carefully read the I-20 Instructions first. You will need to have scanned copies of your financial documents and passport ID page to upload as part of the online submission process. Please have all materials ready to upload when you begin the I-20 Application process, as you will not be able to save your progress on this form to return to at a later time.
2. **Copy of your passport identification page** showing name, photo, date of birth and passport expiration date.

**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 U.S. Financial documentation includes a bank letter and a financial sponsor letter, which must adhere to the guidelines.

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

3. **Bank Letter.** Provide a signed bank letter. Electronic copies accepted. The letter must:
  - Be dated on or after **March 1 for September entrants.** (**February entrants: dated on or after August 1.**)
  - Be on official bank letterhead.
  - 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 (mutual funds or restricted assets) cannot be used to show financial support. (*Note: 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 signed by an official of the bank.
  - Be stamped with the bank seal, if available.
  - Be written in English or have an official English translation attached.
  - Show available funds to pay the cost of your first year of education.
  - ★ **If you receive financial aid from Middlebury College, the bank letter must show funds to cover your family's costs (i.e. Estimated Family Contribution or EFC) as listed on your Financial Aid Notification.**
  - ★ **If you do not receive financial assistance from Middlebury College, the bank letter must show funds of at least \$78,820 as the estimated total costs.**
  - ★ **If you anticipate difficulty being able to obtain the required financial documentation, contact ISSS.**

**NOTE:** If you indicated in your application to Middlebury that you did not intend to apply for need-based financial aid, please be aware that financial aid will not be available for you during your four years at Middlebury, even if your family's circumstances change. Your acceptance letter also refers to this.

**February Entrants:** If you receive financial aid, your Financial Aid Notification shows Spring Term amounts 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.

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# Middlebury College - International Student and Scholar Services (ISSS)

## 4. Signed Financial Sponsor Letter. Electronic copies 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 the first year 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.

Submit the online I-20 Application Form (<https://forms.middlebury.edu/international/iss/i20-application>) with the required financial documentation and passport ID page as early as possible, and ideally, no later than **June 1** (and no later than **November 1** for February entrants).

Keep copies of all financial aid and related documents submitted to Middlebury College with this application. The U.S. Consulate may ask you to present this documentation when you apply for your visa, and in some cases, you may be asked to show them to the U.S. Department of Homeland Security when you enter the U.S.

**Cost Overview.** Middlebury College bases its estimated total cost of attendance on the following calculation:

Estimate of student expenses for 2021-2022	Academic Year (September–May)
✓ Comprehensive Fee (tuition and room & board)	\$76,380 (\$59,330 + \$17,050)
✓ Books and Supplies	\$1,000
✓ Student Activities Fee	\$440
✓ Personal Expenses	\$1,000
<b>ESTIMATED TOTAL COST</b>	<b>\$78,820</b>

**Additional Expenses.** 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](#). The insurance plan cost for next year will be confirmed by June. We estimate that the amount will be close to \$2,500 for the year.
- **Taxes & Tax Liability:** Students who receive awards, significant financial aid and/or earn income through authorized employment must file an income tax return each year. Tax liabilities can exceed \$500 per year.
  - For tax-related questions, contact the Middlebury Tax Office at [middleburytaxoffice@middlebury.edu](mailto:middleburytaxoffice@middlebury.edu).
  - For financial aid questions, please contact Student Financial Services at [sfs@middlebury.edu](mailto:sfs@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. All College services close, including the dining halls and libraries. *Any food, lodging or related expenses will be your responsibility.* It may be possible for students to submit a request (evaluated on a case-by-case basis) to Residential Life for consideration to remain on campus. Residence halls typically close at noon the day after fall term final exams end and reopen two days before winter term begins. Other breaks include Thanksgiving Recess, Spring Recess, and summer break (June, July, August). For a list of dates, please see the College's academic calendar at <http://www.middlebury.edu/academics/calendar/2021-2022>.

While ISSS is here to assist you, remember that you are responsible for completing all the necessary steps to obtain the documents you need to enter the U.S. to begin your studies at Middlebury College.

If you have any questions about this process, please contact International Student and Scholar Services (ISSS):  
Email: [iss@middlebury.edu](mailto:iss@middlebury.edu) or Phone: (802) 443-5858