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. 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.

2. **Copy of your passport identification page.** Copy the page(s) showing your 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 United States. Financial documentation includes both a bank letter and a financial sponsor letter. (A letter of employment may be used in lieu of a bank letter.) The bank and financial sponsor letters must adhere to the following guidelines.

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

3. **Bank Letter.** Provide a signed bank letter (or letter of employment). **Copies of the letter will be accepted.** The letter must:

   - Be dated on or after March 1 (February entrants: dated on or after August 1);
   - Be on official bank or employer letterhead;
   - Include the account holder’s name (or the name of the employee);
   - Indicate the type of account. Funds need to be immediately available to the student, such as in a checking or savings account. Funds that are invested (mutual funds, or tied up in assets) cannot be used to show financial support;
   - Indicate the balance of the account(s) from where the financial support will come. For any Certificates of Deposit, the funds will need to mature and be available to the student on or before the program start date;
   - 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 or employer;
   - Be stamped with the bank or employer’s seal, if available;
   - Be written in English or have an official English translation attached;
   - Show available funds to cover your cost for the first year of your education, as listed on your Financial Aid Notification.

      - If you receive financial assistance from Middlebury College, the bank letter must show funds to cover your costs 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 $69,464 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.
4. **Signed Financial Sponsor Letter.** Copies of the letter will be accepted.

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

- Declares that they, as your financial sponsor, intend to cover the costs of the first year of your education with the funds shown in the bank letter, and indicate their intent to pay the costs for your entire enrollment at Middlebury College;
- 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 with required financial documentation and passport ID page by May 19 (October 15 for Feb entrants).

You should keep copies of all financial aid and related documents submitted to Middlebury College with this application. Similar information may be requested by the U.S. Embassy/Consulate when you apply for your visa, and in some cases, by the U.S. Department of Homeland Security when you enter the U.S.

**Cost Overview**

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

<table>
<thead>
<tr>
<th>Estimate of student expenses for 2017–2018</th>
<th>Academic Year (September–May)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comprehensive Fee (tuition, room, and board)</td>
<td>$67,048</td>
</tr>
<tr>
<td>Books and Supplies</td>
<td>$1,000</td>
</tr>
<tr>
<td>Student Activities Fee</td>
<td>$416</td>
</tr>
<tr>
<td>Personal Expenses</td>
<td>$1,000</td>
</tr>
<tr>
<td><strong>ESTIMATED TOTAL COST</strong></td>
<td><strong>$69,464</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 2017-2018 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 2017-2018, residence halls with close at noon on December 18, 2017 and reopen at 9 a.m. on January 6, 2018. 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/2017-2018.

If you have any questions about this process, please contact:

International Student and Scholar Services (ISSS)
Email: isss@middlebury.edu
Phone: (802) 443-5858