



# Middlebury Institute of International Studies at Monterey

## I-20 Application Form (F-1 Visa)- Instructions

Congratulations on your admission to the Middlebury Institute of International Studies (MIIS). The International Student & Scholar Services (ISSS) department provides immigration-related support to all international students. The I-20 Application form provides information to the International Student Advisor who will be creating a SEVIS record for you and this document needs to be completed by all international students requiring an I-20 for F-1 student status. ISSS will also need to receive additional supporting documentation. The U.S. government requires MIIS to obtain evidence that applicants have adequate funds to pay for their educational and living expenses while studying in the United States. In order to receive the I-20 document for your F-1 visa interview, you will need to complete the I-20 Application form and submit the following documents to the ISSS:

### Application Check List

- Copy of informational page(s) of your passport - *showing your name, date of birth and passport expiration date. While most passports have this on one page, there are some cases where you may need to submit multiple pages of your passport;*
- Bank Letter/Statement – *this document should be in English, be issued no earlier than 6 months prior to your program start date and contain the following information:*
  - Name of the Bank – *On the financial institution's letterhead, and/ or stamped by bank personal*
  - Name of the Account Holder
  - Type of Account – *funds need to be immediately available to the student, such as in a checking/ savings account. Funds that are invested (mutual funds, or tied up in assets) cannot be used to show financial support;*
  - Funds Available – *balance of the account(s) from where your support will come. Please note that for any Certificate of Deposit, the funds will need to mature and be available to you by the first day of classes.*
  - Currency of Funds – *preferably in USD, if your bank cannot issue the statement with a currency conversion, the document must clearly state the currency of funds listed;*

*If your financial institute is unable to issue a statement in English, a certified translated copy can be submitted with the original document.*

- Sponsor Letter – *If you will have a financial sponsor (parent, relative, and/ or private) then they must fill out and sign the Sponsor Letter. This template can be found in the I-20 application.*
- Dependents – *For any dependent that will accompany you, a copy of their passport information page will be required and additional financial support will need to be shown.*
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### Applicants Who Are In the U.S.

If you are currently in the U.S. please also send copies of the following documents:

- From I-94, Nonimmigrant Arrival-Departure Document – *this information can be retrieved at the CBP website: [www.cbp.gov/i94](http://www.cbp.gov/i94)*
- Current U.S. Visa
- Current I-20 (if in F-1 status) or other immigration document(s)

Please note that if you are current in the U.S., but not in a status that allows for study, you may need to make plans to travel before your intended start date. If you have any concerns about your current status, and whether it allows for study, please email [visas@miis.edu](mailto:visas@miis.edu) to discuss your situation.



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### **Submitting Documents**

Once you complete the I-20 Application Form and have your supporting documentation, documents should be submitted to the ISSS by one of the following methods:

- **Mail:**  
Office of Student Services  
Middlebury Institute of International Studies  
460 Pierce Street  
Monterey, CA 93940
- **Scan and Email:**  
[visas@miis.edu](mailto:visas@miis.edu)

Documents only need to be submitted once. If a document is difficult to read, ISSS may request a new document be submitted. Any original financial document submitted by mail will be returned to the student with the I-20 document.

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

If you have any questions or concerns about the I-20 Application Form or the supporting documentation, please contact the ISSS by one of the following methods:

Phone: 831-647-3586

Email: [visas@miis.edu](mailto:visas@miis.edu)

Regards,

Kelly O'Connell  
International Student Advisor  
International Student & Scholar Services (ISSS)  
Located with the Office of Student Services  
Middlebury Institute of International Studies (MIIS)  
440 Van Buren Street, Monterey, CA 93940  
831-647-3586



## Middlebury Institute of International Studies at Monterey

### I-20 Application Form

➡ Name

Last name

First Name

Middle Name

Country of Birth

Country of Citizenship

Date of Birth (MM/DD/YYYY)

➡ The following documents must be submitted with this request form. Please indicate which documents are attached. If documents are not attached with the I-20 Application form, they will need to be submitted separately.

- Original bank statement or other financial support documents (see page two)
- Copy of passport information page
- Copy of spouse's passport (if married and requesting F2 status)
- Copy of children's passport (if requesting F2 for children under 21)
- Copy of current I-20 and both sides of your I-94 (if currently attending an institution in the U.S.)

➡ I am requesting (please choose all that apply):

- I-20 for F-1 student visa.
- I-20 for F-2 dependent. *Please note that dependent is spouse or child under 21.*

➡ Current Status in the U.S. (please check one):

Not in the U.S.     F-1     F-2     H-1b     H-4     J-1     J-2     Other \_\_\_\_\_

*If you are currently in the U.S. in F-1 or J-1 status at another institution, please complete the Transfer-In Form.*

➡ **Dependents:**

List all the dependents who will be **accompanying** you to the U.S. Each of your dependents will be issued his/her own I-20 for the visa application. Your dependent is considered your spouse as well as any children under the age of 21.

**Spouse**

Full Name (as it appears on passport)	Birth Date (MM/DD/YY)	Country of Birth and Country of Citizenship	Gender
			<input type="checkbox"/> F <input type="checkbox"/> M

**Dependent children**

Full Name (as it appears on passport)	Birth Date (MM/DD/YY)	Country of Birth and Country of Citizenship	Gender
			<input type="checkbox"/> F <input type="checkbox"/> M
			<input type="checkbox"/> F <input type="checkbox"/> M
			<input type="checkbox"/> F <input type="checkbox"/> M



## Middlebury Institute of International Studies at Monterey

### → Will you be taking any courses in the U.S. before beginning your program at MIIS? (Choose one)

No, I will not take any classes in the U.S. before starting my program at MIIS.

Yes, I will take EPGS (English Preparation for Graduate Studies) *Summer Only*  
 *I am electing to take this course and understand that my I-20 will be set with a program start date of this program and once I enter the U.S. I will be expected to attend the program. If I change my mind and decide not to attend EPGS, I will contact [visas@miis.edu](mailto:visas@miis.edu) BEFORE I enter the U.S. and request an I-20 with a start date of the fall semester.*

Yes, I will take the following course at MIIS prior to my program: \_\_\_\_\_

*\*These courses may include the ECON courses, SILP, or other preparatory classes offered prior to the start of the semester.*

Yes, I will take a class at another U.S. institution\*.

*\*If you are attending another U.S. institution prior to starting your program at the Middlebury Institute, you will need to request an I-20 from the first school. Upon completion of that program, you will need to request the release of your SEVIS record to MIIS.*

#### Estimated expenses for 2017/2018

Type of Expense	Cost
Tuition and fees	\$39,750.00
Living expenses, including health insurance	\$22,739.00
Total Expenses for one academic year for one student with no dependents	\$62,489.00

*Please note: all amounts above are estimates only and may vary according to your program and standard of living. If you will bring dependents with you, please contact [visas@miis.edu](mailto:visas@miis.edu) for funding estimates.*

*If you indicated above that you will take a course prior to the start of your MA, the total amount of financial support will be more than USD 62,023.*

### → Please provide information on your funding sources: indicate types of funding in U.S. dollars

- a. Personal funds (including parents).....\$ \_\_\_\_\_  
*(Enclose bank statement signed by bank official)*
- b. Sponsor funds .....\$ \_\_\_\_\_  
*(Sponsor needs to complete the Financial Support Letter on page 6 and attach bank statement)*
- c. Salary while on leave of absence .....\$ \_\_\_\_\_  
*(Enclose a letter from employer)*
- d. Financial aid from sponsoring organization, firm, or government .....\$ \_\_\_\_\_  
*(Enclose the original form or official copy of your award as evidence of financial support.  
The statement of financial support must be in English and specify the academic term(s), billing address, and level and field of study for which it is valid. It must also specify the USD amount you will receive and how the funds will be paid.)*
- e. MIIS Scholarship .....\$ \_\_\_\_\_  
*(It is not necessary to attach award letter, ISSS will verify MIIS scholarship)*

**Total Amount of Funding from All Sources.....\$ \_\_\_\_\_**

Please note: this amount must match the cost of your program plus any additional amounts for dependents



## Middlebury Institute of International Studies at Monterey



### *Mailing Instruction (please choose one):*

I would like to have my I-20 sent by regular first class mail. No additional fee is required for this option. I understand that documents sent by regular first class mail cannot be tracked once sent. Please provide mailing address:

Street address	City
State/province	Country/postal code

I would like to have my I-20 sent by express mail and will register at eShipGlobal.com

ISSS uses an express mail service that will allow you to receive your I-20 through DHL or FedEx. Requesting your immigration documents through express mail is at YOUR expense, and does allow a student to track the location of their documents. To request express mailing of your documents, go to the following website (works best with Internet Explorer & Mozilla Firefox browsers). <https://study.eshipglobal.com>

*Important note: you must use this website – do not go through the DHL or FedEx website directly, all communication will go through the eShipglobal service, who will notify us that you are requesting your I-20 to be sent by express mail.*



### *Applicant Verification:*

*I certify that the information on this form and accompanying documents are accurate and true. I also understand that I am giving International Student and Scholar Services (ISSS) permission to obtain documentation related to my visa status.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name



## Middlebury Institute of International Studies at Monterey

### Letter of Financial Support

This letter needs to be completed by the person providing financial support for your program. If you will financially be supporting your program, please fill this out with your information.

Date: \_\_\_\_\_

I, \_\_\_\_\_ born in \_\_\_\_\_ on \_\_\_\_\_ certify  
Print Name City/Country Date of Birth

that I will prove the application \_\_\_\_\_ born in \_\_\_\_\_  
Print Name City/Country

on \_\_\_\_\_ who is my son/daughter/\_\_\_\_\_ with funds in the amount of US\$\_\_\_\_\_ per year  
Date of Birth Other Relationship

and that the applicant intends to pursue his/her education by attending Middlebury Institute of International Studies in

Monterey, California, from \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_ to \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_; that I have full time employment as a  
MM DD YYYY MM DD YYYY

\_\_\_\_\_ and that I have sufficient income/assets to responsibly cover the applicant's expenses during his/her  
Profession/Position

course of study in the U.S. as well as any and all other unforeseen expenses which the applicant may incur during his/her stay

in the U.S. I, the undersigned, will pay the visa applicant's expenses as outlined above.

Sponsor's signature: \_\_\_\_\_

Date: \_\_\_\_\_