



## Middlebury Institute of International Studies at Monterey

### DS-2019 Application Form (J-1 Visa) - Instructions

Congratulations on your admission to the Middlebury Institute of International Studies (Middlebury Institute). The International Student & Scholar Services (ISSS) department provides immigration-related support to all international students. The DS-2019 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 a DS-2019 for J-1 student status. ISSS will also need to receive additional supporting documentation. The U.S. government requires the Middlebury Institute 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 DS-2019 document for your J-1 visa interview, you will need to complete the DS-2019 Application 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;*
- Sponsor Letter – *If you will receive financial support from a third party sponsor, please submit a financial guarantee letter with the following information:*
  - Date document is issued
  - Name of your sponsor
  - Duration of financial sponsorship
  - Expenses covered under financial sponsorship (tuition, health insurance, cost of living, etc.)
  - Signed by representative writing letter
- Personal Financial Document – *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 – *Preferably 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.*

- 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. A dependent is defined as a spouse or child.*



## Middlebury Institute of International Studies at Monterey

### **Submitting Documents**

Once you complete the DS-2019 Application and have your supporting documentation, documents should be submitted to ISSS by one of the following methods:

- **Document Submission Webform:** <https://forms.miis.edu/student-life/international/visa/document-submission-form>
- **Mail:** If submitting document via postal services, please send document to the following address:  
Kelly O'Connell  
Middlebury Institute of International Studies  
460 Pierce Street  
Monterey, CA 93940

**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 DS-2019 document.

It can take 1-3 days to review the submitted documentation. If any additional documentation is needed after the review of the submission, you will receive an email with additional information. After the review of your documents, and provided everything needed has been received, the DS-2019 will be issued within 3-5 business days.

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 DS-2019 Application Form or the supporting documentation, please contact the ISSS by one of the following methods:

Phone: 831-647-3586

Email: [iss@middlebury.edu](mailto:iss@middlebury.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  
440 Van Buren Street, Monterey, CA 93940  
831-647-3586



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## DS-2019 Application Form

➡ **Personal Information**

Name \_\_\_\_\_  
*Last name* *First Name* *Middle Name*

\_\_\_\_\_  
*City of Birth* *Country of Birth* *Country of Citizenship*

\_\_\_\_\_  
*Date of Birth (MM/DD/YYYY)* *Country of Legal Permanent Residence*

Occupation in Home Country, (for example: student): \_\_\_\_\_

If you are a teacher or student, please indicate the type of school or program:

Teacher:  High School  College/University

Student:  Undergraduate  Graduate

➡ **The following documents must be submitted with this request form. Please indicate which documents are attached.**

- Copy of passport information page
- Copy of spouse's passport (if married and requesting J2 status)
- Copy of children's passport (if requesting J2 for children under 21)
- of children's passport (if requesting J2 for children under 21)

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

- DS-2019 for J-1 Exchange Visitor visa
- DS-2019 for J-2 dependent. *Please note that a dependent is a spouse or an unmarried child under 21.*

➡ **Are you currently in the U.S. (please check one):**

No  Yes, until \_\_\_\_\_

If yes, what is your **current** nonimmigrant status? \_\_\_\_\_  
*(F-1 student, B-2 Tourist, J-1 Student, etc.)*

***If you are currently in the U.S. in J-1 status at another institution, please contact [iss@middlebury.edu](mailto:iss@middlebury.edu) to confirm eligibility for transfer.***



# Middlebury Institute of International Studies at Monterey

➔ **Dependents:**

List all the dependents who will be accompanying you to the U.S. Each of your dependents will be issued his/her own DS-2019 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

➔ **Will you be taking any courses in the U.S. before beginning your program at the Middlebury Institute?**

- No, I will not take any classes in the U.S. before starting my program.
- Yes, I will take [EPGS](#) (English Preparation for Graduate Studies) *Summer Only*
  - I am **electing** to take this course and understand that my DS-2019 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 [iss@middlebury.edu](mailto:iss@middlebury.edu) **BEFORE** I enter the U.S. and request a DS-2019 with a start date of the fall semester.
- Yes, I will take the following course prior to my program: \_\_\_\_\_
  - I am **electing** to take this course and understand that my DS-2019 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 this course, I will contact [iss@middlebury.edu](mailto:iss@middlebury.edu) **BEFORE** I enter the U.S. and request an DS-2019 with a start date of the fall 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 contact ISSS to determine the appropriate steps needs before starting your MA program.*

### ***Estimated expenses for 2018-2019***

Tuition and fees	\$40,948.00
Living expenses, including health insurance	\$22,740.00
<b>Total Expenses for one academic year for one student with no dependents</b>	<b>\$63,688.00</b>

*Please note: all amounts above are **estimates only** and may vary according to your program and standard of living. For the issuance of the DS-2019, the cost for your entire program will be verified.*



# Middlebury Institute of International Studies at Monterey

**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 ..... \$ \_\_\_\_\_
- 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. Middlebury Institute Scholarship ..... \$ \_\_\_\_\_  
*(It is not necessary to attach award letter, ISSS will verify 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

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

- I would like to have my DS-2019 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 DS-2019 sent by express mail. **ISSS uses an express mail service that will allow you to receive your DS-2019 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 DS-2019 to be sent by express mail.**

**Applicant Verification:**

**I certify that all statements on this form are true and accurate and that all supporting documents will be provided as specified.**

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

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Name*