



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.*



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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

Regards,

Kelly O'Connell
Assistant Director
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