



## 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 (Middlebury Institute). 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 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 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. If you will be self-sponsored, please complete the Self-Sponsor template.*
  - 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 Institute;
    - 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.
- 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 Currently in the U.S.

If you are currently in the U.S. please also provide 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 [iss@middlebury.edu](mailto:iss@middlebury.edu) to discuss your situation.

### 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. Do not send documentation as email attachments.

- **Document Submission Webform:** <https://forms.mjis.edu/student-life/international/visa/document-submission-form>
- **Mail:** If submitting document via postal services, please send document to the following address:  
Middlebury Institute of International Studies  
International Student and Scholar Services (ISSS)  
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 I-20 document.

It can take 3-5 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 I-20 will be issued within 5-7 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 I-20 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  
Assistant Director  
International Student & Scholar Services (ISSS)  
Middlebury Institute of International Studies  
831-647-3586



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