



## 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 who need visa support to study at the Institute. The I-20 Application form provides information to ISSS, who will be creating a SEVIS record and printing a form I-20 for you. The Form I-20 is used in the F-1 visa application. In-addition to the I-20 application, the U.S. government requires applicants to provide documentation to show that they 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.*
- Bank Letter/Statement – *this document needs to be in English, be issued no earlier March 1, 2020 and contain the following information:*
  - Name of the Bank – *On the financial institution’s letterhead, and stamped or signed 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 on or 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 receive financial support from a sponsor (parent, relative, and/or private) then the sponsor will need to provide with you a support letter.*
  - 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 submit copies of the following:**

- Form I-94 (this can be retrieved at [www.cbp.gov/i94](http://www.cbp.gov/i94))
- Current U.S. visa
- Current I-20 or other immigration document
- Completed SEVIS transfer form

Please note that if you are currently 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 the I-20 Application Form has been completed and you have gathered then supporting documentation, documents should be submitted to the ISSS via the Document Submission Webform.

- **Document Submission Webform:** <https://forms.miis.edu/student-life/international/visa/document-submission-form>

**Please do not send any documents via email as attachments. ISSS will not accept documentation submitted via email.**

**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 one week 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 is usually issued within 7-10 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 at [iss@middlebury.edu](mailto:iss@middlebury.edu)

Regards,

Kelly O'Connell  
Assistant Director  
International Student & Scholar Services (ISSS)