

Instructions for Applying for FORM DS-2019: Certificate of Eligibility for Exchange Visitor (J-1) Status

Assistants in Language (a.k.a Teaching Assistants or TAs), who are non-U.S. citizens/non-U.S. permanent residents, must apply for a **J-1 visa (non-degree student category)** prior to entering the U.S. (Note: Citizens of Canada and Bermuda need a DS-2019, not a visa.)

To begin, you must obtain a *Form DS-2019 Certificate of Eligibility for Exchange Visitor J-1 status* from your program sponsor, Middlebury College. Follow the steps below to obtain your DS-2019.

1. Gather all the documentation as outlined below and scan as PDF, JPEG, PNG, or GIF files.
2. Complete and submit the DS-2019 application online.
3. ISSS will receive the request for review.
 - a. If your information meets the requirements, we will issue you a Form DS-2019 via the Student and Exchange Visitor Information System (SEVIS) and mail it to you.
 - b. You will use that to apply for a J-1 Exchange Visitor visa from U.S. Embassy or Consulate.

Once ISSS receives your required documentation, we will be able to issue a Form DS-2019. After we know you have a visa appointment, we will send your DS-2019 to your mailing address, as indicated in your DS-2019 application. Your package will include instructions on how to apply for a J-1 Exchange Visitor visa at a U.S. Embassy/Consulate. For 2020-2021 entrants, we anticipate issuing and sending DS-2019s in July. **Please let us know immediately if you move after submitting your DS-2019 application.**

I. GATHER AND SCAN RÉSUMÉ [or Curriculum Vitae (CV)] AND MIDDLEBURY TA APPLICATION MATERIALS.

Please have them translated into English if you don't already have them in English. This file format can be PDF, JPEG, GIF, or PNG.

II. SCAN COPY OF THE SIGNED TA CONTRACT LETTER. This file format can be PDF, JPEG, GIF, or PNG. This should be the copy of the contract you signed and returned to Dean of Faculty office. This will serve as your financial documentation.

III. SCAN THE IDENTIFICATION (ID) PAGE OF YOUR PASSPORT. This file format can be PDF, JPEG, GIF, or PNG.

IV. GATHER THE ENGLISH LANGUAGE PROFICIENCY (ELP) DOCUMENTATION.

Exchange Visitor sponsors, including Middlebury College, are required to verify English language proficiency before they can issue DS-2019s. If you have taken a TOEFL or IELTS or other English Language test score, you can provide a copy of that same document with the DS-2019 Application. Or if you have obtained a degree from an institution where English was the medium of instruction, you can provide a copy of the diploma. If you don't have any documentation that meets the requirements, please mark that you need an Oral Interview and ISSS will work with your hiring department to meet this requirement. For more information on why we must have this, please go to <http://www.middlebury.edu/international/iss/visas/j-1/languageschoolself>.

IV. COMPLETE THE DS-2019 APPLICATION AND SUBMIT VIA ISSS WEBSITE:

Go to: <https://forms.middlebury.edu/international/iss/ds-2019-application-exandta>. To complete the application, you must upload your contract letter, English Language Proficiency documentation, and passport ID page.

ISSS will review and process your request within 2 business weeks after receipt of your completed application. If we need additional information to process the DS-2019, we will communicate with you.

Please see next page for information about health insurance requirements.

IMPORTANT INFORMATION: HEALTH INSURANCE

In addition to obtaining a J-1 visa, you are **required to have health insurance** during your entire stay in the U.S. while in J-1 Exchange Visitor visa status.

The insurance plan must meet the following U.S. Department of State's requirements (as of May 15, 2015):

- Medical benefits of at least US\$100,000 per accident or illness;
- Repatriation of remains in case of death in the amount of US \$25,000;
- Medical evacuation of the Exchange Visitor to their home country in the amount of US \$50,000; and
- A deductible not to exceed US\$500 per accident or illness; and a co-payment not to exceed 25% of covered medical expenses per accident or illness.

To learn more, please review the insurance section located on the U.S. Department of State's website at <http://j1visa.state.gov/participants/how-to-apply/eligibility-and-fees/>.

As part of your TA benefits, Middlebury will automatically enroll and pay for TAs in the student health insurance program that is offered through Parton Center for Health. Please go to that website to learn more about that program: <http://www.middlebury.edu/student-life/health-wellness-education-and-safety/Parton-Center/insurance>.

Middlebury College offers a wide range of health services through Parton Center for Health and Wellness that TAs are eligible to take advantage of. TAs may schedule an appointment for basic health services at the Health Center at no additional charge. Counseling Services also provides short-term counseling at no additional charge, as well as referrals to other professional therapists in the area.

NOTE: The College's Health Center may bill TAs for lab tests, vaccines, and medical supplies. Depending on their individual health insurance coverage, TAs also may need to pay for off-campus psychiatric assessments and follow-up psychiatric treatments. **In most cases, the Health Center cannot provide care for medical emergencies or accidents.**

- For a complete list of services offered by Parton Center for Health and Wellness, visit <http://www.middlebury.edu/student-life/health-wellness-education-and-safety/Parton-Center>.
- For medical emergencies, students may seek services at [Porter Medical Center](#), which is located nearby in Middlebury and is part of the University of Vermont Health Network.

NOTE: **Gallagher Student Health and Special Risk's health insurance plan does NOT include dental insurance.**

There is a separate option to purchase dental and/or vision coverage. Please consider enrolling in a voluntary dental plan (valid in the state of Vermont) that covers preventative and basic dental services to avoid excessive out-of-pocket costs should a dental emergency arise. For more information about the student health insurance, see: http://www.middlebury.edu/offices/administration/vpfin/finance-office/bsnsvcs/student_insurance.

Middlebury College Exchange Program – Additional Information

OFFICIAL COLLEGE BREAKS: TRAVEL AND LODGING

The College campus typically closes for December Recess after exam period each year, and all College services shutdown, including dining halls and libraries. All students must depart the campus usually unless they apply for

and approved to remain on-campus which is decided on a case-by-case basis. However, TAs are allowed to remain on-campus but must submit the request to Residential Life to remain on-campus. Please talk with your Department Chairs and Coordinators regarding expected responsibilities over the Winter Break and the Winter Term when making plans.

Other breaks include Thanksgiving Recess and the February and March breaks. For a list of dates, consult the College's Academic Calendar: <http://www.middlebury.edu/academics/calendar/2021-2022>

Please note: We encourage TAs to stay on campus for Commencement, planned for Sunday, May 29, 2022, to get the full experience of Middlebury College. You must depart by 11:00 pm the evening of Monday, May 30st.

Finally, previous TAs and current international students asked us to remind you to bring items from your country, such as photos, musical recordings, and traditional clothing with you to help you share your culture with others. Middlebury College provides many opportunities for students to become involved in campus life, and you might find these items from home helpful at some point. One exciting opportunity to share your culture is through the ISO (International Students' Organization) Cultural Show held in November or December. You will learn more about how to get involved when you arrived on campus.

In the coming months, you may hear from other campus offices to confirm details for the fall semester. You should expect to receive emails that will provide information about coming to Middlebury. Please respond to any requests in a timely manner. **If you have any questions as you navigate your next steps, please contact International Student and Scholar Services at iss@middlebury.edu.**