

## Middlebury Institute – International Student and Scholar Services (ISSS)

### Form DS-2019: Application Instructions

Exchange students, who are non-U.S. citizens/non-U.S. permanent residents, must apply for a J-1 visa (nondegree 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 Institute. 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. (Note: For 2022, we will send you your SEVIS ID# and Program Code via email once we issue the DS2019.)

ISSS will work as promptly as we can to issue the I-20. We will not be able to honor requests to expedite, given our high volume workload at this time of year. It is important that you submit your complete DS-2019 application as early as possible.

Once ISSS receives your required documentation, we will be able to issue a Form DS-2019. The DS-2019 is normally issued within 7-10 business days of a complete application being submitted. If ISSS needs to request additional documentation from you, then it may take longer to issue the DS-2019.

Upon receiving your Form DS-2019 from Middlebury Institute, you should apply for a visa as soon as possible. Applying for a visa can take one month or more, depending on the country. Additionally, if you are subject to administrative processing, the process could be delayed several weeks. If you are unable to obtain a visa in time to arrive in Middlebury by your intended start date, alert ISSS as soon as possible so that we can advise on available options that you can consider.

**I. GATHER FINANCIAL DOCUMENTATION.** U.S. immigration law requires official certification that you have the necessary financial resources to pay for your tuition, health insurance, and living expenses for your program in the United States. You will need to gather all the documentation listed in this section, scan it as PDF, JPEG, GIF, or PNG files and upload it upon request, when completing the DS-2019 Application.

**Financial Documentation:** U.S. immigration law requires official certification that you have the necessary financial resources to pay for your tuition and living expenses for your entire program of study.

in the U.S. Financial documentation might include the following documents (or a combination of documents):

- **Exchange Program Financial Agreement** – if you are attending the Institute through an exchange program, you might have received a Financial Support Letter from Middlebury that outlines the exchange agreements between your home institution and Middlebury. If you have not yet received the Financial Support Letter from Middlebury, but understand which costs are covered through your exchange, you can subtract these from the amount you need to show through your bank statement.
- **Middlebury Institute Scholarship** – If you received a tuition scholarship from Middlebury Institute, subtract this amount of scholarship/grant for from your full program costs to determine the amount you must show for Middlebury to produce your DS-2019.
- **Bank Letter.** Provide a signed or stamped bank letter. Electronic copies accepted. The letter must:
  - Be written in English or have an official English translation attached;
  - Be dated no more than 6 months from the start of your program
  - Be on official bank letterhead;
  - Include the account holder's name;
  - Indicate the type of account. Funds need to be immediately available to the student, such as in a checking or savings account. Funds that are invested (mutual funds or tied up in assets) cannot be used to show financial support. (Certificates of Deposit need to mature and be available on or before program start date.);
  - Indicate the balance of the account(s) from where the financial support will come.
  - Indicate the currency of funds, preferably in U.S. dollars (US\$). If your bank cannot issue the letter with a currency conversion, the document must clearly state the currency of funds listed;
  - Be signed by an official of the bank, and/or be stamped with the bank or employer's seal, if available;
- **Signed Financial Sponsor Letter.** Electronic copies accepted. The person(s) in whose name the bank funds are held (i.e. the account holder) must submit a letter that:
  - Declares that, as your financial sponsor, they will cover the costs of your education with funds shown in the bank letter, and they intend to pay the costs of your entire enrollment at Middlebury;
  - 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.

\*If you are funding your own education and will provide a bank statement from your personal account, please note that a financial sponsor letter is still required. In the letter, you will indicate that you are your own sponsor and will use the funding in your person accounts towards your cost of education.

	One Semester	One Academic Year
<b>Tuition &amp; Student Activity Fee</b>	<b>USD 22,468</b>	<b>USD 44,936</b>
<b>Books and Supplies</b>	<b>USD 450</b>	<b>USD 900</b>
<b>Housing and Food</b>	<b>USD 7,965</b>	<b>USD 15,930</b>
<b>Local Transportation</b>	<b>USD 500</b>	<b>USD 1,000</b>
<b>Personal Expenses</b>	<b>USD 900</b>	<b>USD 1,800</b>
<b>Health Insurance</b>	<b>USD 1,000</b>	<b>USD 2,000</b>
<b>Total Estimated Cost</b>	<b>USD 33,283</b>	<b>USD 66,566</b>

\*If you have been admitted to a 2-year program, you will need to show USD 133,132.

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

**III. GATHER THE ENGLISH LANGUAGE PROFICIENCY (ELP) DOCUMENTATION.** Exchange Visitor sponsors, including Middlebury Institute, are required to verify English language proficiency before they can issue DS-2019s. You may have submitted a TOEFL or IELTS or other English Language test score with your Middlebury Institute Application. You can provide a copy of that same document with the DS-2019 Application.

\***Exchange students coming through a Middlebury College exchange:** you likely had an English Language Proficiency oral interview with Jill Stoffers. In this case, please write “N/A” for the test date information. In the upload field, please upload a word document that says: “Had oral interview with Jill Stoffers”

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

Go to: [https://middlebury.qualtrics.com/jfe/form/SV\\_cIQchKERpOkHF0a](https://middlebury.qualtrics.com/jfe/form/SV_cIQchKERpOkHF0a). ISSS will review and process your request within 7-10 business days after receipt of your completed application.

Exchange students who attend the Middlebury Institute will need to request the mailing of their documents via eShipGlobal. Instructions on how to submit this request will be sent after the DS-2019 has been issued.

#### **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/>.

Middlebury Institute does not offer a student health insurance plan. We do provide resources to help you find a plan that will work best for you. Please visit the following webpage for more information: <https://www.middlebury.edu/institute/student-life/health-wellness/insurance>

It is the student's responsibility to confirm this information with the health insurance provider with whom you purchase a plan.