

## I-20 Application Instructions for Middlebury Summer Programs

Please submit the I-20 Application as soon as possible.

In order for Middlebury College to produce your I-20, you must submit the following four items:

### 1. Completed Middlebury College I-20 Application Form

The form can be found on the “Forms” page of the ISSS website (<https://www.middlebury.edu/office/international-student-and-scholar-services/forms>), or here: [https://middlebury.qualtrics.com/jfe/form/SV\\_9H3Ov8TqlaT1vXE](https://middlebury.qualtrics.com/jfe/form/SV_9H3Ov8TqlaT1vXE).

Please read these instructions first. You will need to have scanned copies of your supporting documents (passport identification page, financial documentation, and sponsor letter) to upload as part of the online submission process.

### 2. Copy of your passport identification page

Copy the page(s) showing your name, photo, date of birth, and expiration date of the passport.

### 3. Financial documentation (Proof of funds)

To obtain an I-20, U.S. immigration law requires official certification that you have the necessary financial resources to pay for all expenses for your program in the U.S., including tuition, room, board, books, travel, and personal expenses. **Please see the charts on page 2 for the total estimated costs of your Language School or Bread Loaf School of English program.**

**All students will need to provide financial documentation to ISSS. If you received a scholarship that covers full tuition, room and board, you will still be responsible for showing financial support to cover books/supplies and personal expenses.**

Acceptable proof of funds can be in the form of a bank letter, bank statement, scholarship letter (from your company or government), or letter of employment (verifying a monthly or annual salary). We highly recommend obtaining a bank letter from your bank/financial institution (if possible) rather than a bank statement to avoid sharing unnecessary information, such as account numbers and/or transaction history. For an example, please view the “Sample Bank Letter,” on page 3 which demonstrates the minimum requirements for such a document.

Acceptable proof of funds must adhere to the following guidelines:

- be dated on or after March 1;
- be on official bank or employer letterhead;
- include the account holder’s name (if employment letter, the name of the employee);
- 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;
- indicate the balance of the account(s) from where the financial support will come. For any Certificates of Deposit, the funds will need to mature and be available to the student on or before the program start date.
- indicate the currency of funds, preferably in U.S. dollars (US\$). If your bank cannot issue financial documentation with a currency conversion, the document must clearly state the currency of funds listed;
- if the letter is from an employer, it must confirm that you will continue to receive your salary through the summer when you are studying, or that your company is paying the costs associated with your program of study;
- be signed by an official of the bank or employer, if the document is a letter;
- be stamped with the bank’s or employer’s seal (if available), if the document is a letter;
- be written in English, or have a certified English translation attached.

**Note to those receiving scholarships or grants from Middlebury:** Subtract the amount of aid from the total estimated cost of your program (see charts on next page) to determine the amount you must show in order for Middlebury to produce your I-20. For example, if you are attending a 7-week Language School program the total estimated cost is \$11,616. If you are receiving a \$5,000 scholarship from Middlebury College, you must submit documentation showing proof of funds in the amount of \$6,616 to show sufficient funds to obtain an I-20.

Using the charts below, calculate the amount of funding that you will need to show ISSS:

Total Estimated Cost of My Program	\$
Subtract any Financial Aid/Grants/Scholarships <i>Leave blank if not receiving anything</i>	\$
Amount Needed for I-20	\$

<b>2022 Summer Costs: Language Schools at both Middlebury College and Bennington College campuses</b>	<b>8-week</b>	<b>7-week</b>	<b>6-week</b>	<b>4-week Hebrew</b>
Tuition	\$9,280	\$6,960	\$6,960	\$2,320
Room and Board	\$4,520	\$3,956	\$3,390	\$2,260
Books/Supplies	\$350	\$350	\$250	\$150
Personal	\$450	\$350	\$250	\$100
<b>Total Estimated Cost</b>	<b>\$14,600</b>	<b>\$11,616</b>	<b>\$10,850</b>	<b>\$4,830</b>

\*If your Language School program is not listed, please contact ISSS at [iss@middlebury.edu](mailto:iss@middlebury.edu).

<b>2022 Summer Costs: Bread Loaf School of English (BLSE)</b>	<b>VERMONT</b>
Tuition	\$6,485
Room and Board	\$3,525
Facility Fees	–
Books/Supplies	\$300
Personal	\$400
<b>Total Estimated Cost</b>	<b>\$10,710</b>

#### 4. Signed Financial Sponsor 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 program costs with the funds shown in the bank letter;
- refers to the relationship (parent, relative, spouse, friend, etc.) between the sponsor and you;
- includes the date and the account holder's original signature; and
- is written in English, or has an English translation attached.

Please see our sample sponsor letters on pages 4 and 5 below, which will help your sponsor or you write the "Sponsor Letter" or "Self-Sponsor Letter".

**Make sure you keep your original supporting documents in a safe place, as you will need them for your visa appointment at the United States Embassy/Consulate. In some cases, the Customs & Border Protection officials may request to see them at the port of entry when you arrive in the United States.**

If you have any questions about this process, please contact:

International Student and Scholar Services (ISSS) • Email: [iss@middlebury.edu](mailto:iss@middlebury.edu) • Phone: (802) 443-5858

# SAMPLE BANK LETTER

Official Bank  
Letterhead

Bank Name  
Bank Address

Middlebury College  
ATTN: International Student & Scholar Services (ISSS)  
14 Old Chapel Road  
Middlebury, Vermont 05753  
United States

Date

To whom it may concern:

This letter is to certify that [account holder's name] maintains a [type of account (checking/savings/etc.)] account with [name of the bank].

The current available balance of this account is [total balance of account with type of currency provided].

These funds are available for immediate withdrawal without restriction.

Sincerely,

**[Original Signature of the Bank Official]**

[Name of the Bank Official]

Bank Stamp or Seal, if available

***NOTE: This document is only a sample. It is solely meant to demonstrate the minimum requirements for a bank letter. The actual bank letter that you receive from your bank/financial institution may vary, but it must, at the very least, contain the highlighted information above.***

# Sample Financial Sponsor Letter – Language School

Date

Sponsor's Name

Sponsor's Street Address

Sponsor's City, State/Province/Region (if applicable), and Postal Code

Sponsor's Country of Residence

RE: Sponsorship letter for Student's Name

To whom it may concern:

This letter is to verify that I, Sponsor's Name, am willing and capable of financially supporting my Relationship to Student, Student's Name, during the time he/she will be studying at Middlebury College. I have provided personal financial documentation to show that I have sufficient funds to support Student's Name for a minimum of U.S. \$ [estimated cost of your program] for the program.

If you have any questions or concerns about this matter, please feel free to contact me at Sponsor's Email Address.

Best Regards,

*Sponsor's Original Signature*

Sponsor's Name

.....

## Instructions and required information for Sponsor Letter

**(PLEASE REMEMBER TO REMOVE THESE INSTRUCTIONS AND REMOVE ABOVE HIGHLIGHTING BEFORE PRINTING.)**

The letter must:

- Be dated after March 1;
- Include the sponsor's original signature;
- Include full name of the individual sponsoring the student;
- Include the full name of the student being sponsored;
- Include a statement that the individual is willing to sponsor the student for a specified amount for the duration of the program;
- Should include the relationship of the student to the sponsor (i.e. daughter, son, friend, spouse, etc.); and
- If you are providing the funding for your studies, you will write the letter from yourself stating that you will sponsor yourself. See the sample for the "[Self-Sponsor Letter](#)."

*Note the minimum amount the sponsor must show will differ depending on the student's particular program costs and whether the student receives financial aid or scholarships.*

# Sample Financial SELF-Sponsor Letter – Language School

Date

Your Name

Your Street Address

Your City, State/Province/Region (if applicable), and Postal Code

Your Country of Residence

RE: Sponsorship letter for Your Name

To whom it may concern:

This letter is to verify that I, Your Name, am willing and capable of financially supporting myself during the time I will be studying at Middlebury. I have provided personal financial documentation to show that I have sufficient funds to pay a minimum of U.S. \$ [estimated cost of your program] for the program.

If you have any questions or concerns about this matter, please feel free to contact me at Your Email Address.

Best Regards,

***Your Original Signature***

Your Name

.....

## Instructions and required information for Self-Sponsor Letter

**(PLEASE REMEMBER TO REMOVE THESE INSTRUCTIONS AND REMOVE ABOVE HIGHLIGHTING BEFORE PRINTING.)**

The letter must:

- Be dated after March 1;
- Include your original signature;
- Include your full name;
- Include a statement that you are willing and capable of financially supporting yourself; and
- Include a statement that specifies the amount in U.S. Dollars available for the summer program

*Note the minimum amount will differ depending on your particular program costs and whether you receive financial aid or scholarships.*