

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

Exchange students, 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 a PDF 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 issue it to you electronically.
 - 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, ISSS will review and if your submission meets all the requirements, ISSS will issue a DS2019 Form and send it to you electronically. The email will contain information regarding the J-1 Exchange Visitor visa application process at a U.S. Embassy/Consulate. For 2023-2024 entrants, we anticipate issuing and sending electronically DS-2019s in May or June.

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 a PDF and upload it upon request, when completing the DS-2019 Application.

1. Financial Memo from Middlebury College.

Middlebury International Programs and Off-Campus Study (IPOCS) sent you an email that included a copy of a Financial Memo from Middlebury College that outlines the exchange agreement between your home institution and Middlebury. It also states the estimated amount of funds you need to demonstrate for your Middlebury exchange program. **The required financial documents must show at least this amount of US dollars, as proof of your available funds.**

In addition to the Financial Memo from the College, you must provide ISSS with the DS-2019 Application and **the two required financial documents—a sponsor letter and a bank letter showing available funds.** (Alternatively, you may submit a letter of employment showing sufficient earnings to pay the costs of your program in lieu of a bank letter.) The bank and financial sponsor letters must adhere to guidelines on page 2. **Submit by no later than June 1.**

NOTE: If more than one person will provide funds for you, submit both a bank letter/statement and financial sponsor letter for each person/sponsor.

2. **Bank Letter.** Provide a signed bank letter (or letter of employment). We will accept scanned PDF copies. The letter must:
- Be dated on or after April 1 for Fall entry and November 1 for Spring entry;
 - Be on official bank or employer letterhead.
 - Include the account holder's name (or 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. Invested funds (mutual funds, for example) 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 on or before the program start date;
 - Indicate the currency of funds, preferably in U.S. dollars (US\$). If your bank cannot issue the letter with a currency conversion, it must clearly state the currency of the available funds;
 - Be signed by an official of the bank or employer.
 - Be stamped with the bank or employer's seal, if available.
 - Be written in English or have an official English translation attached.
 - Show available funds for the cost of your Middlebury program, as listed on your Middlebury Financial Memo.

3. **Signed Financial Sponsor Letter.** We will accept scanned PDF copies.

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 your program at Middlebury with the funds shown in the bank letter.
- Refers to the relationship (parent, relative, etc.) between the sponsor and you. If you are supporting yourself, then you should state that you will be self-sponsored.
- Is written in English or has an official English translation attached.
- Includes the account holder's original signature and date.

NOTE: You should keep the originals of all financial documents submitted to Middlebury College. The U.S. Embassy/Consulate may ask to see the documents when you apply for your visa. In some cases, the U.S. Department of Homeland Security/Customs & Border Patrol may ask you to show them when you enter the U.S.

II. SCAN THE IDENTIFICATION (ID) PAGE OF YOUR PASSPORT. PDF is the preferred file format.

III. 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. You may have submitted a TOEFL or IELTS or other English Language test score with your Middlebury Exchange Student Application. You can provide a copy of that same document with the DS-2019 Application. 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://middlebury.qualtrics.com/jfe/form/SV_clQchKERpOkHF0a To complete the application, you must upload your financial documents, 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.

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 College offers a wide range of health services through Parton Center for Health and Wellness, many of which are included in the cost of a student's participation in the exchange program (which is separate from the health insurance plan cost). This means that during the academic year, students may schedule an appointment for basic health services at the **Center for Health and Wellness** 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 Services may bill enrolled students for lab tests, vaccines, and medical supplies. Depending on their individual health insurance coverage, students also may need to pay for off-campus psychiatric assessments and follow-up psychiatric treatments. **In most cases, Health Services 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.

J-1 visa holders are required to have health insurance for the entire duration of their program in the U.S.

Each year, Middlebury College provides all students with access to a health insurance plan that meets the U.S. Department of State's requirements (as of May 15, 2015). Information on the Middlebury student health insurance policy and online enrollment through Gallagher Student Health & Special Risk is at:

http://www.middlebury.edu/offices/administration/vpfin/finance-office/bsnsvcs/student_insurance.

The annual cost of the 2023-2024 academic year health insurance plan offered by the College is US \$3,322. All students will need to choose to enroll in the College's plan OR waive coverage and affirm that they have their own health insurance valid in the State of Vermont (that meets the J-1 requirements).

It is the student's responsibility to confirm this information with their health insurance provider.

You should not only check with your insurance provider in your home country about the policy, but you also need to follow up with the U.S. based provider to confirm that the coverage terms have been approved by both parties and that the policy is valid in the state of Vermont. Students will need to obtain their respective health insurance ID cards and understand how their coverage will work if they do not enroll in the College's offered plan.

In June, you will be notified on how to submit a Student Waive/Enroll Form for the Gallagher plan at: <https://go.gallagherstudent.com/Universities/Middlebury%20College/Home> by the required deadline. If you do not waive coverage, Student Financial Services (SFS) will add the health insurance plan expense to your bill.

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.