General Information about the Application

In order to attend the Intensive English as a Second Language Program at the Middlebury Institute of International Studies, you must be a high-school graduate, be at least 18 years old, and have studied some English previously. Admission is granted based on the conditions above, academic qualifications, and the availability of space.

Admission to the Intensive English Program is entirely separate from admission to the Middlebury Institute of International Studies graduate programs.

The online application saves the information you enter under the private Login ID and Personal Identification Number (PIN) you choose.

You do not have to complete an application at one time. For example, you can start working on a web application at a library computer, save your work, access the form at home on your personal computer, and continue working from there. Wherever you have access to the Web, you have access to the information you have saved.

The information you enter is safe when you save it and when you send it. General information may be used in statistical studies and reports to help the institution with planning. Personal information is only seen by the Intensive ESL department.

Sections of this guide

Before you begin the application, have the following ready ........................................... 2
   1. Personal Statement: ........................................................................................................ 2
   2. Credit Card: .................................................................................................................. 2
   3. Optional TOEFL or IELTS scores: ................................................................................ 2

Detailed Instructions to Complete the Online Application ................................................. 3

Step 1: Creating an account .................................................................................................. 3
Step 2: Creating an ID .......................................................................................................... 3
Step 3: Entering general information .................................................................................. 4
Step 4: Entering your mailing address ............................................................................... 4
Step 5: Citizenship information .......................................................................................... 5
Step 6: Program type ......................................................................................................... 6
Step 7: Admission term ...................................................................................................... 6
Step 8: Select your program ............................................................................................... 6
Step 9: Entering data ........................................................................................................... 6
Step 10: Personal statement ............................................................................................... 7
Step 11: Editing your application .......................................................................................... 8
Step 12: Final review .......................................................................................................... 8
Step 13: Begin payment ...................................................................................................... 9
Step 14: Complete credit card payment .............................................................................. 9
Before you begin the application, have the following ready:

1. **Personal Statement:**
   You will need to write a personal statement in English. Be sure that the statement has been proofread before you submit your application. You should write your statement in a word processing program, like Microsoft Word. Then you can copy it into the box on the application.

   **Please complete the personal statement on your own without help from anyone else.** The personal statement is used to estimate your current level of English, and is not used to accept or deny your application for the program. This is a chance for us to get to know you and your level, background, and goals.

   **Please note:** It is expected that students arrive to the program having studied some English previously so that they know the alphabet and basic vocabulary, can read and write basic sentences, and can have simple conversations. If a student cannot do these things, they may be required to have a customized program at their own expense or be asked to leave the program.

   Your statement should include:
   - [ ] your academic background
     - What subjects have you studied? What level of education have you finished?
   - [ ] your reasons for studying English
     - What do you plan to do with English later?
     - How/When do you use English in your life?
   - [ ] your personal interests
     - What do you like to do in your free time?
   - [ ] your future goals
     - After this program, where will you go?
     - What will you do, and how will English help you with your goals?
   - [ ] the number of semesters you have studied English in high school and college.
     - How long have you been studying English?
     - Where have you studied English?
   - [ ] If you have taken the TOEFL or IELTS test, please include your most recent score.

2. **Passport and Credit Card:**
   The last step of the application is to pay the non-refundable application fee of US $50.00 with a credit card. Have your passport nearby, and please have your credit card ready. We accept Visa, MasterCard, American Express, Discover Card and Diners Club.

3. **Optional TOEFL or IELTS scores:**
   TOEFL and IELTS scores are NOT required. If you have taken the TOEFL or IELTS, unofficial score reports can be sent to us by email to english@miis.edu in support of your application. Official
score reports can be sent to our Admissions Office. For TOEFL score submissions, use the four-digit institution code 4507. A department code is not required.

**Detailed Instructions to Complete the Online Application**

**Step 1: Creating an account**
On the start page, click on “First time user account creation.”

**Step 2: Creating an ID**
A. Create a Login ID – something you will easily remember in case you need to come back to your application. Write this ID on a piece of paper so that you do not forget it.

B. Create a Personal Identification Number (PIN) – a password of 6 numbers that you will easily remember. You will use this number to access your application later, so write this number on a piece of paper so you do not forget it.

C. Verify PIN – Type the PIN you created in (B) again.

D. Click “Login” – Please note that someone may already be using the same ID you wanted to choose in (A). If this happens, the following message will appear:

   Login ID already in use. Please enter a different Login ID or login as a Returning User.
   If you see the message above, please return to step (A) and create a new ID.

***FOR HELP WITH HOW TO RETURN TO A SAVED APPLICATION, PLEASE SEE THE LAST PAGE OF THIS DOCUMENT.***
**Step 3: Entering General Information**
Throughout the application, you will see red stars (*) next to certain items. The red stars mean that this item is required.

**Name Prefix:** If you are female, choose “Ms.” If you are male, choose “Mr.”

**First Name** – Your given name. In the example above, “Jennie Smithing” is the full name of the applicant. “Jennie” is her first name.

**Middle Name** – It is not required to provide a middle name because some people do not have middle names. A middle name is the name that comes between your first and your last name.

**Last Name** – Your family name or surname. Do not worry about filling in the other spaces. If you are from a country with last name suffixes, and you would like to add it, you can.

**Name You Prefer to be called** – If you have a different name or nickname that you like to be called, please enter it in the box labeled “Name you prefer to be called.” Please be certain that your Last/Family Name and First/Given Name are spelled exactly the same as they are spelled on your passport.

**Email Address** – Please write your email address two times.

To move to the next page, click “Fill Out Application.”

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**Step 4: Entering your Mailing Address**

**Current Mailing Address** – Your current mailing address is the address where you are living at the time you are filling out the application. If you will be moving in the near future, please add the date you will be moving in the box “Address Expiration Date.”

**Phone/Cell Number** – Phone number is required. “Phone” is the phone number that you use often, it can be your home phone or a cell phone. “Cell” is your mobile cell phone number.

Overseas applicants: You should enter your phone number on the right, where it says: “International Phone Number.”
Permanent Mailing Address – Please provide a permanent mailing address if your current address is temporary.

Click “Save and Continue”.

Step 5: Citizenship Information

On this page, two red stars (***) means that you MUST enter all information.

Sex – Select “Male” or “Female”

Date of Birth – Be sure to follow the US date format of month, day, year (mm/dd/YYYY); for example, if you were born 12 September 1983, you would write 09/12/1983.

U.S. Social Security Number and permanent resident visa – Most international students will not have a US Social Security Number or resident visa. If you DO have either of these items, please provide them on the application.

Country of Birth – The country in which you were born.

Country of Citizenship – The country in which you are an official citizen. Your passport is issued by this country.

Select “Yes” if you have a permanent U.S. residence visa and “No” if you do not have one.

Click “Save and Continue”.

Click “Save and Continue”.
Step 6: Program Type

Select “Short Term Language Programs”.

Click “Save and Continue”.

Step 7: Admission Term

From the drop-down menu, select the term when you will BEGIN your studies in the Intensive ESL program. If you would like to attend more than one term, please select the first term that you will attend.

Click “Save and Continue”.

Step 8: Select your Program

On this page, choose the second option in the drop-down list: “Intensive ESL Program”.

Click “Save and Continue”.

Step 9: Entering Data

How did you first learn about Middlebury Institute - Please tell us how you heard about the Middlebury Institute of International Studies.
If this is not your first time applying to the Middlebury Institute, please tell us the most recent year you last applied. If this is your first time applying to the Middlebury Institute, select “No.”

Click “Save and Continue”.

**Step 10: Personal Statement**
You will need to write a personal statement in English. Be sure that the statement has been proofread before you submit your application. Your statement should include:

**a) your academic background**
   i. What is/was your major?
   ii. What subjects have you studied?

**b) your reasons for studying English**
   i. What do you plan to do with English later?
   ii. How/When do you use English in your life?

**c) your personal interests**
   i. What do you like to do in your free time?

**d) your future goals**
   i. After this program, where will you go?
   ii. What will you do, and how will English help you with your goals?

**e) the number of semesters you have studied English in high school and college.**
   i. How long have you been studying English?
   ii. Where have you studied English?

*If you have taken the TOEFL or IELTS test, please include your most recent score.*

We recommend preparing your personal statement in a word processing program, such as Microsoft Word. Be sure that the statement has been proofread before you submit your application. In this step, you will cut and paste your statement into the box provided. **Once you have typed or pasted your personal statement in the box, click “Continue.”**
**Step 11: Editing the Application**
If you would like to change any of your information, select one of the headings (ex. “Email, Name/Address”, etc.) If you believe that you have entered everything correctly, choose “Continue to final review.”

**Step 12: Final Review**

Look through your application one last time to make sure that the information is correct. If there is anything you need to change, go to the very bottom of the page and select “Go Back.” You will be sent back to the page from step 11.

If your information is correct, read through the certification note and check the box that states you have understood. **Select “Save and Pay.”**

**Step 13: Begin Payment**

Click on “Pay with Credit Card.” Have your credit card ready to pay the non-refundable application fee of US $50.00.
**Step 14: Complete credit card payment**

On this page, your first and last name, *part of* your address, your e-mail address, and your application type will already be entered.

Select your credit card Type (Visa, MasterCard, etc.) using the drop-down menu.

Enter your credit card number and the expiration date.

Enter any missing address information, including your country.

When the information is complete, select “Pay Now.”

You will receive an e-mail with your receipt.

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**Note:** Your level in the program is determined by your performance on written and/or oral placement tests. When you submit your application, you indicate your willingness to accept the level you are placed in. It is expected that students arrive to the program having studied some English previously so that they know the alphabet and basic vocabulary, can read and write basic sentences, and can have simple conversations. Students are tested when they arrive. If a student cannot do these things, they may be required to follow a customized program at their own expense.

If you have any questions, please contact the Intensive English Programs office at the Middlebury Institute of International Studies by email at languages@miis.edu or by phone at +1-831-647-4115. If you prefer, you may download a paper application from the website and submit it to our office.

**How to Return to a Saved Application:**

**Step 1: Login**

If you wish to return to a saved application, first enter the login information you chose earlier, then click “Login.”
**Step 2: Select the Application**

If you wish to create a NEW application, click on “New.”

If you are opening a current application to continue filling it out, choose the option under “Unpaid Applications”.

Continue your application from the point where you last stopped. Don’t forget that the final step is to pay with a credit card!