

OFFICE OF INTERNATIONAL PROGRAMS

DIRECTORY OF SERVICES

The Office of International Programs provides many different programs and services. In an effort to better serve the MSU campus community, OIP has prepared this directory, which lists all programs and services alphabetically, includes a short explanation of each, and provides contact information for the appropriate OIP staff person. For a listing of OIP staff, see the box at the bottom of the last page. Note that most of these listings also include a world-wide-web location at which you can find additional useful information at any time. Thank you for your interest in international programs!

VISIT THE OIP INTERNATIONAL OPPORTUNITIES RESOURCE CENTER! The Resource Center, located on the 4th floor of Culbertson Hall, is filled with information about study, work, and travel opportunities abroad.

ACE LANGUAGE INSTITUTE

MSU's intensive English language program offers full or part-time English as a second language classes for beginning to advanced international students, as well as other related services such as TOEFL and SPEAK tests, International Graduate Teaching Assistant training. The Institute is administered in partnership with American Cultural Exchange of Seattle, Washington.

Rick O'Connor 585-9832 msuace@cultural.org
http://www.montana.edu/international/iss/language_instruction.htm

ADVISING – SESSIONS FOR STUDY ABROAD

Personal advising is available for all students interested in study abroad programs. Information sessions are also available on a weekly basis and cover the basics of study abroad, including the types of programs available, costs, credit transfer, and the application process.

Amy Johnson 994-7151 amyjohnson@montana.edu

ADVISING – FOREIGN STUDENTS

See Foreign Student Advising



BILLING QUESTIONS & PROBLEMS

Financial matters concerning OIP accounts and grants, accounts payable and receivable, Faculty Fund awards, etc.

Jean Aspevig 994-7262 jean.aspevig@montana.edu

BOZEMAN FRIENDS OF INTERNATIONAL STUDENTS

International students are matched with community members for friendship and cultural exchange through this program cosponsored with the Bozeman Rotary Club.

Susan Reisch 994-6462 sreisch@montana.edu



COLLEGE CONSORTIUM FOR INTERNATIONAL STUDIES

CCIS, a national consortium of universities, offers MSU students and faculty the opportunity to participate in programs at 40 CCIS study sites in 28 countries.

Amy Johnson 994-7151 amyjohnson@montana.edu
 Jayme Kreitinger 994-5719 jayme.kreitinger@montana.edu

CONVERSATION PARTNERS

A program to link MSU students and others with international students for friendship and assistance in building language skills. See ACE Language Institute above.

CURRICULUM DEVELOPMENT

Support to MSU faculty, departments, and colleges to infuse international content into the curriculum to prepare students to meet the challenges of today's world and global workplace.

Norm Peterson 994-7150 normp@montana.edu
 Yvonne Rudman 994-4032 rudman@montana.edu



EMERGENCIES

Crisis management for situations involving international students and scholars or study abroad students.

Debra DeBode 994-7180 586-7990 debode@montana.edu

EMPLOYMENT OF NON-CITIZENS

Support to MSU departments in hiring non-U.S. citizens for faculty and staff positions, including procedures for hiring, applications for work visas, verification of work eligibility, I-9 forms, tax treaties, etc.

Sally O'Neill 994-7688 sallyo@montana.edu
 Debra De Bode 994-7180 debode@montana.edu
 Deborah Chiolero 994-7722 chiolero@montana.edu

ENGLISH AS A SECOND LANGUAGE

See ACE Language Institute



FACULTY INTERNATIONAL RESEARCH AND PROGRAM DEVELOPMENT FUND (FACULTY FUND)

Faculty and staff may apply for funds to support international research and activities to enhance international dimensions of campus activities. More details and application are at <http://www.montana.edu/international/msu/rdfund.htm>

Yvonne Rudman 994-4032 rudman@montana.edu

FOREIGN EDUCATIONAL CREDENTIALS AND TRANSCRIPTS

Information and referrals regarding the interpretation of educational credentials and transcripts from foreign educational institutions.

Sally O'Neill 994-7688 sallyo@montana.edu
Debra De Bode 994-7180 debode@montana.edu

FOREIGN STUDENT ADVISING

Professional counseling and advising for foreign students on cultural issues, academic problems, immigration rules and regulations, and other problems.

Nathalie Caillaud 994-7751 nathalie@montana.edu
Deborah Chiolero 994-7722 chiolero@montana.edu

FRIENDS BEYOND BORDERS

The Program matches international students with MSU students.

Jayne Kreitinger 994-5719 jayne.kreitinger@montana.edu

FULBRIGHT

Information and support to students and faculty seeking Fulbright awards to study, conduct research, and teach abroad.

Sally O'Neill 994-7688 sallyo@montana.edu



GENERAL INFORMATION

Sharon Beall 994-7150 sbeall@montana.edu
<http://www.montana.edu/international/groups.htm>

GLOBAL CULTURE CLUB

This active student group is the voice for the international student body on campus and offers intercultural and social activities.

Deborah Chiolero 994-7722 chiolero@montana.edu
www.montana.edu/international/groups.htm



GLOBAL HORIZONS

OIP's newsletter to the MSU faculty and staff published twice each semester.

Sharon Beall 994-7150 sbeall@montana.edu

GRANTS

OIP manages an array of grant-funded projects. In addition to the projects solicited by and managed within the office, OIP also collaborates with faculty across the campus in writing proposals to and managing projects funded by agencies such as the US Departments of Agriculture, Defense, Education and State, and USAID, NSF, among others.

Yvonne Rudman 994-4032 rudman@montana.edu

GRADUATE TEACHING ASSISTANT TRAINING

Support to departments to ensure GTA's who are not native speakers of English have essential communication skills. See ACE Language Institute



HEALTH & SAFETY IN STUDY ABROAD

Current information and check lists for faculty, staff, and students considering traveling abroad.

Jayne Kreitinger 994-5719 jayne.kreitinger@montana.edu
Janelle Rasmussen 994-7602 jrasmussen@montana.edu

HIRING

See Employment of Non-Citizens

HOST FAMILIES

Opportunities for campus and community members to host international visitors on a short-term basis.

Anne Kingma 994-5045 akingma@montana.edu



ID CARDS

See International ID Cards.

INSURANCE

See Travel Insurance.

INTERCULTURAL ISSUES/PROBLEM SOLVING

Resources and suggestions for improving intercultural communication/understanding.

Nathalie Caillaud 994-7751 nathalie@montana.edu
Deborah Chiolero 994-7722 chiolero@montana.edu
Debra DeBode 994-7180 debode@montana.edu

INTERNATIONAL ADMISSIONS

Information, applications, assistance and guidance for prospective international students.

Susan Reisch 994-6462 sreisch@montana.edu
Elizabeth Blanchford 994-7252 eblanchford@montana.edu
Geraldine Govaerts 994-7418 geraldine@montana.edu
Debra De Bode 994-7180 debode@montana.edu
<http://www.montana.edu/international/iss/apply.htm>

INTERNATIONAL FOOD BAZAAR

Bozeman's great annual international food and cultural festival.

Debra DeBode 994-7180 debode@montana.edu
Deborah Chiolero 994-7722 chiolero@montana.edu
http://www.montana.edu/international/iss/food_bazaar.htm

INTERNATIONAL ID CARDS

Discounts on flights, rail passes, hotels, etc. for students, teachers, and faculty with an International ID.

Deborah Chiolero 994-7722 chiolero@montana.edu

INTERNATIONAL OPPORTUNITIES RESOURCE CENTER

A center for students and faculty interested in identifying international study, teaching, research, work and scholarship opportunities.

Amy Johnson 994-7151 amyjohnson@montana.edu
Jayme Kreitinger 994-5719 jayme.kreitinger@montana.edu

INTERNATIONAL PROGRAMS COMMITTEE

Drawn from departments and colleges throughout the campus, the IPC advises the Office of International Programs and promotes international education at MSU.

Norm Peterson 994-7150 normp@montana.edu
<http://www.montana.edu/international/msu/index.htm>

INTERNATIONAL STUDENT EXCHANGE PROGRAM (ISEP)

ISEP offers the opportunity for MSU students to participate in exchanges with more than 100 institutions in 33 countries.

Amy Johnson 994-7151 amyjohnson@montana.edu
Jayme Kreitinger 994-5719 jayme.kreitinger@montana.edu

INTERNATIONAL TRAINING PROGRAMS

Development and management of specially-designed training programs for international students, scholars, and professionals.

Janelle Rasmussen 994-7602 jrasmussen@montana.edu
<http://www.montana.edu/international/training/index.htm>

NEWSLETTER

See Global Horizons.



PARTNER UNIVERSITIES

OIP establishes and manages partnerships with universities around the world for student and faculty exchanges, collaborative research, and other joint activities.

Norm Peterson 994-7150 normp@montana.edu
Jayme Kreitinger 994-5719 jayme.kreitinger@montana.edu

PERSONNEL

Issues concerning OIP staff appointments, payroll, and employment opportunities.

Sharon Beall 994-7150 sbeall@montana.edu

PROGRAM DEVELOPMENT

Support to MSU faculty, departments, and colleges in developing new international initiatives, including affiliations with institutions abroad, program planning, fundraising, proposal preparation, and administrative support.

Norm Peterson 994-7150 normp@montana.edu
Yvonne Rudman 994-4032 rudman@montana.edu



RECRUITMENT

Information, guidelines and materials for the recruitment of international students.

Debra De Bode 994-7180 debode@montana.edu
Elizabeth Blanchford 994-7252 eblanchford@montana.edu
Geraldine Govaerts 994-7418 geraldine@montana.edu

RESOURCE ROOM

See International Opportunities Resource Center.



SCHOLARSHIPS

Information and assistance in identifying scholarships for foreign study and support in developing applications for Fulbright, NSEP, Rotary Foundation, ISEP, CCIS, AIEJ, and Association of Teachers of Japanese Bridging Scholarships and other awards.

Sally O'Neill 994-7688 sallyo@montana.edu
Amy Johnson 994-7151 amyjohnson@montana.edu
<http://www.montana.edu/international/studyabroad/scholarships.htm>

SHORT-TERM STUDY ABROAD

2-6 week study abroad opportunities designed by MSU faculty for students and community members.

Janelle Rasmussen 994-7602 jrasmussen@montana.edu
Jayme Kreitinger 994-5719 jayme.kreitinger@montana.edu

SOCIAL SECURITY NUMBERS

Assistance for international students and scholars in obtaining U.S. Social Security numbers.

Nathalie Caillaud 994-7751 nathalie@montana.edu
Deborah Chiolero 994-7722 chiolero@montana.edu

SPEAKERS

For contact with students available to speak about their home country.

Nathalie Caillaud 994-7751 nathalie@montana.edu

STUDY ABROAD

Year- Semester- and Summer-long programs. Students can study in a variety of countries around the world while pursuing a degree at MSU. See also Short-term Study Abroad.

Amy Johnson 994-7151 amyjohnson@montana.edu
Jayme Kreitinger 994-5719 jayme.kreitinger@montana.edu Jayme
www.montana.edu/international/stabroad.htm

SUMMER PROGRAMS

See Short-term Study Abroad.



TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL)

Rick O'Connor 585-9832 msuace@culturalo.org

TRANSLATORS/INTERPRETERS

For information on foreign language resources and tutoring.

Nathalie Caillaud 994-7751 nathalie@montana.edu
Deborah Chiolero 994-7722 chiolero@montana.edu

TRAVEL INSURANCE

Janelle Rasmussen 994-7602 jrasmussen@montana.edu



VISAS

Information and assistance in obtaining visas for educational programs, including contact information for U.S. and foreign consular offices, Canadian visa application forms, and regulations and guidelines for U.S. citizens going abroad and non-U.S. citizens coming to the U.S.

Nathalie Caillaud 994-7751 nathalie@montana.edu
Deborah Chiolero 994-7722 chiolero@montana.edu
Debra DeBode 994-7180 debode@montana.edu



WEBSITE

OIP's website includes comprehensive information about our programs and international opportunities in general.

Sharon Beall 994-7150 sbeall@montana.edu
www.montana.edu/international

OIP Staff Listing

<u>Name</u>	<u>Position</u>	<u>Extension</u>	<u>Email</u>
Norman Peterson	Vice Provost for International Education	7150	normp@montana.edu
Jean Aspevig	Accountant	7262	jean.aspevig@montana.edu
Sharon Beall	Executive Assistant to the Vice Provost	7150	sbeall@montana.edu
Elizabeth Blanchford	International Programs Specialist	7252	eblanchford@montana.edu
Nathalie Caillaud	Foreign Student Advisor	7751	nathalie@montana.edu
Deborah Chiolero	Assistant Foreign Student Advisor	7722	chiolero@montana.edu
Debra DeBode	Director for International Student/Scholar Services	7180	debode@montana.edu
Géraldine Govaerts	International Specialist	7418	geraldine@montana.edu
Amy Johnson	Study Abroad Advisor/Outreach Coordinator	7151	amyjohnson@montana.edu
Anne Kingma	Training & Special Programs Coordinator	5045	julie.kragh@montana.edu
Jayme Kreitinger	Study Abroad Coordinator	5719	jayme.kreitinger@montana.edu
Sally O'Neill	Foreign Personnel Specialist	7688	sallyo@montana.edu
Janelle Rasmussen	Director of Training & Special Programs	7602	jrasmussen@montana.edu
Susan Reisch	New Student Services International Representative	6462	sreisch@montana.edu
Yvonne Rudman	Director for Academic & Technical Programs	4032	rudman@montana.edu