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 website 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.
A.C.E. Main Line 994-3807 msuace@cultural.org
Mary Ulrich 994-3509 maryl@montana.edu
Paul Swift 994-3777 pault@montana.edu
www.montana.edu/international/admissions/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.
Anna Greenberg 994-5588 anna.greenberg@montana.edu
Alyson Roberts 994-7044 alyson.roberts@montana.edu
Sarah Rolling 994-7512 sarah.rolling@montana.edu
Meghan Carroll 994-7151 studyabroad@montana.edu
www.montana.edu/international/studyabroad

ADVISING – FOREIGN STUDENTS
See Foreign Student Advising

BILLING QUESTIONS
Financial matters concerning OIP accounts and grants, accounts payable and receivable, Faculty Fund awards, etc.
Jean Aspevig 994-7262 jcan.aspevig@montana.edu

BOZEMAN FRIENDS OF INTERNATIONAL STUDENTS
International students are matched with community members for friendship and cultural exchange through this program.
Susan Reisch 994-6462 sreisch@montana.edu
www.montana.edu/international/msu/groups.htm

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.
Alyson Roberts 994-7044 alyson.roberts@montana.edu
Susan Welker 994-5719 swelker@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.
Dr. David L. Di Maria 994-7150 david.dimaria@montana.edu
Yvonne Rudman 994-4032 rudman@montana.edu

DUAL DIPLOMA PROGRAMS
MSU offers dual diploma programs in partnership with several Turkish universities.
Geraldine Govaerts 994-7418 geraldine@montana.edu
Debra DeBode 994-7180 debode@montana.edu

EMERGENCIES
Crisis management for situations involving international students and scholars or study abroad students.
Debra DeBode 994-7180 debode@montana.edu
Susan Welker 994-5719 swelker@montana.edu
After-hours, please call Campus Police: 994-2121

EMPLOYMENT OF NON-U.S.-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-LED STUDY ABROAD PROGRAMS
Information on short-term study abroad opportunities designed by MSU faculty for students and community members.
Sarah Rolling 994-7512 sarah.rolling@montana.edu
www.montana.edu/international/studyabroad/SummerPrograms.htm

FOREIGN EDUCATIONAL CREDENTIALS AND TRANSCRIPTS
Information and referrals regarding the interpretation of educational credentials and transcripts from foreign educational institutions.
Susan Reisch 994-6462 sreisch@montana.edu
Debra De Bode 994-7180 debode@montana.edu

FOREIGN STUDENT ADVISING
Professional advising for foreign students on cultural, academic issues and/or immigration rules and regulations.
Deborah Chioler 994-7722 chiolero@montana.edu
John Richardson 994-7751 john.richardson@montana.edu
Sally O’Neill 994-7688 sallyo@montana.edu

GENERAL INFORMATION
Sharon Beall 994-7150 sshall@montana.edu
Jean Aspevig 994-7262 jean.aspevig@montana.edu
www.montana.edu/international/

GLOBAL CULTURE CLUB
This active student group is the voice for the international student body on campus and offers intercultural and social activities.
Deborah Chioler 994-7722 chiolero@montana.edu
www.montana.edu/international/msu/groups.htm

GRANTS
OIP manages an array of grant-funded projects with an international focus. 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 federal agencies and foreign entities.
Yvonne Rudman 994-4032 rudman@montana.edu
Janelle Rasmussen 994-7602 jrasmussen@montana.edu

GRADUATE TEACHING ASSISTANT TRAINING
Support to departments to ensure GTA’s who are not native speakers of English learn 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.
Susan Welker 994-5719 swelker@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.
Makiko Diehl 994-7944 makiko.diehl@montana.edu

ID CARDS
See International ID Cards.

INTERCULTURAL ADVISING & TRAINING
Resources and suggestions for improving intercultural communication/understanding.
Debra De Bode 994-7180 debode@montana.edu
Deborah Chioler 994-7722 chiolero@montana.edu
John Richardson 994-7751 john.richardson@montana.edu

INTERNATIONAL ADMISSIONS
Information, applications, assistance and guidance for prospective international students.
Susan Reisch 994-6462 sreisch@montana.edu
Brent Leavell 994-7252 brentleavell@montana.edu
Geraldine Govaerts 994-7418geraldine@montana.edu
May Heriza 994-7789 may.heriza@montana.edu
Debra De Bode 994-7180 debode@montana.edu
www.montana.edu/international/admissions/apply.htm

INTERNATIONAL EDUCATION WEEK
A program that promotes an understanding of other cultures and global issues. Part of the United States Department of State’s effort to build international awareness.
May Heriza looks in mountains to life, to takes in February.
Yvonne Rudman 994-4032 rudman@montana.edu

INTERNATIONAL FOOD BAZAAR
Boxerman’s great annual international food and cultural festival held in February.
Debra De Bode 994-7180 debode@montana.edu
Deborah Chioler 994-7722 chiolero@montana.edu
Jean Aspevig 994-7262 jean.aspevig@montana.edu
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.
Meghan Carroll 994-7151 studyabroad@montana.edu

INTERNATIONAL MOUNTAIN DAY
A United Nations-initiated celebration that takes place throughout the world as an opportunity to create awareness about the importance of mountains to life, to highlight the opportunities and constraints in mountain development, and to build partnerships that will bring positive change to the world’s mountains and highlands.
Yvonne Rudman 994-4302 rudman@montana.edu
INTERNATIONAL OPPORTUNITIES

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

Anna Greenberg 994-5588  anna.greenberg@montana.edu
Alyson Roberts 994-7044 alyson.roberts@montana.edu
Sarah Rolffing 994-7512 sarah.rolfing@montana.edu
Meghan Carroll 994-7151 studyabroad@montana.edu

www.montana.edu/international/studyabroad/

INTERNATIONAL PROGRAMS ACTION GROUP
Drawn from departments and colleges throughout the campus, the IPAG advises the Office of International Programs and promotes international education at MSU.

Dr. David L. Di Maria 994-7150 david.dimaria@montana.edu

www.montana.edu/international/msu/index.htm

INTERNATIONAL RESEARCH
OIP manages an array of grant-funded projects with an international focus. 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 federal agencies and foreign entities.

Yvonne Rudman 994-4032 rudman@montana.edu

INTERNATIONAL STUDENT EXCHANGE PROGRAM (ISEP)
ISEP offers the opportunity for MSU students to participate in exchanges with more than 100 institutions in 33 countries.

Anna Greenberg 994-5588 anna.greenberg@montana.edu
Susan Welker 994-5719 swelker@montana.edu

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

Dr. David L. Di Maria 994-7150 david.dimaria@montana.edu
Yvonne Rudman 994-4032 rudman@montana.edu

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

Jean Aspevig 994-7262 jean.aspevig@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.

Dr. David L. Di Maria 994-7150 david.dimaria@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
Geraldine Goyaerts 994-7418 geraldine@montana.edu
Brent Leavell 994-7252 brentleavell@montana.edu
May Heriza 994-7789 may.heriza@montana.edu

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

Alyson Roberts 994-7044 alyson.roberts@montana.edu

www.montana.edu/international/studyabroad/SA_scholarships.htm

SHORT-TERM STUDY ABROAD
Information on short-term study abroad opportunities designed by MSU faculty for students and community members.

Sarah Rolffing 994-7512 sarah.rolfing@montana.edu
Susan Welker 994-5719 swelker@montana.edu

www.montana.edu/international/studyabroad/SummerPrograms.htm

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

Deborah Chiolero 994-7722 chiolero@montana.edu

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

Deborah Chiolero 994-7722 chiolero@montana.edu
John Richardson 994-7751 john.richardson@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.

Anna Greenberg 994-5588 anna.greenberg@montana.edu
Alyson Roberts 994-7044 alyson.roberts@montana.edu
Sarah Rolffing 994-7512 sarah.rolfing@montana.edu
Meghan Carroll 994-7151 studyabroad@montana.edu
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www.montana.edu/international/studyabroad/

TEST OF ENGLISH AS A FOREIGN LANGUAGE
A.C.E. Main Line 994-3807 msaucc@cultural.org
Paul Swift 994-3777 pauls@cultural.org

TRAINING AND SPECIAL PROGRAMS
Development and Management of specially designed training programs for International student, scholars, and professionals.

Janelle Rasmussen 994-7602 jrasmussen@montana.edu
Makiko Diehl 994-7944 mdkihiehl@montana.edu
Chris Helgeson 994-5045 christopher.helgeson@montana.edu

www.montana.edu/international/training/

TRANSLATORS/INTERPRETERS
For information on foreign language resources and tutoring.

Deborah Chiolero 994-7722 chiolero@montana.edu

TRAVEL INSURANCE
Meghan Carroll 994-7151 studyabroad@montana.edu
### OIP Staff Listing

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>EXTENSION</th>
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<td>Education Abroad Manager</td>
<td>-5719</td>
<td><a href="mailto:sweiker@montana.edu">sweiker@montana.edu</a></td>
</tr>
</tbody>
</table>

**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.

Debra De Bode 994-7180 debode@montana.edu
Deborah Chiolero 994-7722 chiolero@montana.edu
Sally O’Neill 994-7688 sallyo@montana.edu
John Richardson 994-7751 john.richardson@montana.edu

**WEBSITE**

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

Alyson Roberts 994-7044 alyson.roberts@montana.edu
Geraldine Govaerts 994-7418 geraldine@montana.edu
Sharon Beall 994-7150 sbell@montana.edu
www.montana.edu/international

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