



Office of  
International Programs

# STUDY ABROAD

## Phases Checklist for \_\_\_\_\_

### Phase One - DONE!

### Phase Two - Almost there

- MSU Study Abroad Application
- Interview
- Host University Application & Acceptance

### Phase Three - Financial Aid Forms

- Financial Aid Agreement
  - Download online at <http://www.montana.edu/financialaid/forms.html>
- Study Abroad Budget Form
  - Download online at <http://www.montana.edu/financialaid/forms.html>
  - Signed by a Study Abroad Advisor before returning to Financial Aid

### Phase Four - Course Selection and Credits

- Course Approval Form
  - Before you leave, upload your course approval form, signed by your academic advisor, to your *My Global Connection* account
  - Registrar's Office **only** signs if you are seeking Core credit
  - Get more courses approved than you will take
  - Update your form as you finalize courses (often done while abroad)

### Phase Five - Getting Ready to Leave

- Attend Pre-Departure Orientation
- Attend Travel Health and Safety Class
- Prepare your family and friends
  - Family Information Sheet (provided in packet)  
Provide your family with a copy of your passport, bank information, address abroad, and university contact information
  - Letter to Parents (provided in packet)

### Phase Six - Go Somewhere!

- Remember your *My Global Connection* account:
  - Everything provided in this packet is on your account
  - Copy of your passport and insurance card is accessible to you
- Pay your tuition & fees, at MSU & abroad, if applicable
- Register side trips and excursions while you're abroad
- Tag your photos: **#MSUBobcatsAbroad**
- Request official transcript to be sent to the Study Abroad Office

### Phase Seven - Return to MSU

- Look back on your experience and evaluate the goals you achieved

Office of International  
Programs  
P +1 (406)994-7151  
E [studyabroad@montana.edu](mailto:studyabroad@montana.edu)

MSU 24/7 Emergency  
University Police  
P +1 (406) 994-2121





Office of  
International Programs

Office of International  
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MSU University Police  
P +1 (406) 994-2121

Student Accounts  
P +1 (406) 994-1991

Registrar's Office  
P +1 (406) 994-6650

VOICE Center  
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Student Health  
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Counseling Services  
P +1 (406) 994-5431

24-Hour Community  
Crisis Help Line  
P +1 (406) 586-3333

# STUDY ABROAD

## *Resources for Students*

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### Travel Health and Safety Resources

Center for Disease Control | [www.cdc.gov](http://www.cdc.gov)  
Excellent resource for general health, safety, and disease information including great up-to-date information on current health advisories.

State Department Study Abroad  
<http://travel.state.gov/content/studentsabroad/en.html>  
Specific information for study abroad students including everything from how to apply for a passport, how to be safe abroad, country specific handbooks, and much more!

Disabilities Abroad | [www.miusa.org](http://www.miusa.org)  
Important information for students with disabilities studying abroad.

Center for Global Education | [www.globaled.us](http://www.globaled.us)  
All-encompassing website with links to additional resources for study abroad.

Study Abroad Handbooks | [www.studentsabroad.com](http://www.studentsabroad.com)  
Great country specific information with checklists to help you prepare to study abroad.

Diversity Abroad | [www.allabroad.us](http://www.allabroad.us)  
General information on study abroad and specific advice and assistance for non-traditional and minority study abroad students.

### Crisis Resources

Smart Traveler Enrollment Program (STEP) - U.S. Department of State  
<http://step.state.gov>  
Register your international travel with the State Department and receive travel alerts and warnings specific to your location(s).

International Association for Suicide Prevention  
[www.iasp.info/resource](http://www.iasp.info/resource)  
General information and resources for suicide prevention.

Befrienders Worldwide | [www.befrienders.org](http://www.befrienders.org)  
General information and resources for suicide prevention.

OSAC (Overseas Security Advisory Council)  
[www.osac.gov](http://www.osac.gov)  
Council to promote security cooperation overseas.

# Health & Safety Issues Abroad

Accidents can happen to anyone. Here are some reminders on how to be prepared for incidents that could occur while you're abroad.

## *Safety Issues in the Country and City*

Orientation materials and country guides can help you better understand the countries and cities where you will be studying and traveling. Check out the U.S. State Department and CDC information. Know where you're going and what to do and not do once you get there.

## *High Risk Activities*

Certain activities have higher risk of danger. If you choose to participate, make sure that you have adequate support, and insurance coverage.

## *Preparedness to Respond to Emergencies*

The more prepared you are for emergencies the better able you will be to respond. Where will you go if you need to leave the country? What will you do if you are a victim of a crime or are injured? What if someone else needs help? Be sure you leave detailed insurance and contact information with someone in your home country and abroad.

## *Crime and Violence*

Be aware of higher risk areas and neighborhoods and avoid protests. Educate yourself on local laws and norms and understand local verbal and non-verbal communication. Remember MSU is here as a resource.

## *Transportation Safety and Reliability*

Whether you are arranging your own transportation or you are being led by your program provider, look closely at what the safest type of transportation is for where you're going, what routes you're taking, and at what time you're traveling. Have a backup plan if you are in a country with unreliable transportation systems.

## *Alcohol and Drugs*

Alcohol use can increase risks of being a victim of crime, violence, accident, and injury. Drug use abroad can result in severe consequences—plan on being treated as guilty (in jail) until proven innocent outside the U.S.

## *Communication*

Be able to communicate or have a communication plan so loved ones know when to expect to hear from you. Always let a trusted family member or friend know where you are going and when you will be back. Communication technology you use may not work abroad, so have an alternative.

## *Physical, Dental, and Mental Health*

Prior to going abroad, get a physical, complete foreseeable dental work, and consider your psychological stability. Be prepared for the physical and mental challenges abroad. When you get abroad, find suitable care/support facilities.

## *Adequate Insurance and 24 Hour Emergency Assistance*

Types of insurance to consider purchasing include major medical (in the U.S. and abroad), emergency assistance, repatriation of remains, travel insurance, and coverage for kidnapping and ransom. Have your insurance provider phone number in a place you can easily find. Here are a few insurance companies to consider:

- HTH Worldwide Insurance Services; (888) 243-2538; <http://hthworldwide.net/>
- Cultural Insurance Services International; (800) 303-8120; <http://www.culturalinsurance.com/>
- FrontierMEDEX; (800) 732-5309; <https://www.medexassist.com/>

# STUDY ABROAD

## *Pre-Departure Check List*

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### *1-3 Months Prior*

- Check student visa requirements and if needed, apply for visa
- Notify everyone that depends on you about your departure
- Email host university itinerary and see if airport pick-up is available and make other arrangements if not.
- Attend a travel health and safety class and sign up for a comprehensive physical;
  - Get vaccinations and immunizations, if needed. You might have to include your medical record with your study abroad package. Get an international yellow vaccination card from your doctor.
  - Stock up on any prescription drugs you take. Have your doctor's note authorizing their use (and refills). Make sure any drugs you carry are legal in the host country.
  - Stock up on contact lenses if needed. It would also be helpful to take along a copy of your eye prescription in case you lose contacts or eye glasses and need to get replacements.
  - Buy medical insurance for your time abroad. Confirm that it will cover you while you are abroad.

### *Weeks Prior*

- Fill out a change-of-address form and have it forwarded to your permanent address while you're away. Update your MSU online account with your permanent address.
- Schedule a meeting with your academic advisor to address final concerns about your plans and coursework.
- Double check all financial documents (scholarship applications, loans, and FAFSA renewals) are up to date. Know your disbursements dates, amounts, etc.

### *1 Week Prior*

- Buy a small gift for your host family or for a local who will be assisting you.
- Make copies of all documents - leave one set with your parents and keep one for yourself. This usually includes at least: passport, itineraries, insurance proof, etc.
- Exchange a small amount of US currency for foreign currency at your local bank. Ask for small notes in addition to larger ones.
- Call your bank and all credit card companies to make sure your credit cards will work in your host country.
- Make sure you know what the fee is for international withdraws/transactions.
- Confirm your flight.
- You may want to buy both a plug adapter as well as a voltage converter for electronics; chargers, electric toothbrush, hair dryers, electric razor, iPod, etc.
- Review airline luggage restrictions and start packing. Be sure you can carry it all easily on your own.
- Review the Pre-Departure Orientation packet and any documents/emails you received from the institution abroad.

### *The Night Before*

- Re-confirm your flight and luggage requirements.
- Pack your carry-on bag. Include the essentials: passport, one change of clothes, toiletries, wallet with cash and credit/debit card(s), valuables, medications with doctor's notes and important documents including airline ticket/e-ticket confirmation, emergency contact information, and address and contact information of destination.

### *The Day of Departure*

- Arrive at the airport well ahead of time (it's recommended to be there 2 hours before your departure time).
- If the plane is delayed and someone is going to pick you up, email or call to let them know the new arrival time.
- If no one is picking you up at the airport, know which cab company to take, bus to catch, etc. Arriving in an unknown city and taking the first cab offer that comes your way can be expensive and dangerous.

## *Pre-Departure Check List, Continued*

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### *Upon Arrival in the Host Country*

- Call your parents or guardian/friend to say you've arrived safely.
  - Attend orientation meetings, excursions, lunches, and other events offered by your program.
    - That way you'll also start getting to know your classmates and coordinators – people you'll be seeing on a daily basis.
  - Be aware of your surroundings and if you need assistance, ask for it.
  - Vive la différence! (That's French for Long Live the Difference!) Yes, it's different, but that's why you're there, right?
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### *Emergency Contacts*

Country Emergency Number: .....  
(equivalent to 911 in the United States. If calling to the U.S., use country code +1 before dialing a phone number)

Faculty Director Contact (if applicable): .....

Co-Leader Contact (if applicable): .....

Other: .....

Host Institution Contact: .....

#### **Office of International Programs**

Susan Welker, Director of Study Abroad & Exchanges  
P +1 (406) 994-5719

#### **Study Abroad Office**

P +1 (406) 994-7151  
E studyabroad@montana.edu

#### **24 Hour Contact MSU Police**

P +1 (406) 944-2121

#### **Voice Center**

P +1 (406) 944-7069

# FAMILY INFORMATION SHEET

*I will give this form to \_\_\_\_\_ while I'm abroad.*

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Leave the following information with a trusted family member or friend. Bring a copy with you and save in a secure place.

Your passport number: \_\_\_\_\_

Banking information - including account, credit and debit card numbers:

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A copy of your travel itinerary (including flight numbers, reservation numbers, and accommodation information, etc.)

Contact person at host school abroad (Study Abroad Coordinator, etc.)

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## MSU Office of International Programs Staff:

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## Contact addresses and numbers at MSU:

### International Programs

400 Culbertson Hall

PO Box 172260

Bozeman, MT 59717

Tel: +1 (406) 994-4031

Fax: +1 (406) 994-1619

studyabroad@montana.edu

### Financial Aid Services

35 Strand Union Building

PO Box 175160

Bozeman, MT 59717

Tel: +1 (406) 994-2845

Fax: +1 (406) 994-6962

fnaid@montana.edu

### Registrar's Office

101 Montana Hall

PO Box 172660

Bozeman, MT 59717

Tel: +1 (406) 994-6650

Fax: +1 (406) 994-1972

registrar@montana.edu

**After hours EMERGENCY NUMBER - MSU Campus Police - +1 (406) 994-2121**  
**They will contact the MSU Study Abroad Office.**





October 15, 2016

Dear Parent,

Congratulations; your son or daughter, enrolled at Montana State University, has been accepted into the study abroad program. Studying abroad supports the mission of MSU, striving to create graduates prepared for success in a globally connected world. Our office makes every effort to assist interested students and strives to have students rise to their full potential and be responsible for their study abroad experience. I encourage you to visit our website ([http://www.montana.edu/international/studyabroad/family\\_friends.html](http://www.montana.edu/international/studyabroad/family_friends.html)) to become familiar with the phases of study abroad. They are similar to applying for college.

Safety abroad cannot be guaranteed, just as it cannot be guaranteed in Bozeman, but there are steps a student can take to stay safe. We discuss health and safety issues at length in our **required** orientation program for all students going abroad and students are required to attend a Travel Health class hosted by Student Health Services. The single greatest threat to traveler safety is **automobile accidents**, a risk that students can largely control by their own decisions and actions. Exploring new places in pairs, rather than alone, is a good rule of thumb. Students are at a risk-taking, experimental stage of their lives, and often take college-age-related problems such as alcohol abuse with them. As a parent, you will want to be sure your student is covered by adequate insurance that includes provision for emergency evacuation and repatriation. (MSU student insurance, CISI and ISEP insurance all have these provisions; additional insurance information can be found at [http://www.montana.edu/policy/international\\_travel/resources/index.html](http://www.montana.edu/policy/international_travel/resources/index.html), under "Student International Travel".)

If we can give you further details, help with clarifying procedures, and offer assistance with your important questions during the time your student is abroad. Our office phone number is below, and my e-mail is [susan.welker@montana.edu](mailto:susan.welker@montana.edu). Please keep in mind that in order for us to legally be able to talk to you about your son/daughter's study abroad we need a **FERPA** form on file giving us permission to do so. While we are happy to talk with you as parents, your son or daughter is legally considered an adult and we are obligated to keep certain information private, even with a FERPA. Also note that since your son or daughter is the person studying abroad, we desire to keep our main line of communication directly with the student, when possible.

I encourage you to also be proactive regarding travel abroad. The following are our recommendations:

U.S. State Department: <http://travel.state.gov>      Center for Disease Control: <http://www.cdc.gov/travel/>

Finally, be sure you have a valid passport in case of a sudden desire or need to visit your son or daughter's host country you will already have a passport on hand. Issue of a passport can take several weeks and even an emergency application can take days, so please be prepared.

We are pleased that your MSU student is taking advantage of this opportunity to study abroad and broaden their horizons. We're confident that it's a choice that will transform their life.

Sincerely,

Susan Welker  
Director of Study Abroad & Exchanges

**Office of International Programs**

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**Mountains & Minds**



# Host Institution Fact Sheet

*Fill in what you know - find what you don't*

**You are about to attend a new institution, so use this worksheet to learn what you need to know before you leave.**

My host institution is \_\_\_\_\_.

It is located in \_\_\_\_\_.

My program starts on \_\_\_\_\_ and ends on \_\_\_\_\_.

Contact Person and Information:

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## Courses and Credits

Courses at my host institution are worth \_\_\_\_\_ credits/units.

One course at my host institution is equivalent to a \_\_\_\_\_ credit course at MSU.

This means I need to take \_\_\_\_\_ courses while I am abroad in order to maintain full-time status for financial aid and immigration purposes.

## Visa and Immigration Information

Y / N I need to apply for a student visa before I leave for my host country.

Y / N I do not need to apply for a student visa before I leave for my host country, but I will apply once I arrive.

Y / N I do not need to apply for a student visa.

## Country Information

The currency in my host country is \_\_\_\_\_.

The current exchange rate to the U.S. dollar is \_\_\_\_\_.

The emergency number in my host country is \_\_\_\_\_.





# Your Cultural Lens

Cultural shock is very real, and how you adjust within a new culture will depend on your on cultural lens.

Think about your daily routine and identify 5 things about your personal culture. List them in the first column.

In the second column, identify points of conflict with your personal culture that could arise while abroad.

## EXAMPLE:

I'm independent and walk home at night regularly

Walking alone at night while abroad could make me a target of crime.

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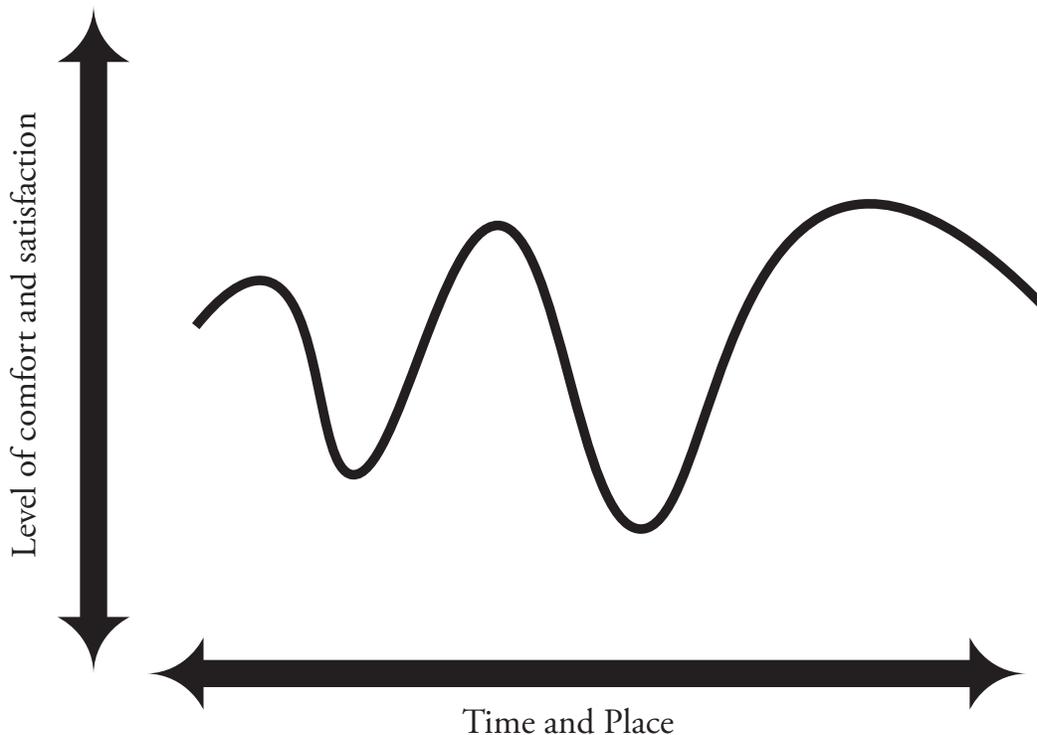
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## Cultural Adjustment Curve



# Self Risk Assessment

You are embarking on a journey where everything is new...people, language, water, food, transportation, banks, classes, accommodations...and the list goes on. All this new can create stress. Please take a minute to understand your unique lens so you can gain insight on how it might influence you abroad.

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1. What physical characteristics best describe you?  
Tiny / Small / Average / Large / Immense / Female / Male / Other / Dark / Light / Muscular / Slight / Curvy / Broad / Casual / Formal / Athletic
2. Describe yourself as others in an international context might see you.  
\_\_\_\_\_  
\_\_\_\_\_
3. What best describes your health?  
Serious health problems / Average health / Some problems / Healthy
4. Medicince dependence:  
Daily / As needed / Rarely / Avoid medicine at all cost
5. Risk tolerance:  
Love risk / Engage in extreme sports / Might go outside my comfort zone / Somewhat risk averse / Refuse to take risks
6. Companionship:  
Prefer being alone / Prefer being with a friend / Need sidekicks
7. Drugs/Alcohol Usage:  
Frequently and become inebriated / Sometimes and become inebriated / Rarely and am never inebriated / Never / Sometimes but avoid being inebriated
8. Have you experienced any stressful life circumstances that could make you less resilient for the rigors of cross-cultural transitions in the past year? (These might include the breakup of a significant relationship; death of a parent, sibling, or close friend; life threatening crisis; or a significant depression or stress breakdown.)

**Yes**            **No**

List of Stressors:

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# Self Risk Assessment, Continued

## Security Skills

9. Self-defense:
- I feel unable to protect myself from physical assault
  - I feel marginally able to defend myself during a physical assault
  - I feel able to protect myself
  - I am a martial arts advisor to commando forces around the world
10. Experience with criminal assault/crime:
- I have never been the victim of a crime
  - I have survived a criminal assault, attack, or incident
  - I have survived several criminal assaults, attacks, or incidents
11. Attributes on safety (protection from accidents, hazards, mishaps, disasters):
- I don't think about my safety on a daily basis
  - I think about my safety when I feel imperiled
  - I think about my safety as I plan my day's activities
  - My safety is a daily concern for me, and I base my personal planning on it
12. Attitudes on security (protection from hostile acts):
- I don't think about my security on a daily basis
  - I think about my security when I feel threatened
  - I think about my security as I plan my days activities
  - My security is a daily concern for me, and I base my personal planning on it
13. Fire safety:
- I don't think about fire safety
  - I try to remember to change the battery in my smoke detectors
  - I change batteries and have thought through an escape plan for my dorm/apartment/home in the event of a fire
  - I think about fire safety because I've experienced a fire

# Self Risk Assessment, Continued

## Logistical

14. Do people depend on you for their personal, emotional, and/or financial support?
- Yes**            **No**
15. Do you have a communication plan should an emergency arise either overseas or back home?
- Yes**            **No**
16. Do you have medical insurance?
- Yes**            **No**
17. Have you checked to see if your medical insurance will cover you wherever you go overseas? (e.g. declared war zone, disaster areas?)
- Yes**            **No**
18. Do you have emergency medical evacuation coverage?
- Yes**            **No**

## Self-Reliance:

I deal with stress by

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I usually react to stress by

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If I'm really stressed out or something happens, I can reach out to: (list people, organizations, etc.)

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# WHAT TO BRING

## *Pre-Departure Packing List*

I can't leave home without my:

This is an example of things you may consider bringing. Where and how you study and travel will alter this list. Search online for more country specific packing lists.

### **Documents**

Passport/Visa(s) & driver's license & student ID  
Cash & Credit/ATM Card(s)  
Health Insurance Documents  
Reservations & Itineraries  
Host family/school contact Info  
Copies of Tickets/Passports/etc.  
Emergency Information  
Phrase Book, Guide Books & Maps

### **Everyday Basics**

Main Travel bag/suitcase and day bag/backpack  
Security items (money belt, travel lock, etc.)  
Lightweight, layerable, easy care clothing  
\*most countries dress more formal than MT  
Sleep Sac/Hostel Sheets  
Watch  
Hat  
Scarf/Bandana  
Headlamp/Flashlight  
Rain Jacket/Umbrella  
Sunglasses  
Travel Footwear  
Water Bottle or Bladder  
Ear Plugs  
Camera, Memory Card, & Charger  
Electrical Converters & Adapters  
Travel Alarm (battery operated)  
Travel Journal & Pen(s)  
Music, Ipod, etc. & headphones  
Reading Material & games/cards  
Pocket Knife/multi tool (pack in checked luggage)  
Extra Batteries  
Sewing Kit

### **Study Abroad Stuff**

2 notebooks and folders  
A couple pens/pencils  
Computer & cords (optional)  
Calculator (depending on courses)  
Gift for host family from MT or hometown

### **Travel Health**

\*Consult your physician for help in planning your trip's medication needs.  
Basic First Aid Kit  
Pain & Fever Relievers  
Diarrhea/Laxative Medicines  
Personal Prescriptions  
Sunscreen/Lip Balm  
Insect Repellent/Mosquito Net

### **Toiletries**

Comb/brush  
Toothbrush & paste/floss  
Deodorant  
Personal hygiene items  
Skin care lotion/creams/aloë  
Shampoo, conditioner & soap  
Tweezers  
Razors  
Travel towel  
Contacts and solution

### **What NOT to bring:**

More than two normal-size suitcases and a carry-on  
Anything that is illegal in the US, host country or any countries along the way!!  
Valuable or expensive items (jewelry, watches, etc.)  
Social Security card

# Budgeting Guide

## for Study Abroad

The current exchange rate of  
where I'm going is:

*“When preparing to travel, lay out all your clothes and all your money. Then take half the clothes and twice the money” – Susan Heller*

	U.S. Dollar	Foreign Currency
<b>FOOD</b>		
Restaurants		
Groceries		
<b>BOOKS/SUPPLIES</b>		
<b>ENTERTAINMENT</b>		
Admission fees, cabs, etc		
Refreshments		
Activities, lessons, etc		
<b>PHONE</b>		
<b>MAIL</b> (postage/stationary)		
<b>CYBERCAFES, INTERNET</b>		
<b>TRANSPORTATION</b> (air, taxic, etc)		
<b>HOLIDAY/WEEKEND TRAVEL</b>		
Transportation		
Hostel/Hotel Accommodations		
<b>SHOPPING</b> (clothes, personal supplies)		
<b>GIFTS</b>		
<b>OTHER</b>		
.....		
.....		
<b>TOTAL:</b>		



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E [studyabroad@montana.edu](mailto:studyabroad@montana.edu)

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P +1 (406) 994-5431

24-Hour Community  
Crisis Help Line  
P +1 (406) 586-3333

# Student Health Service

## *International Travel Clinic*

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### Services Include:

- **Individual Travel Appointments**
  - handouts and current information on destination countries, health and safety, travel health resources
  - discussion of any destination health and safety risks and concerns and any personal health issues or concerns
  - prescribing of appropriate medications if indicated
  - consult is free of charge
  - charges may be incurred for vaccinations and medications
- **Arrangements can be made for a free Physical at Student Health if needed for visas, school apps, etc.**
- **Travel immunizations**
  - almost all are available here except Yellow Fever Vaccination  
Japanese Encephalitis Vaccination
  - some vaccinations may need to be ordered in
- **Yellow Card (International Certificate of Vaccination) completed and provided on request**
- **Travel Classes / Presentations for groups (free)**
- **Telephone and e-mail support while traveling (free)**
- **Follow-up and post-travel appointments (free for students)**

**For more information, contact:**

**Catherine Ebelke, PA-C**  
**[cebelke@montana.edu](mailto:cebelke@montana.edu)**  
**+1 (406) 994-7287**





# Study Abroad Course Approval

Please Follow Directions on Back of Form

## Office of International Programs

Montana State University-Bozeman

400 Culbertson Hall

P.O. Box 172260

Bozeman, MT 59717-2260

Tel: +1 (406) 994-7151

Fax: +1 (406) 994-1619

E-mail: [studyabroad@montana.edu](mailto:studyabroad@montana.edu)

Web: [www.montana.edu/international/studyabroad](http://www.montana.edu/international/studyabroad)

NAME: \_\_\_\_\_

MSU ID: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name of Institution Abroad: \_\_\_\_\_

Proposed Term / Dates of Attendance: \_\_\_\_\_

*\*Please meet with your academic advisor(s) to fill out this form. Once you've met with your Academic Advisor(s), you must have the Registrar sign this form. Turn this in at the Study Abroad Office when complete.*

### Proposed coursework for major/minor requirements (NON-CORE):

Course Title at International Institution <i>(If more courses please attach a 2<sup>nd</sup> form)</i>	Academic Units Abroad / MSU Credits	MSU Equivalent Course / Requirement Satisfied	Advisor Initials

### Proposed coursework to be accepted as fulfilling CORE :

Course Title at International Institution Must attach a Course Description for evaluation <i>(If more courses please attach a 2<sup>nd</sup> form)</i>	Academic Units Abroad / MSU Credits	MSU Equivalent Course / Requirement Satisfied <i>*Must specify what CORE (example, IA, D, etc.)</i>	Registrar's Office Approval Y/N

Name of Advisor(s) (Printed):

\_\_\_\_\_

Academic Advisor(s) Signature:

\_\_\_\_\_

Registrar's Office Signature:

\_\_\_\_\_

OFFICE STAMP:



## Office of the Registrar

101 Montana Hall  
Bozeman, MT 59717-2066  
Telephone (406) 994-2601

### INSTRUCTIONS AND OFFICIAL TRANSCRIPT AGREEMENT

Prior to you leaving for your Study Abroad experience you will need to complete **both sides** of this form which includes the **Study Abroad Course Approval** (located on reverse side) and the **Official Transcript Agreement** (on this side).

#### **Study Abroad Course Approval:**

-Meet with your Advisor to map out the classes you will be taking while you are abroad and fill out the reverse side of this form.

-Bring form to the Registrar's Office to be signed. If you are looking to take any courses for CORE, you will need to provide a course description in English.

- MSU equivalents can only be approved by an advisor from the department that offers the course. CORE can only be approved by the Registrar's Office.

#### **Official Transcript Agreement:**

You must have an **OFFICIAL TRANSCRIPT** from each school attended sent **DIRECTLY** to the Office of International Programs address listed below. Transcripts will **NOT** be accepted from the student. When ordering your transcripts, make sure the most recent term attended is included, complete with grades for all semesters.

#### **HAVE TRANSCRIPTS MAILED TO:**

Montana State University – Bozeman  
Office of International Programs  
400 Culbertson Hall  
Bozeman, MT 59717-2260

Transcripts should be received by the end of the term following your Study Abroad experience. For example, if you were to study abroad during the Summer Semester 2015, your transcript would be due by the end of the following Fall Semester 2015.

#### Additional Information about Studying Abroad:

\*All courses will be graded Pass/Fail (if you receive an F while abroad it will count here). Find out what your international institution's withdrawal date is.

\*If you are planning to graduate at the end of the term you are abroad, you will need to sign an additional agreement acknowledging that if your transcripts are not received by the end of the four weeks following the last day of finals, you will be required to push your term of graduation to the next semester and register "In Absentia" for that term.

\*To register for the term following your return, you should be in contact with your advisor (to request your PIN) via email at the very least. Advising begins in March for Summer and Fall terms and in October for the Spring term.

**I understand I must provide a transcript from my Study Abroad Institution by the deadline described above:**

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_