



Office of International Admission
1601 N Benton Avenue
Helena, MT 59625 USA
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EXCHANGE STUDENT PROGRAM INFORMATION AUGUST 2020-MAY 2021

CONTACT INFORMATION

Full Name of the College	Carroll College
International Admission	Kaycee GILLESPIE-RANSOM; intl@carroll.edu
Inbound Student Exchange Coordinator	Shannon ACKERET; sackeret@carroll.edu
Outbound Student Exchange Coordinator	Shannon ACKERET; sackeret@carroll.edu
Office Postal Address	1601 N. Benton Ave, Helena, MT 59625
Office Physical Campus Address	Kaycee-O'Connell Hall 215 Shannon-Borromeo Hall 110
Telephone Number	Kaycee +1-406-447-5406 Shannon +1-406-447-4469
Fax Number	+1-406-447-5461
Website	https://www.carroll.edu/admission-aid/international-students
Emergency Contact	Carroll College residence life assistant on call phone number is +1-406-459-0450.
US Emergency Number from any phone	9-1-1

ADMISSION PROCEDURES

Application Deadlines	For August Start Date: 1 June For January Start Date: 1 October
Application Documents	Non-degree application, financial statement, official transcripts and letter of recommendation
Language Requirement	TOEFL = 80 (20 in each band) IELTS = 6.0
Minimum GPA Requirement	3.0 on a US Scale of A-F

VISA

Visa Requirement	All exchange students require a student visa. The immigration form is issued by Carroll upon receipt of official confidential financial documents, a signed confidential financial statement and the \$400 enrollment deposit. Students who do not obtain a visa are eligible for a refund of the \$400 enrollment deposit. Other students who have paid the deposit, but do not attend are not eligible for a refund unless it is deemed medically impossible to participate in the exchange. In order to maintain lawful status in the US, students must take a course load of at least 12 US credits.
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ACADEMIC CALENDAR 2020-2021

SEMESTER 1: AUGUST 17 – NOVEMBER 25, 2020

Official arrival date	August 14
Mandatory orientation for exchange students	August 18
Course registration and add/drop period	August 17-August 24
Term dates	August 17-November 24
Examination period	November 21-24
Term breaks	None (Dates modified due to COVID-19)

SEMESTER 2: JANUARY 16– MAY 11, 2018

Official arrival date	January 17
Mandatory orientation for exchange students	January 19
Course registration and add/drop period	January 19-26
Term dates	January 19 -May 13
Examination period	May 10-13
Term breaks	March 8-12 (Spring break) April 2-5 (Easter break)

EXCHANGE BENEFITS

Tuition and Undergraduate Fees	Exchange students will not be assessed tuition for a course load of between 12-19 US credits. Any credits that exceed the full-time load of 12-19 will be assessed at the per credit rate of approximately \$1,508/credit. Undergraduate fees are included in your exchange and you are not required to pay these fees.
Orientation Fee	All students arriving in the fall semester are required to pay the \$100 orientation fee.
Room and board	Exchange students must apply for housing and a meal plan using the <i>Community Living Application and Housing Agreement</i> and the <i>Meal Plan Application and Agreement</i> . Exchange students are not allowed to live off campus and on-campus housing in Carroll residence halls is guaranteed. All applications regarding housing can be found on the community living website (see page 3).
Class fees	Any classes that carry an additional class fee, such as a lab fee or other participation fee are the responsibility of the student. These fees range

	from \$20-\$500 depending upon the class. All class fees are posted in the schedule of classes in the fees column.
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FEE PAYMENT AND ENROLLMENT DEPOSIT

Enrollment Deposit	All Carroll students, including exchange students, are required to pay a \$400 enrollment deposit. In addition to the enrollment deposit, students are required to pay for any fees as outlined above.
Fee Payment	Fee payment can only be made after course registration. Course registration information is sent to the student upon admission. Regardless of the registration date, all fees are due by 1 July for classes starting in August and 1 December for classes starting in January. Fees that are paid after these dates will incur a \$100 late fee. Fee payments can be made online accessing this website: https://www.carroll.edu/business-office/pay-your-bill
Refund Policy	Students who do not obtain a student visa are eligible for a refund of the \$400 enrollment deposit. Other students who have paid the deposit, but do not attend are not eligible for a refund unless it is deemed medically impossible to participate in the exchange.
Payment Plan	<u>INTERNATIONAL STUDENTS ARE NOT ALLOWED TO SIGN UP FOR THE CARROLL PAYMENT PLAN POLICY.</u>

ESTIMATED LIVING COSTS

Food / Meals	19 meals/week = approximately \$2575/semester. All students who live on campus are required to purchase a meal plan. Meals plans
Academic expenses	\$500-\$800/semester for books and supplies
Transportation	http://www.ridethecapitalt.org/
Other	\$500/semester for personal expenses (estimated)

ACCOMMODATION

On-campus accommodation	Double room residence halls with shared baths = approximately \$2935/semester. Some apartments might be available, but they are <i>extremely limited</i> and cost more than the traditional double room.
Fees and method of payment	Students pay for housing before arrival. Information about fee payments is found above.
Meal plan	Meals are provided in the St. Thomas Aquinas Commons—19 meals a week are included in the full meal plan. There is also a small coffee shop and sandwich shop where students can buy additional items.
Are on-campus rooms available upon arrival?	Yes on the official arrival dates.
Residence hall room amenities	No phones are provided in residence hall rooms. The campus is completely wireless. Trinity Hall is the only hall with air conditioning. All halls are heated and have full kitchens and laundry rooms. Most

	<p>students buy a cell phone on arrival and purchase a phone/text only plan and text using Wi-Fi rather than data plans. Unlocked phones are recommended so that a sim card can be purchased in Helena. Should a student purchase a sim card in advance, please note that Helena's only wireless providers are AT&T or Verizon. Neither T-Mobile nor Sprint are available in Montana. All exchange students are assigned a Carroll email account upon receipt of the \$400 enrollment deposit.</p> <p>Carroll provides exchange students sheets, a towel, blanket and pillow on a <i>loan</i> basis so that students do not have to bring these with them.</p>
Community Living Website	https://www.carroll.edu/campus-life/housing-dining

ACADEMIC INFORMATION

Level	Non-degree status
Duration of exchange	One semester or a full academic year
Programs	All majors except nursing; education with prior permission
Language of instruction	English
Number of hours per week per course	3-4 depending upon the class
Number of weeks of study	15-16
Required number of courses	4-5 (12-15 US credits)
Language facilities and support	Academic Resource Center = free tutoring in most subjects and free help with writing
Courses not open to exchange students	Nursing courses are not allowed for non-degree students
Courses available to exchange students	<p>Our entire course catalogue can be found here: https://www.carroll.edu/academics/academic-catalog</p> <p>Course schedules for the upcoming semester can be found here: https://www.carroll.edu/academics</p>
Course registration period	Students can pre-register using the exchange student pre-registration form that is sent to them upon admission. Non-degree students cannot register for classes until approximately 6 weeks before the start of the upcoming semester.
Course syllabus	Syllabi are provided to students IN CLASS and not before
Credit system	US credits (3 hours /week *15 weeks = 45 hours of class time and 3 US credits)
Grading system	A-F (no +/-)
Transcripts	Ordering an Official Transcript

AIRPORT PICKUP

Airport pickup details	New students arriving on the official arrival date will be met at the Helena Regional Airport by a current Carroll student or staff member. The person greeting you at the airport will be holding a Carroll College sign.
Airport details	We can only pick up students who arrive at the Helena Regional Airport, in Helena, Montana, USA. <u>The airport code is HLN</u> ; please share this with your travel agent when booking your tickets. All flights to Helena arrive via Denver, Colorado; Salt Lake City, Utah; Seattle, Washington; or Minneapolis, Minnesota.
Travel Details Form Deadline	Each incoming international student will be provided with a Travel Details Form to complete and return to sackeret@carroll.edu . To be eligible for this free pick-up service, students are required to submit their travel details for at least 2 weeks before arrival.
Travel delays	Students are asked to call Shannon in case of travel delays, so they can be sure that someone will be at the airport on their arrival. The office telephone number is +1-406-447-4469, Monday-Friday 9:00 am – 4:00 pm. Shannon’s mobile number is +1-406-443-8718(to be used only for travel delays occurring outside office hours).

MANDATORY HEALTH/MEDICAL INSURANCE

Students must provide their own insurance that meets the US State Department requirements for J1 visa holders:

- Lifetime maximum: \$300,000 (some companies offer up to \$1,000,000)
- Per event maximum: \$200,000 (some companies offer up to \$500,000)
- Medical evacuation: \$50,000 (some companies offer an unlimited amount)
- Repatriation of remains: \$25,000 (some companies offer up to \$250,000)

Students must also consider the following:

- Deductible, which is the amount per event that a student is required to pay
- Co-insurance, which is the amount that you pay for any treatment
- Network coverage, which offers less expensive treatments by seeing a network doctor or going to a network hospital
- Will the coverage apply to you while in your home country or just inside the US?
- If you are going to play competitive sports, will this plan cover you?
- What are the exclusions, meaning what will the company NOT pay for?

DRIVING

Students must have an international driver’s license to drive a car in Montana. Most car rental companies in the US will not rent a car to those under 25. Carroll does not recommend that you drive while a student here. The campus is centrally located and many students will have cars and will offer you rides if necessary.

EMPLOYMENT

Employment Opportunities for Exchange Students	The food service and language tutoring center are the most common places for international students to work.
Employment Regulations	Students cannot accept on-campus work without prior approval. Students who are approved cannot work more than 20 hours each week. Academic training may be available to students after their exchange period has ended. Students cannot accept any position that is a WORK STUDY position. These jobs are only open to qualified US citizens and permanent residents.