

## EXCHANGE STUDENT PROGRAM INFORMATION AUGUST 2016-MAY 2017

### CONTACT INFORMATION

<b>Full Name of the College</b>	Carroll College
<b>Inbound Student Exchange Coordinator</b>	Michelle LEWIS; intl@carroll.edu
<b>Outbound Student Exchange Coordinator</b>	Shannon ACKERET; sackeret@carroll.edu
<b>Office Postal Address</b>	1601 N. Benton Ave, Helena, MT 59625
<b>Office Physical Campus Address</b>	Michelle-O'Connell Hall 215 Shannon-St. Charles Hall 105
<b>Telephone Number</b>	Michelle +1-406-447-5406; Shannon +1-406-447-4469
<b>Fax Number</b>	+1-406-447-5461
<b>Website</b>	<a href="http://www.carroll.edu/academics/international/istudents/index.cc">www.carroll.edu/academics/international/istudents/index.cc</a>
<b>Emergency Contact</b>	Carroll College community living assistant on call phone number is +1-406-459-0450.
<b>US Emergency Number from any phone</b>	9-1-1

### ADMISSIONS PROCEDURE

<b>Application Deadline</b>	For August Start Date: 1 April; For January Start Date 1 October
<b>Application Documents</b>	Non-degree application, financial statement, official transcripts and letter of recommendation
<b>Language Requirement</b>	TOEFL = 80 (20 in each band) IELTS = 6.5
<b>Minimum GPA Requirement</b>	3.0 on a US Scale of A-F

### VISA

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.

## ACADEMIC CALENDAR FOR 2016-2017

### SEMESTER 1: AUGUST 22 – DECEMBER 14, 2016

<b>Official arrival date</b>	August 16
<b>Mandatory orientation for exchange students</b>	August 18-20
<b>Course registration and add/drop period</b>	August 22-29
<b>Term dates</b>	August 22-December 7
<b>Examination period</b>	December 9-13
<b>Term breaks</b>	October 7-11 (Fall break) November 23-27 (Thanksgiving break)

### SEMESTER 2: JANUARY 17– MAY 11, 2017

<b>Official arrival date</b>	January 14
<b>Mandatory orientation for exchange students</b>	January 18
<b>Course registration and add/drop period</b>	January 17-24
<b>Term dates</b>	January 17-May 11
<b>Examination period</b>	May 8-11
<b>Term breaks</b>	March 6-10 (Spring break) April 14-17 (Easter break)

## EXCHANGE BENEFITS

<b>Tuition and undergraduate fees</b>	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 \$1,200/credit. Undergraduate fees are included in your exchange and you are not required to pay these fees.
<b>Orientation Fee</b>	All students arriving in the fall semester are required to pay the \$100 orientation fee.
<b>Room and board</b>	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).
<b>Class fees</b>	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.

## FEE PAYMENTS & 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 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:  
<http://www.carroll.edu/resources/payment/students.cc>

**INTERNATIONAL STUDENTS ARE NOT ALLOWED TO SIGN UP FOR THE CARROLL PAYMENT PLAN 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.

## ESTIMATED LIVING COSTS

<b>Food / Meals</b>	19 meals/week = approximately \$2400/semester. All students who live on campus are required to purchase a meal plan. Please see the community living website for more information: <a href="http://www.carroll.edu/students/community/">http://www.carroll.edu/students/community/</a>
<b>Academic expenses</b>	\$500-\$800/semester for books and supplies
<b>Transportation</b>	No public transport exists in Helena
<b>Other</b>	\$500/semester for personal expenses (estimated)

## ACCOMMODATION

<b>On-campus accommodation</b>	Double room residence halls with shared baths = approximately \$2700/semester. Some apartments might be available, but they are <i>extremely limited</i> and cost more than the traditional double room.
<b>Fees and method of payment</b>	Students pay for housing before arrival. Information about fee payments is found above.
<b>Meal plan</b>	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.
<b>Are on-campus rooms available upon arrival?</b>	Yes on the official arrival dates.
<b>Residence hall room amenities</b>	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 students buy a cell phone on arrival and purchase a phone/text only plan and text using Wi-Fi rather than data plans.

	<p>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&amp;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>
<b>Community Living Website</b>	<a href="http://www.carroll.edu/students/community/index.cc">http://www.carroll.edu/students/community/index.cc</a>

## ACADEMIC INFORMATION

<b>Level</b>	Non-degree status
<b>Duration of exchange</b>	One semester or a full academic year
<b>Programs</b>	All majors except nursing; education with prior permission
<b>Language of instruction</b>	English
<b>Number of hours per week per course</b>	3-4 depending upon the class
<b>Number of weeks of study</b>	15-16
<b>Required number of courses</b>	4-5 (12-15 US credits)
<b>Language facilities and support</b>	Academic Resource Center = free tutoring in most subjects and free help with writing
<b>Courses not open to exchange students</b>	Nursing courses are not allowed for non-degree students
<b>Courses available to exchange students</b>	<p>Our entire course catalogue can be found here:  <a href="http://www.carroll.edu/academics/catalog/">http://www.carroll.edu/academics/catalog/</a></p> <p>Course schedules for the upcoming semester can be found here:  <a href="http://www.carroll.edu/academics/index.cc">http://www.carroll.edu/academics/index.cc</a></p>
<b>Course registration period</b>	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.
<b>Course syllabus</b>	Syllabi are provided to students IN CLASS and not before
<b>Credit system</b>	US credits (3 hours /week *15 weeks = 45 hours of class time and 3 US credits)
<b>Grading system</b>	A-F (no +/-)
<b>Transcripts</b>	Must be requested by the STUDENT at the end of the exchange period. Transcripts cost \$5 for US mailing and are higher for international mailing. Students are responsible for this payment.

## AIRPORT PICK-UP

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 airport code is HLN**; please share this with your travel agent when booking your tickets. The person greeting you at the airport will be holding a sign with your name on it.

All flights to Helena arrive via Denver Colorado; Salt Lake City, Utah; Seattle, Washington or Minneapolis, Minnesota. Students will be asked to provide travel details at least 2 weeks in advance to receive this free service.

Students are asked to call Michelle in case of travel delays so they can be sure to meet you at the airport. The office telephone number is +1-406-447-5406, Monday – Friday 9:00 AM – 4:00 PM. Michelle’s mobile phone is +1-208-241-6180.

## 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?

## EMPLOYMENT

<b>Employment Opportunities for Exchange Students</b>	The food service and language tutoring center are the most common places for international students to work.
<b>Employment Regulations</b>	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.

## **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.

Office of International Admission  
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Helena, MT 59625 USA  
+1-406-447-5406  
[intl@carroll.edu](mailto:intl@carroll.edu)