



Montana State University Billings

International Student Pre-Departure Orientation



Meet the OIS Team

Dr. Paul Foster

Executive Director

Abby Cook

Assistant Director

Brittany Lind

International Advising & Admissions
Specialist

Alisa Batchelor

International Student Services
Coordinator



MSU Billings Office Of International Studies

WhatsApp business account



Scan this code to start a WhatsApp chat
with MSU Billings Office Of International
Studies.



Add us on WhatsApp!

Send us a message with your

Name
Email
Degree

*This will be our main form
of contact pre-arrival*

+1 (406) 8751042

Suggested Packing List



1.) Clothing Items

- Cold weather clothes
- Traditional clothing
- Nicer clothes
- Shoes



2.) Toiletries

- Medications or prescriptions
- Essential items for arrival such as toothbrush/toothpaste/hairbrush, soap



3.) Electronics

- Unlocked cell-phone
- Laptop computer
- Power bank
- Universal adapter for power sockets

4.) Small Gifts

- For friends, professors, etc.

5.) Immigration Documents

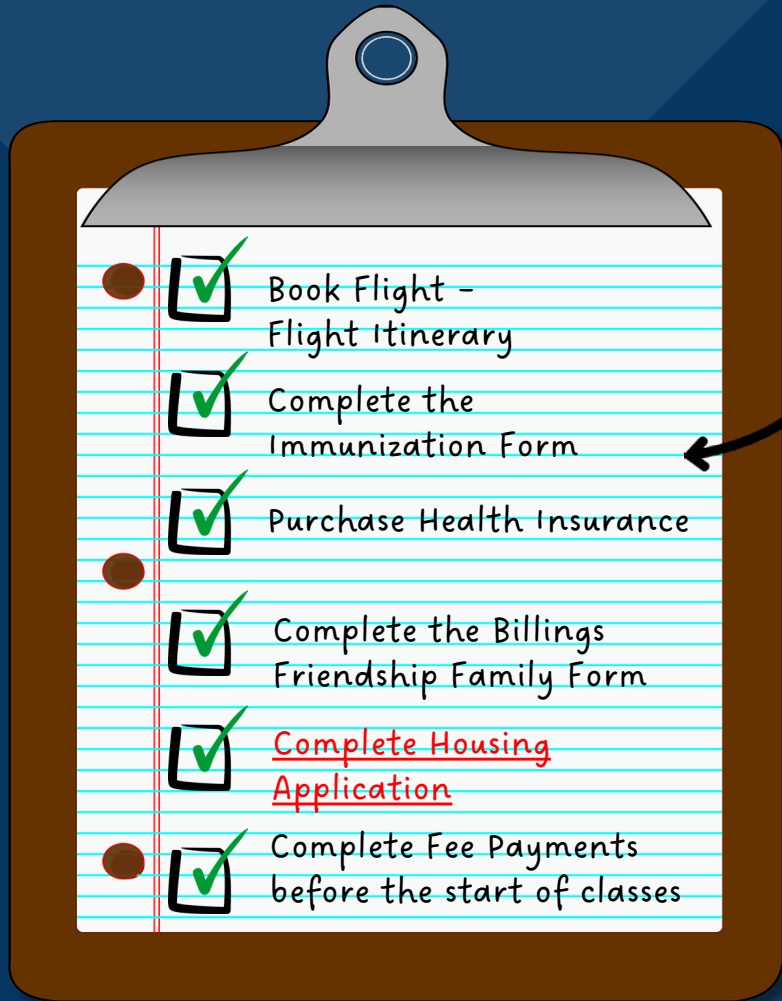
- Passport/Visa
- I-20
- Copy of Admission Letter
- Housing Confirmation
- OIS Contact Info



6.) Money

- Credit/debit cards – that can be used in the US!
- Cash





Pre-Arrival Checklist

Please make sure you complete all these items prior to your arrival to the United States and MSUB.

Complete the Confirmation Form

Upload your:

- Flight Itinerary
 - Immunization Form
 - Health Insurance Information
- to the Confirmation form

Immunization Form

Health Insurance

Health Insurance Providers for International Students

- ISO Student Health Insurance
- Cultural Insurance Services International (CISI)
- MARSH
- INSUBUY
- International Student Insurance (ISI)

Health insurance must be purchased separately and is not included in the fee payment

These forms must be completed and submitted to the online International Student Confirmation Form prior to arrival.



Required Immunization Form for International Students

Name _____ MSUB Student ID Number _____
Family Name First Name Middle
Permanent Address _____
Street Address City Province/State Country Postal Code
Email: _____ Sex: Male ☐ Female ☐ Birthday month / day / year

DIRECTIONS:

1. The following immunizations are required by law and MSUB policy. You will **not be able to register** without this form.
2. This information must be from your Physician's records or other official immunization records.
3. It must be **signed and stamped** by your physician.

A. **MMR (Measles, Mumps, Rubella):** MMR (month/day/year)
Two (2) immunizations given after 12 months of age and after 1968. Date of 1st _____
Date of 2nd _____

B. **Tuberculosis Skin Test** TB Skin Test
Current skin test given within the last 12 months. Date of PPD _____
Results must be written in millimeters (mm). Result in mm _____
For any result over zero (0) mm, a chest x-ray is required. Date of x-ray _____
If the test is considered positive by MSUB policy, a form will be signed. X-ray results _____

Physicians' Name _____ Signature _____ Date _____
Address _____ Phone number _____

Physicians' Stamp: We will accept a copy of your records from your doctor as proof of vaccination, but please include your full name as it appears on your MSUB application.

If student has to complete these immunizations at MSUB, the costs for each are listed below in American Dollars (USD).
MMR: USD \$95 Tuberculosis: USD \$10 Chest XRAY: USD \$100-400

TO RETURN THIS DOCUMENT:

By Mail – Office of International Studies 1500 University Drive, Billings MT 59101 USA
By Email – A scanned copy of this document can be emailed to ois@msubillings.edu Then please bring this original with you.
By Fax – A copy of this document can be faxed to +601 (406) 896-5907. Then please bring this original with you.



Student Health Insurance

Confirmation Letter

July 10, 2023

Insured person: STUDENT NAME
Insurance plan: Compass PPO
Insurance ID: 000000000 Policy number: 000000ABC0000
Effective date: August 30, 2023 Termination date: December 31, 2023
Covered dependents: N/A

Summary Schedule of Benefits:

Annual maximum:	Unlimited
Per injury/sickness maximum:	\$300,000
Annual deductible in-network:	\$400
Coinsurance in-network:	80%
Pre-existing conditions:	Covered after 6 months
Medical evacuation:	\$120,000
Repatriation of remains:	\$60,000
Insurance carrier*:	Berkshire Hathaway Specialty Insurance Bermuda
Insurance carrier representative address:	ISO, 150 W 30th St, New York, NY 10001
A.M. Best rating**:	A++
Claims are handled by:	SISCO Benefits, PO Box 3190, Dubuque, IA 52004. Tel: (833) 577-2586

Medical expense benefits are subject to policy limitations and exclusions. After deductible and copayments, benefits are covered according to the schedule of benefits in your plan's brochure.

*Berkshire Hathaway Specialty Insurance Bermuda is a Segregated Account administered by Citicoid International Reinsurance Company Limited in Bermuda.

**Berkshire Hathaway Specialty Insurance Bermuda is re-insured 100% by Berkshire Hathaway Specialty Insurance Company, part of the National Indemnity group of insurance companies, which hold financial strength ratings of A++ from A.M. Best.

150 W 30th Street, Suite 1101, New York, NY 10001 (800) 244-1180 CustomerCare@iso.org www.iso.org



Housing Rates (Per Semester)

Double Room	\$2,662
Single Room	\$3,227

Meal Plan Rates Range from

\$2,084 - \$2,297



Linen Sets Available
for Purchase Pre-
Arrival

\$150



Includes: Sheet set (fitted sheet, top sheet, pillowcase), comforter, pillow, two bathroom towels & washcloth

THE ON CAMPUS EXPERIENCE

Wi-Fi Service

Hard wired and wireless high speed internet service in each room along with the common areas on the floors and the main lobby.

Computer Lab

Each residence hall has a computer lab with free printing and a dedicated space for studying.

Laundry

Use your U-Card or quarters to use washing machines and dryers located on each floor. Vending machines can also be found in each laundry room.

Lounge Area

Each floor has a lounge area with couches, chairs, a table, outdoor balcony, and a television with cable.

Kitchenette

Feel like cooking? Each floor has a kitchen including a sink, microwave, stove, and oven for meal prepping.

Bath and Shower

A full restroom and shower facility with private stalls placed on each wing of every floor.

Adjustable Bed

Rooms are furnished with an adjustable bed that lifts 33¾ inches off the ground for prime storage space.

Ice Machines

Ice machines available in the main lobbies of each hall.

Parking

Parking available to students with easy and quick access to each residence hall.

Housing During Breaks

Housing during the winter and summer breaks is available to students. Though residence halls officially close during those times, students can stay for a fee. The Residence Halls remain open during Thanksgiving and Spring Breaks at no additional costs. Dining Services has limited options during all breaks.

Entertainment

MSUB students receive free entry into our student activities and events including concerts, comedians, and other live entertainment, sporting events, and art exhibits.

Employment

There are several departments on campus looking for amazing students to join their team as student employees. Billings is a large community full of economic opportunities for part-time work, internships, and volunteer experiences.

Student Organizations

We have a wide range of student organizations and clubs which include academics, arts, supportive services, student government, culture & religion, recreation, and more.

IMPORTANT

HOUSING APPLICATION



1

Step 1

Look up your NetID and set your password. To do this you will need your MSUB ID (found on your admission letter) & birthday.

2

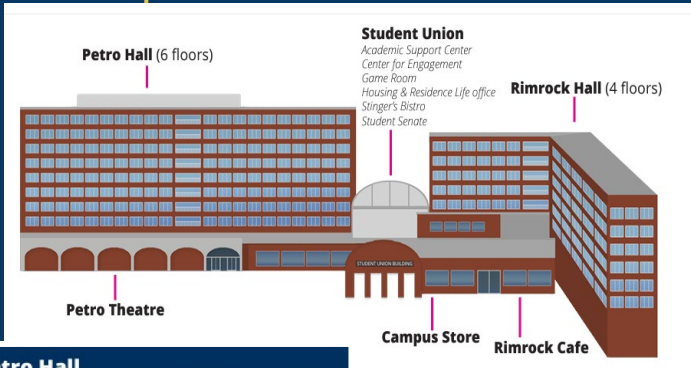
Step 2

Sign-in to the housing portal with your MSUB email as your username and NetID password to complete the housing application.

3

Step 3

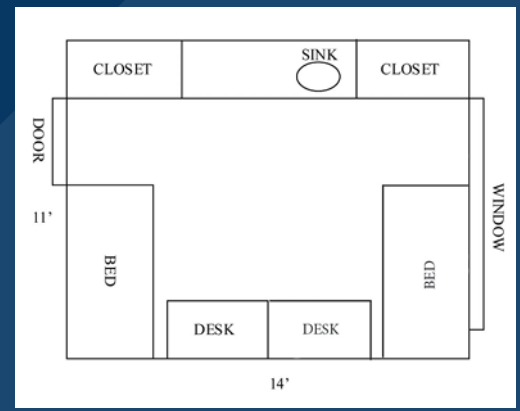
During your designated timeslot chose your room and meal plan. Pay a \$125 deposit



Petro Hall



Rimrock Hall



Arrival:

Under your F-1 student visa, you may enter the U.S. up to 30 days before the program start date listed on your I-20 – August 27, 2025. The earliest date you can arrive is July 28.

Flights to Billings should arrive between:

Saturday, August 23 – Tuesday, August 26

Billings Logan Airport

Upload your flight itinerary to the International Student Confirmation Form. MSU Billings offers airport pickup for students who inform us of their arrival **1 week in advance**.

If any issues arise such as flight delays or cancellations please let us know via WhatsApp.

*Please make sure you arrive in time for mandatory International Student Orientation on **August 27th (Wed)**



Entering the Country

Documents **Needed**

- Passport/Visa
- I-20
- MSUB Admission Letter or Course Registration – HARD copies
- Housing Confirmation
- *Keep **HARD** copies of these documents as well as screenshots on your phone

Other Documents & Items

- OIS Contact Info
- Cell Phone
- Money – cash, credit/debit cards

Issues at the Border

- Please contact our office if you encounter any issues at Customs and Border Protection (CBP)

Airport Pickup

*Please note that our office may not be able to accomdate airport pickup between the hours of 22:00-7:00.



Arrival to Billings



In the online International Student Confirmation form, please upload a copy of your flight itinerary. We **MUST** receive this at least a week prior to your departure.

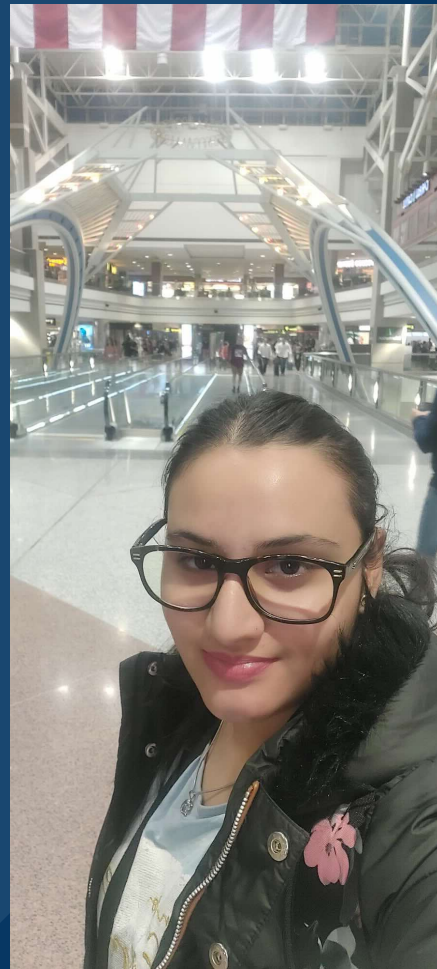
We will arrange for someone from our office to pick you up from the airport. They will meet you in baggage claim and will be holding a sign that says “Welcome MSUB International Student!”.

Next, you will get checked in to your dorm room where an international student will be available to help you get settled and answer any questions you may have.

You will receive a welcome bag with some essentials and campus information.

*Please note that there will be no blanket/sheets/pillows on your bed. You can order them ahead of time or bring a set along with you.

The international student orientation leaders will be available to answer any of your questions.



Billings Friendship Family (BFF)



Students who are interested in participating in this program should complete the Billings Friendship Family Questionnaire.

The Billings Friendship Family (BFF) program matches international students with a local family based upon shared interests and personalities.

Typically, the BFF will pick up their student from the airport and help them get settled in the dorms and life in Billings, MT.

Over the course of the semester, BFF families will have their students over for dinner, invite them to local attractions or even host them during holiday breaks.

This is a great opportunity for students to experience American culture.

AUGUST 2025

SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

www.GrabCalendar.com

International
Student
Orientation

Arrival & Check -
in to MSU-Billings

SEPTEMBER 2025

SUN	MON	TUE	WED	THU	FRI	SAT
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

www.GrabCalendar.com

Labor Day Holiday

Classes
begin



Questions?

Contact Info

Alisa Batchelor

International Student Services
Coordinator
Alisa.batchelor@msubillings.edu
+1 (406) 6571762

Abby Cook

Assistant Director
Abby.cook1@msubillings.edu
+1 (406) 6571761

Brittany Lind

International Advising & Admissions
Specialist
Alisa.batchelor@msubillings.edu
+1 (406) 6571786

Dr. Paul Foster

Executive Director
Paul.foster4@msubillings.edu
+1 (406) 2475785

Mansi Luthra

International Student Worker
mansiluthra@msubillings.edu