



# Montana State University Billings

International Student Pre-Departure Orientation



# Meet the OIS Team

**Dr. Paul Foster**

Executive Director

**Abby Cook**

Associate 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  
Home Institution

*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 host families (BFF), friends, professors, etc.



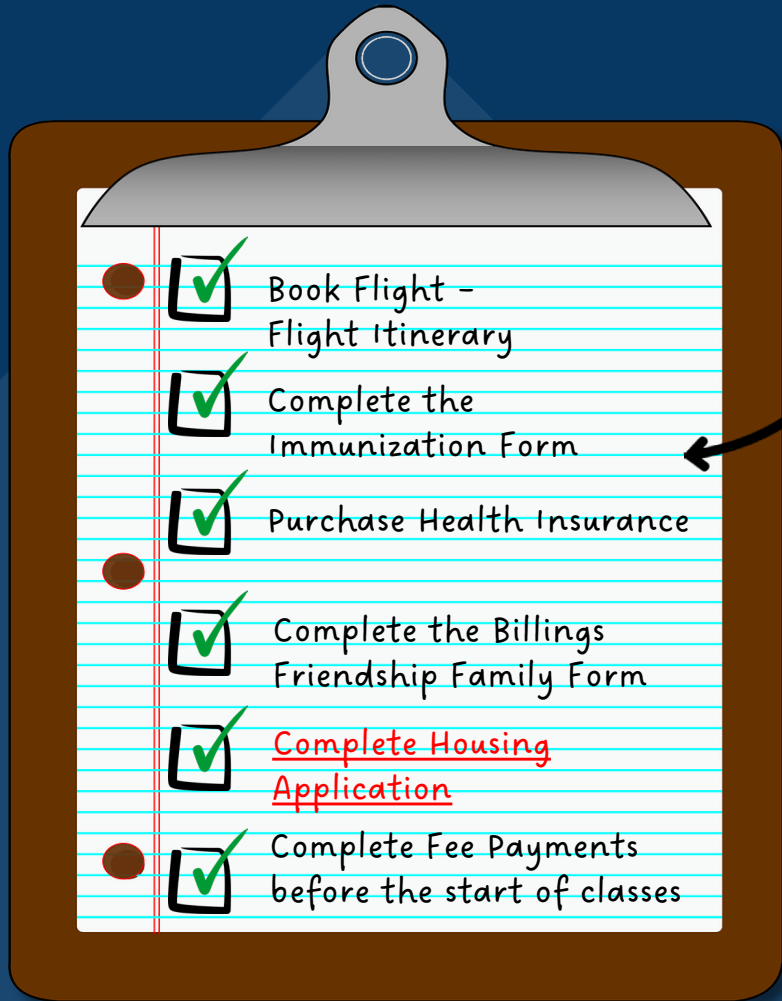
## 5.) Immigration Documents

- Passport/Visa
- DS-2019
- 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

# Health Insurance



# ISO Student Health Insurance

## Confirmation Letter

Issued person: **STUDENT NAME**

Insurance plan: Compass PPO

Insurance ID: 000000000

Effective date: **AUG 30, 2023**

Covered dependents: N/A

Policy number: 0000006ABC0000

Termination date: **December 31, 2023**

July 10, 2023

### 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:	\$40,000
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: (832) 577-2596

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 Citidel International Reinsurance Company Limited in Bermuda.

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

150 W 30th Street, Suite 1101, New York, NY 10001 | (800) 244-1180 | [CustomerCare@iso.org](mailto:CustomerCare@iso.org) | [www.iso.org](http://www.iso.org)

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

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



**IMPORTANT**

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

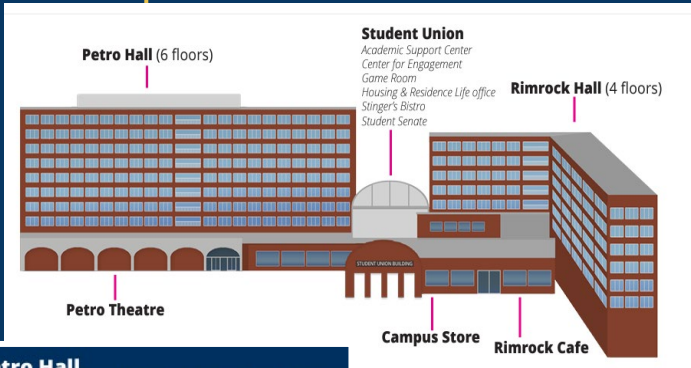
### Step 2

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

3

### Step 3

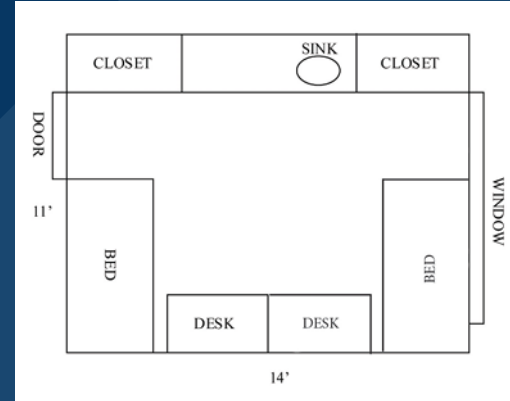
During your designated timeslot chose your room and meal plan. Pay a \$125 deposit



**Petro Hall**



**Rimrock Hall**





# Paying Fees

You are required pay the following fees:

- Housing
- Meal Plan
- OIS Fee: \$100
- New Student Services Fee: \$110
- Student ID: \$15
- Health Insurance: \$250-\$500/semester from outside company

These fees are optional

- Student Health Fee: \$142.50
- Rec Fee: \$35
- Linen Sets: \$100-\$150



## Housing Rates (Per Semester)

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

## Meal Plan Rates Range from

\$2,084 - \$2,297



Includes: XL reversible comforter, sheets, blanket, pillow and 6-piece towel set

Linen Sets Available  
for Purchase Pre-  
Arrival

\$100-\$150

## Arrival:

Under your J-1 student visa, you may enter the U.S. up to 30 days before the program start date listed on your DS-2019 – 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 27<sup>th</sup> (Wed)**



## Departure:

The Fall 2025 semester ends on Thursday, December 11, and the Residence Halls will close on December 12. Your DS-2019 lists December 30, 2025, as your program end date. You have a 30-day grace period after that date to depart the U.S., so the latest you may remain in the country is January 29, 2026.

# Entering the Country



## Documents Needed

- Passport/Visa
  - DS-2019/ MSUB Admission Letter – HARD copies
- \*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 & BFF

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

# 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.



# 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.

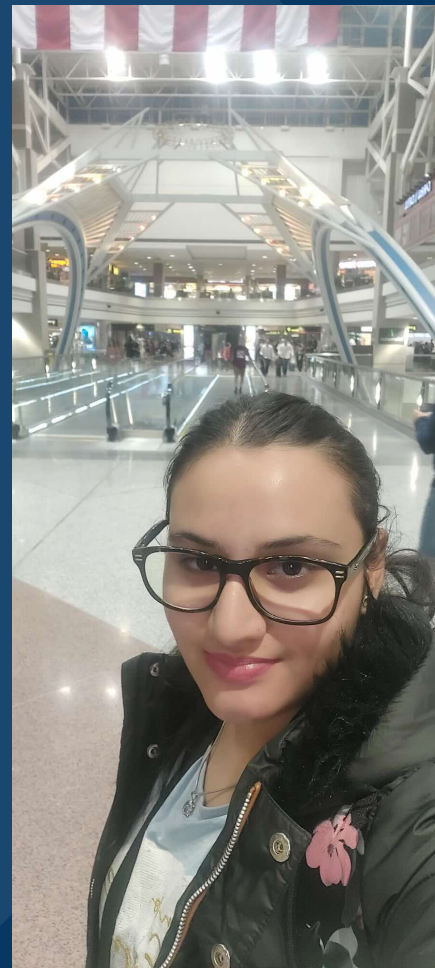
We will arrange for someone from our office or your BFF to pick you up from the airport. They will meet you in baggage claim and will be holding a sign that says "Welcome MSUB International Student!".

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.



# 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

# Cultural Exchange Events

These two events are required for exchange students as part of the cultural exchange component of their program.



## 1 Study Abroad Fair

The Study Abroad Fair is an event that allows exchange students to promote their home universities and countries to MSUB students interested in studying abroad. Exchange students will join former study abroad students to promote study abroad and a multitude of destinations around the world.

**Date:** September 24<sup>th</sup>

**Time Commitment:** 2-5 hours

**Things to Bring:** University promotional materials, table decorations, traditional clothing or home university T-shirt



## 2 International Food Fair

The International Food Fair is an annual event hosted on campus where international students prepare and share dishes from their home countries with the campus and Billings community. It is a celebration of cultural diversity through food, providing an opportunity for students to showcase their heritage and for attendees to experience flavor from around the world.

**Date:** November 14<sup>th</sup>

**Time Commitment:** 10-20 hours~

**Things to Bring:** Traditional clothing & table decorations





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