

Review of Study Abroad Student Agreements and Acknowledgements

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Agreements by Group

Group	Agreement Documents
Faculty-Led	
	Study Abroad Participation Agreement
	Program Acceptance Agreement
	Photo Release
	Terms of Dismissal
	Visa and Entry Requirements
	Study Abroad Cancellation Policy
	Emergency response + Itinerary record
	CFAR
Incoming	
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	Inbound Exchange Student Room and Board
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Group International Travel	
	GIT Participation Agreement
	Photo Release
	Terms of Dismissal
	Visa and Entry Requirements
	Emergency Contact and Itinerary
	CFAR
Outbound	
	Study Abroad Participation Agreement
	Transfer Grade Policy

Group	<u>Agreement Documents</u>
	Visa and Entry Requirement
	Course Availability
	Academic Calendar
	Study Abroad Cancellation Policy
	Handbook Acknowledgement
	Emergency Contact and Itinerary
	CFAR
	Transcript Timeline

Study Abroad Participation Agreement

I will be participating in an academic study abroad program ("the Program") offered through the Montana State University's Office of International Programs. While participating in the Program, I have the freedom to independently travel as long as I fulfill the academic responsibilities set by the host institution. However, I understand that I will be responsible for my own safety and cannot hold Montana State University ("MSU") or any of its offices or employees liable for any injuries to my person or property or any other losses that result from my participation in the Program.

I, therefore, agree that:

1. I and my heirs and successors and assigns agree to indemnify and hold harmless Montana State University, its employees and agents from any and all loss, damage, liability or expense (including attorneys' fees) resulting or arising from my participation in the Program.
2. Before my departure, I will provide MSU with complete and accurate physical and mental health information as well as any personal data that may be necessary for MSU to arrange a safe and healthy study abroad experience. I understand that MSU does not discriminate on the basis of any physical or mental disability; however, information regarding such disabilities is necessary for making reasonable accommodations.
3. I assume full responsibility for my care and safety during my participation in the Program.
4. I will inform myself of the local conditions, customs, and laws of the host study site that may present health, safety, or legal risks. Moreover, I will promptly report to MSU's Office of International Programs any health, safety, or legal concerns while abroad.
5. If I leave the Program before completing my course of study, I will provide MSU with prior written notice of my decision. If I leave the Program prior to its completion, MSU has no liability to provide or arrange for transportation, housing, dining, or other services to me in connection with my early departure.
6. I will comply with all rules and regulations issued by MSU, the host institution and the host nation. If I violate any rule, regulation, or requirement, I understand that I may be sent home at my own expense. More specifically, I agree that I will:
 - a. not violate the MSU student code of conduct;
 - b. not buy, sell, possess, or use illegal drugs at any time;
 - c. not engage in the abusive use of alcohol;
 - d. follow all relevant immigration regulations of the host country;
 - e. not travel to areas judged unsafe by the U.S. State Department;
 - f. not behave in a manner which endangers myself or others.
7. MSU may, at its discretion, determine what circumstances within the host country may require the cancellation of the Program. MSU will provide me with as much advance notice as possible of such a decision. I also understand that MSU's partner institution or the host government may prematurely terminate the Program. In that event, MSU will do what is within its means to provide me with assistance in arranging transportation back to the United States, at my expense. However, MSU bears no

liability for any loss or claims incurred by me resulting from a termination of the Program. If I choose to remain in the host country after receiving notice of the program's termination, I bear complete responsibility and liability for my own care and safety.

8. I will pay all and any required fees and charges applicable to the Program. I understand the Program's cancellation policies and fees and agree to abide by them. This specifically includes the purchase of medical insurance judged appropriate by both MSU and the host institution. Moreover, I will submit proof of such insurance coverage before my departure. I am fully responsible for any costs not covered by my insurance.

9. I authorize MSU to contact my parents or other family members in the case of an emergency or when MSU deems it necessary. I will maintain the accuracy of the emergency contact information in my study abroad record (My Global Connections) before my departure. I also grant Montana State University the authority during the Program to arrange for necessary emergency medical treatment, if a family member cannot be reached.

10. At the end of the program, I promise to fill out an online program evaluation which will only be used to assist future participants or allow MSU to assess the program.

I have read and understand this entire Agreement and agree to all its terms and provisions.

Group International Travel Participation Agreement

I will be participating in a non-credit bearing group international travel program ("the Program") offered in conjunction with Montana State University's Office of International Programs. While participating in the Program, I have the freedom to independently travel as long as I fulfill the responsibilities set by the program leader. However, I understand that I will be responsible for my own safety and cannot hold Montana State University ("MSU") or any of its offices or employees liable for any injuries to my person or property or any other losses that result from my participation in the Program.

I, therefore, agree that:

1. I and my heirs and successors and assigns agree to indemnify and hold harmless Montana State University, its employees and agents from any and all loss, damage, liability or expense (including attorneys' fees) resulting or arising from my participation in the Program.

2. Before my departure, I will provide MSU with complete and accurate physical and mental health information as well as any personal data that may be necessary for MSU to arrange a safe and healthy international travel experience. I understand that MSU does not discriminate on the basis of any physical or mental disability; however, information regarding such disabilities is necessary for making reasonable accommodations.

3. I assume full responsibility for my care and safety during my participation in the Program.

4. I will inform myself of the local conditions, customs, and laws of the host country that may present health, safety, or legal risks. Moreover, I will promptly report to MSU's Office of International Programs any health, safety, or legal concerns while abroad.

5. If I leave the Program prior to its completion, I will provide MSU with prior written notice of my decision. In this instance, MSU has no liability to provide or arrange for transportation, housing, dining, or other services to me in connection with my early departure.

6. I will comply with all rules and regulations issued by MSU, the program leader, and the host nation. If I violate any rule, regulation, or requirement, I understand that I may be sent home at my own expense. More specifically, I agree that I will:

- a. not violate the MSU student code of conduct;
- b. not buy, sell, possess, or use illegal drugs at any time;
- c. not engage in the abusive use of alcohol;
- d. follow all relevant immigration regulations of the host country;
- e. not travel to areas judged unsafe by the U.S. State Department;
- f. not behave in a manner which endangers myself or others.

7. MSU may, at its discretion, determine what circumstances within the host country may require the cancellation of the Program. MSU will provide me with as much advance notice as possible of such a decision. I also understand that the affiliated provider or the host government may prematurely terminate the Program. In that event, MSU will do what is within its means to provide me with assistance in arranging transportation back to the United States, at my expense. However, MSU bears no liability for any loss or claims incurred by me resulting from a termination of the Program. If I choose to remain in the host country after receiving notice of the program's termination, I bear complete responsibility and liability for my own care and safety.

8. I will pay all and any required fees and charges applicable to the Program. I understand the Program's cancellation policies and fees and agree to abide by them. Moreover, I will submit proof of purchased insurance coverage before my departure. I am fully responsible for any costs not covered by my insurance.

9. I authorize MSU to contact my parents or other family members in the case of an emergency or when MSU deems it necessary. I will maintain the accuracy of the emergency contact information in my travel registry record (My Global Connections) before my departure. I also grant Montana State University the authority during the Program to arrange for necessary emergency medical treatment, if a family member cannot be reached.

I have read and understand this entire Agreement and agree to all its terms and provisions.

Faculty-Led Program Acceptance Agreement

I understand that in order to participate in an MSU Faculty Led Study Abroad program, I must attend the following events required by the Office of International Programs. Specific dates are variable depending on the program and will be communicated to the program leaders and participants. I will monitor my email for communication regarding these events.

- Attend the Mandatory Faculty Led Pre-Departure Orientation provided by the Office of International Programs
- Attend a Travel Health and Safety Class provided by the University Health Partners

- Complete all post-acceptance materials in My Global Connections study abroad program application portal.
- Following my interview with the faculty leader(s), if I am accepted, I will confirm my acceptance by electronically signing the relevant requirement within the online MSU study abroad application within 11 days of receiving my email notification of acceptance.

I understand that if I do not comply with the requirements above, I am at risk of being withdrawn from the program. If I am on academic probation, I will not be able to participate in a faculty-led study abroad program.

Photo Release Form

I hereby grant Montana State University permission to use my likeness in a photograph or video in any and all of its publications, including website entries, Facebook pages, and brochures without payment or any other consideration.

I understand and agree that these materials will become the property of Montana State University and will not be returned.

I hereby irrevocably authorize Montana State University to edit, alter, copy, exhibit, publish or distribute this photo or video for purposes of publicizing the Montana State University programs or for any other lawful purpose. In addition, I waive the right to inspect or approve the finished product, including written or electronic copy, wherein my likeness appears.

I am 18 years of age and am competent to contract in my own name. I have read this release before electronically signing and I fully understand the contents, meaning, and impact of this release.

Terms of Dismissal

There are circumstances under which Montana State University, or its agent, has the authority to require that a student withdraw from the study abroad program. **This can occur either prior to the beginning of the program or during the program.** These circumstances include but are not limited to the following:

1. Students whose conduct while in the program is deemed undesirable and whose actions are in violation of Montana State University's policies or the Code of Student Conduct, as well as the rules and regulations of the host institution and the host nation.
2. Alcohol abuse or drug possession or use.
3. Destruction or misuse of property.
4. Students whose conduct is in violation of the foreign country's civil and/or criminal statutes.

5. Situations in which the behavior, whether academic or social, of the student causes his/her presence in the program to jeopardize either the health and safety of others, or the reputation of the program, program coordinator, professor, translators, or the participation of others in the program.

6. Situations in which the behavior of the student is deemed disrespectful to the culture. This includes but is not limited to: improper clothing, attitude, verbal or body language, improper displays of affection, sharing a room with the opposite sex, and use of alcohol or drugs.

7. Arguing or fighting is deemed as a serious occurrence and is not acceptable.

8. Students who are placed on academic probation for the semester just prior to the program departure.

No warnings or second chances will be given. Students dismissed from the program for the above reasons will receive no credit for work done, will be considered as not having completed the program, and will not be entitled to any refund. They will be responsible for all travel and other expenses incurred due to their dismissal.

Study Abroad Transfer Grade Policy

Please read carefully.

To prevent confusion or disappointment later please understand that:

The equivalent of a C- or better on the host university transcript will transfer back to the MSU transcript as 'pass'. Neither pass nor fail grades will be factored into the MSU GPA. However, the failing grade will still show on the MSU transcript.

It is the student's responsibility to know and understand what the drop deadlines are at the host university. Many foreign universities have drop deadlines much earlier than the student might be accustomed to at MSU. It is the student's responsibility to register for a sufficient number of courses so that if one needs to be dropped, the student will still remain full-time status at the equivalent of 12 MSU credits per semester.

It is advised that students do their best to keep grades up so that the studies abroad will not damage the student's academic record.

Visa and Entry Requirement Responsibility

To prevent confusion or disappointment later please understand that:

Every country has different immigration requirements. After a student is accepted to study abroad, the student may have to apply for a student visa. This is the student's responsibility. The MSU Study Abroad team can help to a certain extent in interpreting visa requirements, but MSU staff are not visa advisors.

You are responsible for researching, understanding, and abiding by local health requirements (including related to COVID) in the location where they are headed. MSU is not responsible for entry rejections.

COVID-19 NOTE: Please pay special attention to any entry and quarantine requirements of the host institution and of the host government, as these may change without notice closer to the beginning of the program. You are responsible for adhering to all health guidelines applicable to students and foreign nationals. Please note that not all institutions will have accommodation that allows for quarantine or self-isolation. It is your responsibility to adhere to the regulations and any associated costs incurred.

Course Availability Disclaimer

I understand and acknowledge that the listing of courses contained in the bulletin, catalog, or schedule of my host institution abroad is by way of announcement only and in no way guaranteed. Montana State University is not responsible should the host institution add or delete courses from its offerings, change times or locations of courses or programs, or cancel any course for insufficient registrations.

Academic Calendar Disclaimer

To prevent confusion or disappointment later please understand that:

Academic calendars vary from country to country and from university to university. As an applicant to a study abroad program, it is the student's responsibility to research and understand the potential impacts of the academic calendar at the host university. Some academic calendars might conflict with the academic calendar at the home institution. Any interruption to the study abroad program, the student's academic plan at their home institution, or any costs associated with decisions about dealing with any possible conflicts are the responsibility of the study abroad student. The Study Abroad staff at Montana State University are happy to discuss options should a situation arise where the academic calendar of a host institution conflicts with the academic calendar of their home institution.

Study Abroad Cancellation Policy

Cancellation policies vary depending on the type of study abroad program. Cancellation policies for each study abroad program type are outlined below.

Cancellation Policy for Montana State University Faculty-Led Programs

You are asked to commit or decline your acceptance offer to your education abroad program within 11 days of receiving notification from the Office for International Programs. Failure to respond to your acceptance offer will result in removal from the program. By signing this, you are demonstrating your commitment to the program.

If you decide to cancel your participation in your study abroad program after you have committed, you must immediately inform both your faculty leader and Office of International Programs faculty-led coordinator via email. The decision not to participate after you have committed will have financial consequences. You are strongly encouraged to share this policy with anyone (parents, guardians, others) who will be providing you with financial assistance during your education abroad program. Students are expected to be familiar with the cost structures of the study abroad program types as described in the Study Abroad Handbook which is available on the MSU Study Abroad website:

<https://www.montana.edu/international/studyabroad/resourcespage/resources.html>

The Office for International Programs at Montana State University (MSU) works closely with overseas institutions, travel agencies, and suppliers to provide a full array of services. These services frequently require the Office for International Programs to make deposits and other non-refundable financial commitments.

The University shall have the right to cancel the faculty-led study abroad program without penalty, and reserves the right to make academic alterations, deletions, or modifications to the program as deemed necessary by the University. The University will make every effort to notify students in writing of significant program alterations or cancellations within a reasonable time period.

In the event of the program's cancellation prior to the commencement of classes, the University shall refund students any moneys paid to the University for participation in the program, excluding the \$300 application fee or any other non-refundable administrative or program-related fees. In the event of the

program's cancellation following the commencement of classes, refunds are not guaranteed. The University expects the study abroad program provider to do everything within reason to recover costs that are associated with cancelled programs. Unfortunately, some fees the study abroad program provider has paid to third parties may not be recoverable. As such, any refunded amounts from the third party provided to the University will be refunded in due course to the students participating on each particular program.

Students are strongly encouraged to independently procure Cancel For Any Reason (CFAR) or Interruption For Any Reason (IFAR) insurance for the costs of their faculty-led programs. Information about CFAR and IFAR insurance is available on the MSU study abroad website <https://www.montana.edu/international/studyabroad/resourcespage/resources.html>

Cancellation Policy for Montana State University Exchange and Fee-Based/Direct Enroll Study Abroad Programs

Students participating in an exchange (Direct Exchange (DEX) or ISEP Exchange) or fee-based/Direct Enroll type of study abroad program are subject to the following must follow the Cancellation and Withdrawal Policy of that program as described below.

The University shall have the right to cancel the exchanges and study abroad programs without penalty. The University will make every effort to notify students in writing of significant program alterations or cancellations within a reasonable time period.

In the event of the program's cancellation prior to the commencement of classes, the University shall refund students any moneys paid the University for participation in the program, excluding the \$50 application fee or any other administrative fees. In the event of the program's cancellation following the commencement of classes, the University shall issue a refund of all recoverable expenses, as applicable.

Your application fee will be refunded only if you are not accepted to your study abroad program. Students are expected to be familiar with the cost structures of the study abroad program types as described in the Study Abroad Handbook which is available on the MSU Study Abroad website: <https://www.montana.edu/international/studyabroad/resourcespage/resources.html>

Students are strongly encouraged to independently procure Cancel For Any Reason (CFAR) or Interruption For Any Reason (IFAR) insurance for the costs of their faculty-led programs. Information about CFAR and IFAR insurance is available on the MSU study abroad website <https://www.montana.edu/international/studyabroad/resourcespage/resources.html>

Refund of tuition (Direct Exchange or ISEP Exchange)

Refunds of tuition will be handled via normal student refund processes which, depending on the circumstances and timing in the semester, might include the University withdrawal process. For more information regarding student refunds, please visit the <https://oia.osu.edu/treasurer.ohio-state.edu.bursar> Student Accounts Office and Office of Financial Aid (if applicable).

Refund of housing (ISEP Exchange)

Direct Exchange students do not pay housing costs to MSU for the term abroad. Any housing cost refund questions are outside of MSU's purview and should be directed to the program provider.

Refunds of housing or meal costs for ISEP Exchange students is not guaranteed after the start of the semester. Students participating in an ISEP Exchange program will have agreed to the ISEP Exchange withdrawal terms in the ISEP acceptance package. Among other important considerations, these terms outline the policy for withdrawal after accepting the placement. An excerpt of this is as follows:

You will pay the full program fee at the discretion of your home institution in collaboration and agreement with ISEP and your host institution. You will pay any non-recoverable costs incurred by your host institution based on your acceptance. Any refund of your tuition, housing, and meals is at the discretion of your home university. You forfeit your right to

receive benefits as an ISEP student and will reimburse your host institution for any money advanced to you to cover benefits beyond the date of your withdrawal, termination, or early return.

Therefore, each case will be reviewed individually by MSU to determine if any refund is applicable.

Refund of tuition, housing, and other program costs (Fee-Based / Direct Enroll)

Fee-based and Direct Enroll study abroad programs are managed and administered by organizations, institutions, and agencies external to MSU. Students pay these providers directly for the cost of their program¹ which can include tuition, room, and board. The cancellation policy for such programs is determined by the external agency and is therefore not under MSU's purview. Students are responsible for understanding the cancellation policy for their program.

Refund of tuition, housing, and other program costs (Inbound Direct Exchange or ISEP Exchange)

Inbound exchange students do not pay tuition to MSU and will therefore not receive a refund from the institution should the program be cancelled. Questions regarding refunds for any additional course or other fees should be directed to Student Accounts (studentaccounts@montana.edu)

Inbound direct exchange students are responsible for securing their own room and board. Any students residing in campus housing should contact the University Student Housing office (housing@montana.edu) for information about potential refunds.

Inbound ISEP exchange students do not pay room and board fees to MSU and will therefore not receive a refund from the institution should the program be cancelled.

Student financial aid (all program types)

If you withdraw from a study abroad program at any time prior to departure or after the program commences, you should inform the Office of International Programs Study Abroad team as well as the Dean of Students Office of your withdrawal, so that your financial aid can be reviewed, if necessary, and any potential interruption can be addressed. It is the student's responsibility to ensure this communication happens.

Academic consequences (all program types)

If you withdraw from a study abroad program after the program commences, your decision may have academic and financial consequences. Depending on the date of your withdrawal, you may receive a "W" on your MSU academic record and may forfeit partial or full MSU tuition and fees. This will be

¹ The exception to this is CCIS programs. For MSU students participating in CCIS programs, the program costs associated with the CCIS program will be applied to the MSU student's university account (as per the bylaws of CCIS, MSU as a sponsoring member). Cancellation policies for CCIS programs are communicated to students by the sponsor of the specific program the student participates in. It remains the responsibility of the student to understand the cancellation policy related to that program.

determined in the University Withdrawal process conducted through the Dean of Students and/or Registrar's Offices. You are also encouraged to contact your academic advisor to help ensure minimal interruption of your academic progress. For details on add/drop deadlines for tuition and fee refunds, please visit the Registrar's Office.

MSU-Sponsored CCIS Program Withdrawal Policy

Students who withdraw from the program are eligible for a refund according to the following schedule. Refunds related to monies paid to Montana State University will come from Montana State University. Refunds related to monies paid to the host institution are not under the purview of Montana State University. Students are responsible for understanding the refund policy for any monies paid to the host institution (if applicable).

- 31 or more days prior to first day of orientation: 100% (minus \$400 deposit)
- 30 days or less prior to first day of orientation: 75% (minus \$400 deposit)
- After departure but prior to first day of classes: 50% (minus \$400 deposit)
- After the first day of classes: No refund thereafter

Student Study Abroad Handbook Acknowledgement

Students are responsible for reading and understanding the content of the Student Study Abroad Handbook as it relates to the study abroad program in which they plan to participate. The Handbook includes important information on program eligibility, selection, application processes, structure, fees, and responsibilities.

The Study Abroad Handbook is available here:

<https://www.montana.edu/international/studyabroad/resourcespage/resources.html>

Emergency Contact Information and Itinerary Record Maintenance

Emergency Contact Information: Students studying abroad through an MSU-affiliated program are responsible for maintaining accurate and up to date emergency contact information for the duration of their time abroad. Emergency contact information for MSU students is accessed and updated through My Info student records. Emergency contact information for non-MSU students should be kept up to date through the My Global Connections application system.

Itinerary Record Information: Students studying abroad through an MSU-affiliated program are responsible for maintaining accurate and up to date itinerary record information for the duration of their time abroad. Itinerary record information includes travel information for departure and return travel to/from the United States at the start and end of the program. It also includes any independent travel within or between countries throughout the duration of the time abroad. Itinerary record information is accessed and updated through the My Global Connections study abroad student record.

Cancel for Any Reason / Interruption for Any Reason Insurance Acknowledgement

MSU recommends that when traveling, travelers consider purchasing Cancellation & Interruption for Any Reason (CFAR/IFAR) insurance for domestic and international trips.

CFAR/IFAR insurance can help protect your investment in your trip in the event the trip is cancelled before departing or interrupted during a trip for any reason, including COVID-19. There are several CFAR/IFAR insurance options available online to choose from. MSU recommends a CFAR/IFAR insurance policy that provides at least 75% reimbursement coverage for CFAR/IFAR benefits.

Please see the information available on MSU's website regarding CFAR insurance.
<https://www.montana.edu/international/studyabroad/resourcespage/CFAR.pdf>

Transcript Timeline Acknowledgement

MSU Students

I understand that it is my responsibility to ensure that my official transcript is sent directly from my host university to Montana State University at the end of my exchange term. In addition, I understand that I must both a) submit an accurate and complete Course Approval Form to the Office of International Programs and b) work with my advisor to make exceptions in DegreeWorks in order for the courses I take abroad to be transferred to my academic record correctly. I acknowledge that it may take up to nine months after the end of my exchange term for my study abroad courses to be input on my academic record.

Inbound Students

I understand that in order to receive my transcript from Montana State University, all fees on my student account must be paid in full. Furthermore, I understand that there must be no current holds on my student account. I acknowledge that as long as these conditions are met, the Office of International Programs at Montana State University will send a copy of my official transcript to my home institution (or ISEP, if applicable) within four to six weeks after the end of my exchange term.

CCIS Students

I understand and acknowledge that the Office of International Programs at Montana State University will send a copy of my official transcript to my home institution within two to four months after the end of my CCIS study abroad program, the timing of which is determined in part by the host institution and therefore beyond Montana State University's full control. I acknowledge that issuing a Montana State University transcript in place of an international transcript will add to the processing time and may delay the timeline of receipt of my transcript by my home institution. Furthermore, I understand that there must be no current holds related to unpaid charges for CCIS-related program fees.

1098-T Acknowledgement

I understand and acknowledge that Montana State University, as the sponsor of this program, may not have the ability to issue form 1098-T for tax purposes. MSU can provide an itemized invoice of program fees, upon request, which may be used for tax purposes.

Inbound Exchange Student Room and Board

I acknowledge that, as an ISEP student, I am required to live on the MSU campus for the duration of my exchange and that this will be paid for by the MSU Office of International Programs. Provided housing includes space in a standard double occupancy dorm room. Students wishing to live in an upgraded dormitory building and/or single room will be responsible for the extra costs. Students who stay in the dorms during mid-semester breaks (e.g. Thanksgiving, Spring) may do so at no cost. Students who stay in the dorms during Winter break will incur a per night cost which will be paid by the MSU OIP. Additionally, I understand that I will be provided with a campus meal plan which grants me unlimited access to the all-you-care-to-eat residential dining venues during operating hours seven days a week.

As a DEX student, I understand that I have the option to live on the MSU campus or elsewhere in the community. It is my responsibility to arrange and pay for my room and board for the duration of my exchange.

Inbound Exchange Student Code of Conduct

I acknowledge that, as an exchange student attending MSU, I am subject to all policies, guidelines, and regulations identified in the Code of Student Conduct. Furthermore, I understand that, should I violate any of these policies, my exchange program may be terminated early and I will be sent home.

Inbound Exchange Student Visa

I acknowledge that, as an ISEP student, any and all immigration paperwork, including my DS-2019, will be processed and delivered to me by ISEP. MSU is not responsible for providing this paperwork nor any information about it to me and/or my advisors. Furthermore, I agree to relinquish my DS-2019 to the OIP at the time of my MSU orientation for a period of up to 3 weeks.

I acknowledge that, as a DEX student, Montana State University is responsible for providing me with any and all immigration paperwork related to my exchange, including my DS-2019. Hard copies of these documents will be mailed and relayed to me via my home university by late April/early May for the Fall term or late October/early November for the Spring term. I understand that, in order to travel outside of the United States during my exchange period, I must have my DS-2019 signed by the appropriate official in MSU's OIP.

Inbound Exchange Student Academic Processes

I agree to follow any and all academic processes necessary of and for exchange students at MSU. These include, but are not limited to, maintaining at least 12 credits as an undergraduate or 9 credits as a graduate student, submitting a completed Petition to Reserve/Register Credits for any graduate-level courses, and obtaining approval for any course drop requests from the appropriate individual(s) within the OIP.

Inbound Exchange Student Course Fees

I acknowledge that, as an exchange student attending MSU, all regular tuition and fees will be paid for by Montana State University. Additionally, all supplementary fees for any courses taken in the Jake Jabs College of Business will also be paid for. I understand that it is my responsibility to pay for any additional fees accrued for all other courses.