International Student and Scholar Handbook

INTERNATIONAL STUDENT AND SCHOLAR SERVICES (ISS)

UNIVERSITY OF MONTANA
The University of Montana does not discriminate in admission or access to programs, or in employment policies on the basis of race, sex, national origin or ancestry, marital status, creed, religion, color, sexual preference, political ideas, age, or mental or physical disability. The University accepts applications from in-state, out-of-state, domestic and international students. The school is authorized, under Federal law, to enroll non-immigrant alien students.
Welcome to the University of Montana!

We wish to extend a warm and cordial welcome to each new and returning student and scholar. During your stay here, we hope you will attain your educational goals and acquire the necessary knowledge and skills. We also encourage you to take full advantage of the many opportunities provided by the University and the community of Missoula to enrich your life and develop lasting friendships.

Adjusting to life in another country can be challenging. This handbook has been prepared in order to facilitate adjustment to your new environment. It consists of information and advice on academic matters, available services, social relations and immigration rules. Preparation of this booklet has been greatly facilitated by resource people on this campus who offered constructive comments and provided valuable information. The Handbook does not attempt to answer specific questions or cover all situations you may encounter. Your academic adviser, University staff, professors, fellow students and colleagues, and the staff of our office also are available to assist you in various aspects of your life here. We hope you will attempt to get acquainted with them and make full use of their services.

Our best wishes for a successful educational experience at the University of Montana!

Sincerely,

Effie Koehn
Director
Mary Nellis
International Student
Advisor
Rae Brouwer
Program Coordinator

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International Student and Scholar Handbook

CAMPUS LIFE

About the University of Montana

The University of Montana is a multi-campus unit. Its seven campuses are located in Missoula (University of Montana main campus and Missoula College), Hamilton (Bitterroot College), Butte (Montana Tech of the University of Montana and Highlands College of Montana Tech), Dillon (University of Montana Western) and Helena (Helena College University of Montana).

The University of Montana-Missoula was chartered in 1893. Fall Semester 2016, there were 12,419 students, 651 full-time faculty and approximately 1150 employees. Seventy-nine percent of the faculty hold doctoral degrees or the highest degree available in their field. UM enrolls approximately 800 international students from 73 countries.

The College of Humanities and Sciences is the largest academic unit at the University of Montana consisting of 23 academic units and 20 specialized programs with curricula in the life sciences, physical sciences, social sciences, humanities and applied arts and sciences. There are seven professional schools: School of Business Administration, College of Education and Human Sciences, College of Visual and Performing Arts, College of Forestry and Conservation, School of Journalism, Alexander Blewett III School of Law, and College of Health Professions and Biomedical Sciences. Finally, the Davidson Honors College and Mansfield Library complete the University of Montana. Students can choose from 60 bachelor, 63 master's, 34 doctoral degrees and a number of specialist programs.

The University Catalog offers complete information on course offerings. The University of Montana is fully accredited, assuring that transfer credits for coursework will be accepted throughout the United States. The seven professional schools are also accredited by appropriate national organizations.

The University of Montana is on a semester system. The academic year consists of two 15-week semesters. Fall Semester begins in late August and ends in mid-December. Spring Semester
begins in late January and ends mid-May. There is also a summer session and winter session between Fall and Spring semesters.

**Academic Affairs**

There is no pre-set order of classes for any program, students select their own classes from general education, the major department, and elective offerings. Each semester students plan their class schedules in consultation with their academic adviser. Those who indicate a "general" or "undeclared" major are assigned a general adviser. If, for good reasons, you want to change your adviser, you can request such a change from your department chairperson or the academic advising coordinator in the Undergraduate Advising Center in Lommasson Center 269.

The following suggestions may help you understand what is generally expected of you. You will find answers to more specific questions (regarding registration, dropping/adding courses, withdrawals, pass/fail options, degree requirements and graduation) in the University Catalog.

**Students are expected to be active participants in the educational process.** Course work consists of class meetings, reading of texts, writing papers, laboratory work, and often computer-related research. Academic progress is generally based on a combination of examinations, written papers, and oral contributions. Many professors put great emphasis on class attendance and participation.

Individual instructors have their own personal styles of teaching, and course expectations will vary from instructor to instructor. For example, one may give multiple choice tests (where students choose the most correct answer out of 4-5 given answers to a question), another may prefer short or long essay tests; and others may favor research papers. Usually there will be a final examination or a paper due at the end of the semester. In all cases the safest study method is to keep up with lectures and reading on a daily basis. Do not put all your effort into the final examination. International students accustomed to doing course work at their own leisure and preparing for fewer, more comprehensive examinations may find adjustment to these requirements among the most difficult to make.

If you have problems, you should talk with your professor as soon as possible. Do not wait to seek help until the end of the semester. Your professors may expect you to make appointments to see them during their office hours to consult on any questions connected with their courses. Try to get acquainted with your teachers, especially those in your department or school. This can be of great help when you seek letters of recommendation from them in the future.

**Academic honesty is strictly enforced in the classrooms, and the consequences of cheating are usually very severe.** Students who are caught cheating can be suspended from school. In the case of international students, this may mean termination of their studies in the United States, as they
will not be able to maintain their visa status. Be sure to read the section on "Plagiarism" in the University Catalog, under Policies and Procedures.

To some students, the "credit system" may be completely new. The University uses credits to measure a student's progress and to assess fees. The number of credits in a course can vary. Usually you earn one credit for every hour of class you attend per week. Therefore, when a course is offered three times a week, that course generally is worth 3 credits. Some courses may cover more material and therefore are worth more credits than others. The Department of Homeland Security (DHS) requires you to be a "full-time student" in order to keep your F-1 or J-1 student status. This means a minimum of 12 credits at the undergraduate level and 9 credits at the graduate level.

Grading is based on a point system: A=4 points, B=3, C=2, D=1, F=0. Grades for all courses are averaged each semester to determine the overall level of work done by the student. This overall level is known as the grade point average (GPA). Faculties have the option of using the following modification to the grading system: A=4 points, A-=3.67, B+=3.33, B=3, B-=2.67, C+=2.33, C=2, C-=1.67, D+=1.33, D=1, D-=.67 and F=0. Your academic advisor can help you learn how to calculate your GPA.

The minimum undergraduate cumulative GPA you should maintain is 2.00, and as a graduate, 3.00; otherwise, you will be placed on probation followed by suspension. You can receive a report of your grades at the end of each semester. You may print a non-official transcript from Cyberbear. You may request an official transcript from the Registrar's Office for a fee.

Student Conduct Code

It is your responsibility, as a student at The University of Montana, to support the ideals of academic honesty, integrity, human rights and responsible citizenship embodied in the Student Conduct Code. Students are expected to be responsible members of the academic community, to respect the rights and privileges of others, and to refrain from actions that interfere with normal University functions. For a printed copy of the Student Conduct Code contact the office of the Vice President for Student Affairs, University Hall 022, or ASUM, UC 105.

Special Courses and Study Aids

You are encouraged to take advantage of several UM courses and services that are available for help with your studies.
**English as a Second Language (EASL)** - Students from non-English speaking countries whose TOEFL (Test of English as a Foreign Language) score is less than 580 (pBT) or 92 (iBT) are required to take EASL courses offered by the Linguistics Program in the department of Anthropology.

**Learning Strategies for Higher Education (C&I 160)** - Offered by the College of Education and Human Sciences, this course is designed to improve reading fluency, study skills, test-taking, and critical thinking. The course is offered every semester.

**Freshman Seminar (UNC 101)** - The Undergraduate Advising Center offers this special course, designed to introduce new students to college life.

**Orientation to the U.S (ANTH 104)** - This is a special course designed to assist international students in adapting successfully to the demands of living and studying in the United States. The course also explores American values and cultural themes.

**Office for Student Success** - The University's commitment to students' academic success. Its programs, offices, and resources form a comprehensive academic support network that assists students as they find their ideal path and pursue a degree.

Office for Student Success programs can guide a student through his or her academic transition to college, helping to clarify career goals and explore majors, and provide tutoring so students can meet the challenges of college study.

**The Undergraduate Advising Center** - The Undergraduate Advising Center is responsible for the advising needs of students who are in certain majors or are having academic difficulty. Students can receive intensive advising, including referrals to appropriate basic skills, the reading and writing labs, study skills courses, tutoring, time management, and test anxiety workshops as well as personal and career counseling.

*International students are encouraged to seek help as soon as they realize they need it, before a situation escalates.*
CAMPUS SERVICES

Financial Aid
Students are expected to have adequate financial resources to meet the cost of tuition, fees, books and living expenses. If economic need arises due to unforeseen financial circumstances, an international student may apply for limited funds that come in the form of short-term emergency loans, partial fee waivers, and part-time employment (information and applications are available at ISS). Applicants must maintain a cumulative grade point average of at least 2.00 and demonstrate serious financial need. Students are not eligible for fee-waivers during their first year of attendance at the University.

Graduate students can obtain information about research/teaching assistantships and tuition waivers from their respective departments. Graduate students must maintain a cumulative grade point average of at least 3.0 to be eligible for research/teaching assistantships, and must be registered for a minimum of 6 credits per semester as per Graduate School rules (international students must also fulfill their visa’s minimum credit enrollment requirements). Please check your department for specific information on application deadlines, which typically range from January through March.

Additional information about scholarships can be obtained from the Financial Aid counter in Griz Central and in a student’s academic department. Every fall semester, ISS conducts a scholarship information workshop with helpful information. You may also visit the Financial Aid website for any announcements about scholarships/loans for international students from local, national, and international sources. Many of these will be posted on the ISS and Financial Aid Scholarship bulletin boards, in our weekly e-mail newsletter, and on the ISS web page. The Davidson Honors College also has an External Scholarship Advisor who assists students in finding regional and national scholarships and can assist you in preparing your scholarship application.

For information about on-campus employment, see “Employment” under “Immigration Regulations” in this handbook.

MUS Financial Education Program
The Montana University System (MUS) Financial Education Program is dedicated to helping students become knowledgeable about their finances. They offer one-on-one financial counseling sessions as well as regularly scheduled workshops on a range of topics such as how to create a budget, the best ways to transfer money from your home country, and common scams to be aware of. Their front desk is located in Griz Central, where they can answer quick questions.
and schedule appointments. All their services are free. Appointments can also be scheduled through their website, which also includes the workshop schedule and additional resources.

Books
You can purchase, or in some cases rent, your textbooks at the Bookstore in the University Center. Please note that The Bookstore’s website provides a comparison feature that lists purchase and rental prices for your textbook from online retailers such as Amazon, Abe Books, Half.com, and Textbooks.com. Textbooks at the Bookstore are found in the textbook section on the second level and are arranged alphabetically by department.

At the end of each semester, The Bookstore conducts a Textbook Buyback where it purchases many titles back from students for cash at a percentage of the original cost.

Graduate School and Graduate Student Association
The Graduate School, Lommasson Center Room 224, manages graduate program applications and graduation for more than 50 Master and Doctoral level programs. It manages graduate student records, appointment and approval of faculty in graduate student committees; upholds and enforces minimum standards of graduate work and academic policies; monitors and audits teaching and research assistantship contracts; and supports interdisciplinary programs and diversity among UM faculty and student community. The Graduate Dean advises students who experience difficulty in working with or communicating with their program or advisor about the steps involved in the grievance process. The Graduate School Dean is the faculty advisor for the Graduate Student Association, a student group that advocates on behalf of graduate students to address their needs, concerns, and interests.

Mansfield Library
The Mansfield Library, facilitates the intellectual and creative pursuits of all members of the University of Montana community and supports their informational, educational, and cultural development as global citizens. The Mansfield Library is a leader in services, instruction, collections, and programming, and strives to meet student needs at all levels. The library’s collections support students in all academic majors, and their excellent librarians and library staff are here to assist students with their research and information needs.

In addition to the main library, separate collections are housed in the academic departments, schools, and in the Career Resource Library, Lommasson Center 154.
The Library is open long hours, provides both quiet and social study spaces, and lends out computers and tablets. There is on-site printing and scanning, and an excellent Archive and Special Collections department. The Mansfield Library provides access to a growing collection of digitized content, and lends out a wide collection of academic and popular books, music, movies and more.

Reference librarians are available to provide you with in-depth research assistance at every level of your education—whether you’re working on a first-year writing project or a graduate thesis or dissertation. You can access the library on campus or online, and can chat with librarians or read electronic books from your dorm room.

**Campus Housing**

The University of Montana offers a variety of housing options for students to live on-campus or close to campus. Brochures about campus housing options and applications are available online from the [Residence Life Office](#) in Turner Hall.

All new students, including new international students, are encouraged to live on-campus during their first year at the University of Montana to assist in your transition to university life. On-campus housing offers a convenient location and a large number of social and educational opportunities so you can connect with other students. The University of Montana has a residency requirement stating students with less than 30 credits must reside in the residence halls for their first academic year. Students are assigned to their rooms in the order Residence Life receives the application. Submitting an application as early as possible is strongly encouraged.

In addition to the Residence Halls on the main campus, University Housing also includes University Villages and Lewis and Clark Village.

The [University Villages](#) is available for students with families (married students, students with children, etc.), graduate students, and upper-class undergraduate students. The unfurnished units range in size from studio to 4-bedroom apartments. Students who wish to live at University Villages should apply very early, as there is often a waiting list.

[Lewis and Clark Village](#) offers furnished two-bedroom and three-bedroom apartments for single students who have achieved 60 or more credits. Lewis and Clark Village is also available to single students who have achieved 30-59 credits and have a 3.0+ GPA with no prior conduct record at UM. All residents of the Lewis and Clark Village must be a currently enrolled student taking a minimum of 7 credits per semester with a minimum of 16 credits per year.

Units in Lewis and Clark Village have private bedrooms and a shared kitchen, living room and bathroom between roommates. The apartment comes furnished and the rent includes the cost of all utilities.
ASUM Off-Campus Renter Center

The ASUM Off-Campus Renter Center provides services to students who decide to live off campus and rent in the community. It can be tough for students to find a rental that is safe, affordable, and that has a good landlord. Competition for housing near the campus is especially strong, so you should make arrangements early.

The Off-Campus Renter Center is located on the first floor of the University Center, in the ASUM Offices. Students can sign up for a free appointment with the Renter Center where they get all of their questions about renting in Missoula answered. They also provide free counseling to students dealing with problems with their landlords or roommates. Students can schedule an appointment online or call 243-2017.

The Renter Center also has a Housing Finder website which students can use to search for housing. Other places to search for housing are: the bulletin board with housing listings located next to the University Center Information Desk (the Source); listings in local newspapers, the Missoulian and The Missoula Independent; on the website Craigslist; and the student paper the Montana Kaimin. The Renter Center strongly recommends that students view all properties in person before signing any rental agreements or paying any money.

Counseling Services

Counseling Services is located at the west end of the Curry Health Center (CHC) building. Their dedicated staff of professionals and advanced graduate students-in-training is committed to helping international students adjust to life in a new culture. They provide individual and group counseling, educational seminars that build skills to succeed in school, psychological assessments, and walk-in crisis counseling. All counseling services are strictly confidential.

The CHC medical providers can prescribe medication when appropriate to treat depression, anxiety, and other mental health difficulties.

The Behavioral Health Options program is available to help students who experience troubles with alcohol and other drugs.

For more information contact Counseling at (406) 243-4711 or visit them in person at 634 Eddy (west entrance of CHC building in the basement).
Career Services

Career Services (Lommasson Center Suite 154) assists students in developing viable academic and career goals and the plans necessary to attain those goals. Career Services is a career development office and offers services for students at all stages in their college careers. These services include: career counseling; career-related assessments; resume and cover letter writing assistance; interviewing/mock interview assistance; a Career Resource/Computer Library where students can study or use our computers; career fairs where you can meet employers; Griz eRecruiting, an on-line job listing system; and workshops covering topics such as writing resumes and cover letters, interviewing techniques, and job search strategies.

Internship Services

Internship Services (Lommasson Center Suite 154) assists students to integrate classroom learning and academic principles with practical experience. Through internships, students gain experience related to their academic major, explore careers, develop valuable skills, receive academic credit, and earn money. Internship Services develops internship opportunities, coordinates placement with employers and faculty advisors, provides career guidance and resume assistance, and teaches job search skills. They work with faculty representing all campus departments to assure that students receive quality academic experiences. Internships may be any semester and can be anywhere in Montana or the U.S.A., or can be set-up internationally. Internship Services helps international students and exchange students find Academic Training (AT), Curricular Practical Training (CPT) and Optional Practical Training (OPT) experiences. Visit them for more information about their services, including the internship search engine and Griz E-recruiting.

Disability Services for Students

Disability Services for Students (DSS) (Lommasson Center Suite 154) ensures that programs at the University of Montana are accessible and usable by students with disabilities. Their staff works with each student individually and modifications are provided on a case-by-case basis.

UM Police Department

Police  
Emergency: Dial 9-1-1 or (406) 243-4000 for dispatch  
Non-Emergency (406) 243-6131  
Parking  
(406) 243-6132 (Office Hours: 7:30 a.m. - 4:30 p.m.)  
Permit Required: M-F 7 a.m. - 5 p.m.

The UM Police Department (UMPD) is composed of the Police and Parking Division. Both areas work in partnership with the campus community to provide the most professional, effective public safety services possible to support an environment which is safe and conducive to learning. Their website has useful information, including personal safety information, weather and road conditions, and bike safety and registration.
Three important personal safety programs include GrizWalk, Emergency Phones, and Emergency Notification System:

**GrizWalk**
GrizWalk is designed to ensure that no one has to walk alone after dark on campus.

When called, GrizWalk members (a pair of students) will meet the caller at their location and walk with them to their destination. GrizWalk members travel campus in pairs wearing distinctive clothing, carrying radios and flashlights.

This FREE night-time safety service is available seven days a week when school is in session. **Please Note:** If GrizWalk is unavailable, a UM Police Officer will provide the same service.

From **on** campus: **2777**
From **off** campus: **243-2777**

**Emergency Phones**

The main UM campus has 17 emergency telephones, shown on this map. By pressing the call button on any of the emergency phones you are put in immediate contact with the UM Police Department with your exact location.

The phones glow green at night, and police encourage their use in any emergency.

Additional phones not shown on the map are located at Missoula College East & West; one each at Sisson, Craighead and Toole Villages; Lewis & Clark Village; and at South Dornblaser Park-N-Ride.

This night-time service is available seven days a week when school is in session.

**Emergency Notifications**

The [Emergency Notification System (ENS)](http://www.umt.edu) procedure notifies employees and students of on-campus emergencies. To opt-in to the ENS, please follow these steps:

1.) Log in to [Cyberbear](http://www.umt.edu)

2.) Click the “Personal Information” tab at the top of the page

3.) Click “Update Emergency Text Messages Cell Phone”

Here, you will enter your phone number, choose your provider, and click “Submit Changes”. That’s it, you’re done! You will now receive notifications of any on-campus emergencies.
If you would prefer to opt-out of this service, please follow the steps above, but select the “No, I do not want to receive Emergency Text Messages” box. If you do not select this box and click “Submit Changes,” you will automatically be opted in, and will receive the emergency text messages.

**International House (I-House)**

**What is the I-House?**
The International House (I-House) is an accessible house located on the edge of campus at 659 South 5th Street East. It is a smoke-free and alcohol-free house, and a great place to share cultures. Students can hang out with friends, prepare meals together, watch movies, and play games. In-residence student managers oversee the day to day operation of the I-House under the supervision of the Global Engagement Office.

**Reserving the I-House**
Everyone is welcome to drop by the I-House during open hours – see the website for a current schedule. International and American students, scholars, on campus departments, and community groups can also reserve the I-House for celebrations, gatherings, meetings, events, and activities free of charge. Community groups wishing to reserve the I-House should have some international connection/reason for using the house. Those wanting to reserve the I-House should submit an online request through the website.

**I-House Events**
The I-House holds weekly open hours, current times are posted on the website. I-House managers plan monthly events throughout the year, including winter and summer breaks. Past events include International Movie nights, holiday themed events, American Slang nights, and more.

Visit the Website to learn more and follow the I-House on Facebook to learn about upcoming events.


**Facebook:** Search @iHouseUM

**Campus Recreation**

Campus Recreation is composed of several facilities and programs. They provide numerous ways to maintain your wellness and have fun

**Facilities and Programs:**

**Fitness and Recreation Center**
The Fitness and Recreation Center (FRC) is located on the north end of campus, next to the Adams Center. Our facility offers a variety of cardio and weight machines, a functional training
area, three multipurpose courts for basketball, volleyball or badminton, three group fitness classrooms, a squash court, and seven racquetball/handball courts.

**Fitness Programs**
Achieve your health and wellness goals through our many fitness programs and classes. Personal Trainers are on staff to meet your individual needs, while fitness classes, physical therapy presentations and healthy lifestyle classes are available in a group setting.

**Grizzly Pool**
Lap swims, adult coached swims, American Red Cross lessons, inner tube water polo, and recreational swim times are just a few of the activities going on at the Grizzly Pool. The pool is part of your Campus Recreation membership and is open to the public for a fee.

**Golf Course**
Our picturesque nine-hole course located on South Avenue is perfect for beginners to experienced golfers alike. A driving range and chipping green offer a practice area for all abilities. In the off season, the golf course is a favorite place for cross-country skiing and sledding. The Iron Griz Bistro is also located here.

**Intramural Sports**
Intramural sports are popular for students, faculty, staff, and alumni. Choose from recreational to competitive leagues and become involved in a variety of activities. Soccer, softball, flag football, basketball, dodgeball, volleyball, inner tube water polo, tennis, golf, ultimate Frisbee and more are offered during Fall and Spring semesters. An annual 10k/5k run, which is open to the public, is also a popular and fun event in the Fall.

**Outdoor Program**
The world class Outdoor Program, located on the northeast side of the Fitness & Recreation Center, offers skill classes, trips, and equipment rental to satisfy your outdoor recreation adventures. You can also take advantage of their workbench and tools for bike maintenance or ski and snowboard tune-ups. The Outdoor Program also sponsors many presentations and films, including the prestigious Banff Mountain Film Festival World Tour.

**Climbing Wall**
One of the first things you'll notice in the Fitness and Recreation Center is the state of the art Climbing Wall. Bouldering is available anytime the facility is open, while top-rope (belay) climbing is limited to specific hours when a wall monitor is on duty. Classes and workshops are held frequently at the wall so you can learn the basics or advance your skills.

**Equipment Rentals**
**Campus Recreation**
Campus Recreation rents indoor and outdoor recreation equipment, from volleyball nets and ski boots to tents and sleeping bags.

**Information Technology Services**
**Information Technology Services** in the Social Science Building, Room 123, lends a variety of audio-visual equipment, including cassette tape players, slide projectors, laptops, videos, CD's, and cassettes at no cost (with valid Griz Card).

Students can rent lockers in the University Center (ask at "The Source"), Schreiber Gym, McGill Hall, or Campus Recreation on a semester basis.

**ShipEx**
**ShipEx** in the UC rents mail boxes. Unlike the boxes at the Post Office (which only accepts US Mail), you can receive shipments from UPS, FedEx, and any other carrier at your UC Box. Mailboxes are rented by the semester.

**Computer Labs**
**Computer labs** are available for general campus use in the following buildings: Fine Arts 210; Liberal Arts, 240, 242; UC 225; and in the residence halls. Hours and available facilities are listed [here](#). You may need to present a current student Griz Card for access to the labs. There are also computers in the Mansfield Library for your use.

**Campus Activities**
For a calendar of campus events, click on: [http://events.umt.edu/](http://events.umt.edu/)

A good source of information for campus-wide news and activities is the student newspaper, the [Montana Kaimin](#). The Kaimin is provided in digital form, Tuesday through Friday of each week, during Fall and Spring semesters.

**Associated Students of the University of Montana (ASUM)**
The [Associated Students of The University of Montana](#) represents, empowers and advocates for UM students. As your student government, ASUM offers a place to voice your comments or
concerns, and it works to improve the quality of UM education, fund student groups and provide valuable services.

Every year, students elect three officers and a 20-member senate to administer the organization. The ASUM President appoints students to many student-faculty committees. Such committees govern many aspects of the University, including curriculum, campus development, scholarships, loans, and athletics. The International Committee, a university-wide advisory group on matters pertaining to international education, has two appointed student members.

ASUM recognizes and funds almost 100 campus groups, clubs and organizations yearly. For more information, contact the ASUM Office (UC 105).

**International Student Association (ISA)**

The International Student Association and various Nationality Clubs aim to encourage students to interact with one another and promote better relations among students from different countries. ISA coordinates formal and informal meetings, discussions, social and cultural programs, and sports activities. Every spring, ISA co-sponsors the International Culture and Food Festival. To make the efforts of ISA successful, you are urged to take an active part in the planning and implementation of programs sponsored by ISA.

**Campus Ministries & Religious Groups**

There are many campus ministry programs and religious communities serving students at the University. Campus ministers are available to you for help, counseling, references and referrals, for listening or other matters.

A current listing of campus ministries can be found here, or from the Vice President for Student Affairs in University Hall 022.

**Recreation**

The Fitness and Recreation Center, next to the Adams Center, has state-of-the-art exercise equipment, an indoor climbing wall, and basketball courts. The program coordinates a variety of recreational and leisure programs on campus. Planned outdoor activities include backpacking, camping, hiking, rafting, canoeing, and winter programs of ski touring and snowshoeing. Outdoor and sports equipment can be rented at the Fitness and Recreation Center. The Grizzly
Pool with sauna provides special student rates and open public swim hours. The University has a nine-hole golf course about one mile from campus next to the University Villages. Tennis courts are conveniently located next to the University Center.

**Sports**

The University of Montana Grizzly teams (named after the grizzly bear) compete on the intercollegiate level in American-style football, soccer, basketball, track and field, tennis, volleyball, softball and golf.

There are also intramural teams for men and women, a comprehensive sports and events program for the athlete in everyone.

**Entertainment**

If your favorite mode of participation is being part of an audience, you will have a number of events to choose from, including concerts, dance recitals, plays, opera, and art exhibits. **UM Productions** sponsors cultural and educational programs, and along with the School of Fine Arts, brings visiting artists to the UM campus. Additionally, three on-campus galleries host a variety of local and national exhibitions throughout the year. All of the University’s performing groups are open by audition to every student. If your interest lies in the arts, you may want to audition for a place in one of the University's vocal, instrumental, dance or theatre groups.
IMMIGRATION REGULATIONS

Always consult ISS on immigration matters. Immigration regulations are complex and subject to change. The most recent and accurate information is available at ISS.

Documents

Passport Your passport is issued by your government and is your official international identification.
- Your passport must be valid at all times during your stay in this country.
- You should keep copies of your passport in your home country and in the U.S.
- If you lose your passport, you should immediately notify Campus Police or the Missoula Police Department and file an official report.

Visa A United States visa is used to enter the U.S., and can only be obtained outside the U.S.
- Is your visa expiring? As long as you remain in status and in the United States, the expiration date on the visa is not important. Please ask ISS if you have questions.

I-94 (Arrival/Departure Record) The I-94 is issued automatically when you enter the U.S., and is proof that you entered the U.S. legally.
- After you arrive (or return to) in the U.S., you should check to make sure the information on your I-94 is correct. You can do this on the Department of Homeland Security Website. The information should include:
  o Entry Date
  o Visa Type
  o Length of Stay should be “D/S”, meaning “Duration of Status”
- If any of the above information is incorrect or missing, contact ISS immediately.
- It is recommended that you print a copy of your most recent I-94 entry record.

I-20 (Certificate of Eligibility for Non-Immigrant Student [F-1] Status) The Form I-20 is the document that states what school you are eligible to attend, your intended academic program, dates of attendance, and financial information. The I-20 is required by the U.S. Consulate when you apply for a visa.
- If you plan to leave the U.S. temporarily, you must have your I-20 signed by a Designated School Official (DSO) at ISS.
- If there are any changes in your program, you must request a new Form I-20 from ISS.
An F-1 Student is allowed to remain in the U.S. for up to 60 days after the program end date on the I-20. For more information, see the Study In the States website.

**DS-2019 (Certificate of Eligibility for Exchange Visitor [J-1] Status)**

A DS-2019 is issued by your sponsor, and is used to apply for a U.S. visa. It is also used to enter or re-enter the United States.

- If you plan to leave the U.S. temporarily, you must have your DS-2019 signed by a Responsible Officer (RO) at ISS, if it is issued by the University of Montana, or a Responsible Officer (RO) from the agency that issued your DS-2019.
- If you wish to extend your program or change sponsors, your DS-2019 must be replaced. Contact ISS for more information.
- A J-1 Student is allowed to remain in the U.S. for up to 30 days after the program end date on the DS-2019. For more information see J1 Common Questions or come to ISS.

WHEN YOU TRAVEL INSIDE THE UNITED STATES, YOU MUST ALWAYS CARRY YOUR I-20 OR DS-2019 AND PASSPORT.

**Maintaining Visa Status**

Each student and scholar is responsible for maintaining his or her own immigration status. The advisers at ISS are available to help.

**Requirements of F-1 and J-1 visas**

*Report Changes of Address and Name within 10 Days*

- You must inform ISS about your address change

*Program Change*

- Inform ISS when changing your academic program (from one degree level to another, or one major/field of study to another) so you can obtain a new Form I-20 or DS-2019.

*Full Course of Study Requirement*

- Both F-1 and J-1 students are required to maintain a full course of study.
- Full-time is 12 credits for undergraduate Study and 9 credits for graduate programs.
- Only ONE online class (3 credits) per semester can be used to fulfill this requirement.
You must receive authorization from ISS before dropping below a full-time course load.

**Employment**
- Employment is highly regulated for both F-1 and J-1 students.
- F-1 Students are allowed to work on-campus, up to 20 hours per week, when school is in session.
- F-1 Students must receive authorization to work off-campus. This includes Curricular Practical Training (CPT) (internships) and Optional Practical Training (OPT).
- Find more information below about Employment and also on the Study in the States website.

- J-1 Students are allowed to work only with the approval of their program sponsor
  - J-1s with a program sponsor other than UM should contact their program sponsor directly.
  - Approval is also required for academic training.
- Find more information about J-1 employment in ISS see the section below on Employment and see and J1 Common Questions

**Program Extensions**
- If your program lasts beyond the date on your I-20 or DS-2019, you must contact ISS to request an extension.
- Requests for extension must include a letter from your academic advisor, explaining the reasons for seeking an extension and the amount of time needed to complete your program of study.

**Reporting Departure Date**
- Before travelling outside the U.S., you must bring your I-20 or DS-2019 to ISS 15 days prior to departure for a travel signature.
- If you have to leave UM unexpectedly (before your program end date on your Form I-20 or DS-2019), you are required to inform ISS. Some reasons for departure include:
  - Early graduation
  - Leave of absence
  - Suspension or expulsion

**Transferring to another Educational Institution**
- You must notify ISS of your intent to transfer to a particular school. Your SEVIS record will be transferred to the new school, and they will issue a new Form I-20 or DS-2019.
Dependents (Spouses & Children)

- You must notify ISS of any F-2 or J-2 dependents accompanying you in the U.S., and keep ISS updated with immigration and biographical information regarding those dependents.
- If you wish to bring dependents to the U.S, contact ISS to process the necessary documents.

Reinstatement of Student Status  If a student becomes out of status for their F-1 or J-1 visas, it is possible to apply for reinstatement of student status. A student who has overstayed the authorized period of stay, or otherwise violated the conditions of student status, must make a written request to USCIS for reinstatement to student status. Please notify ISS for help if this situation arises.

Overstay  Both F-1 and J-1 visas have “grace periods” after the program end date listed on the I-20 or DS-2019. During the grace period students are allowed to legally to stay in the U.S. “Overstay” refers to anyone who stays in the US beyond that grace period.

- F-1 grace period is 60 days after program completion
- J-1 grace period is 30 days after program completion

Anyone who overstays, **even by one day**, will be barred from re-entry to U.S. For more information, contact ISS.

Travel/Re-Entry To The U.S. After A Temporary Absence

Before any trip outside the U.S. check with the International Student/Scholar Adviser to make sure you have all the documents in order. Please don't wait for the last minute to come to the office, and don't forget to bring your passport, and I-20, or DS-2019.

A student/scholar who plans to visit Mexico, Canada, or adjacent islands (except Cuba) for less than 30 days is eligible to re-enter the U.S. even with an expired visa.

Some students and scholars may need to apply for a visa to enter Canada. To determine whether you will need a visa, visit the [Canadian Consulate Website](https://www.canada.ca/en/). If you plan to visit Mexico, you should contact the [Mexican Consulate](https://mexico.usembassy.gov/) in Salt Lake City (801) 521-8503 or Seattle (206) 448-3526 to find out whether you need a visa.
Transfers

F-1 School Transfer If you plan to transfer to a new school, first you must be accepted to the new school.
- Bring the acceptance letter from the new school to ISS
- Fill out a transfer form
- Meet with an advisor to discuss details about your transfer in SEVIS.

If an F-1 student has transferred and has been issued an I-20 by the new school, the name of the school will be different than that on the visa. As long as the visa is still valid, it is possible to re-enter the U.S. even with different school names
- The new form I-20 must be properly endorsed by the new school.
- You must report to the international student office at the new school within 15 days of the program start date listed on the Form I-20, or by the start date on the new Form DS-2019.

J-1 Program Transfer
An exchange visitor may have a program transfer while in valid program status.
- For questions regarding program transfer, contact ISS.

Employment

Employment is highly regulated and strictly enforced for both F-1 and J-1 visa holders. Individuals who are discovered working illegally will be required to leave the United States. If you have questions regarding employment, ask ISS BEFORE you begin working.

F-1 Students

On-Campus Employment
F-1 Students are allowed to work on campus 20 hours per week (or less) while school is in session. An F-1 student may, however, work on-campus full-time when school is not in session or during the annual vacation. Authorization for on-campus employment is obtained from ISS.

International students are eligible for “non-work study” positions only. To find listings of available positions, you must create an account with Griz eRecruiting.

Off-Campus Employment
F-1 students are only authorized to work off-campus for three reasons:
1. Curricular Practical Training (internship),
2. Optional Practical Training (employment after you complete your program),

A student may be authorized after having been in F-1 status for one full academic year (with some exceptions for graduate students).
- Inquire with ISS if you have questions regarding off-campus employment.

**Curricular Practical Training (CPT)**
Curricular Practical Training (internship) is authorized on- or off-campus employment directly related to a student’s educational program. ISS must authorize CPT, and a student must be in F-1 status for one full academic year to be eligible.
The process to receive authorization is:
- First, find appropriate employment.
- Next, the student will complete a Learning Agreement with Internship Services, and meet with his/her academic advisor.
- After completing the Learning Agreement and obtaining all necessary signatures, the student must bring it to ISS for authorization and issuance of a new I-20.

***NOTE: Students who have received one year or more of full-time Curricular Practical Training are ineligible for Optional Practical Training.***

**Optional Practical Training (OPT)**
Optional Practical Training (OPT) is a benefit of the F-1 visa that allows a student to remain and work in their field of study for one year after completing their academic program. A student is eligible for this benefit once for each academic level.

It is not necessary to have employment prior to applying for OPT, however there are limits on the amount of time a student can be unemployed during that year.

In order to apply for OPT, the student must meet with ISS to discuss their plans, review their application, and receive an endorsement on their I-20. The application must be received before the student’s 60-day grace period is completed, and it takes approximately 90 days for processing. For more information about OPT, contact ISS.

**J-1 Students/Scholars**

**J-1 Students**
There are two types of employment authorizations available for students on the J-visa: student employment and academic training. The difference between the two is that student employment occurs on-campus unless there is economic necessity; and, academic training is related to the student's field of study and in most cases occurs off-campus and for a specified period of time.

- J-1 student employment is limited to 20 hours per week, except during school breaks and vacation, unless authorized by the Responsible Officer for economic necessity.

**J-1 Scholars**
A Responsible Officer can authorize professors and research scholars to engage in occasional lectures, seminars, or consultations at locations not listed on the Form DS-2019, if the activities are related to the objective of the exchange visitor's program participation.

- Permission for a scholar to undertake employment outside the program is granted only if the employment is *incidental* to the exchange visitor's primary program activity.

**Employment for J-2 Dependents**
J-2 visa holders (spouses and children of J-1 students/scholars) may work only with permission from USCIS and must show evidence of financial need for only themselves.

**Dependents**

*F-2 Dependents (Spouses and Children of F-1 Students)*
The status of an F-2 Dependent is directly tied to the status of the F-1 Student. F-2 visa holders are not permitted to work. F-2 spouses can only study on a part-time basis. F-2 dependent children can be full time K-12 students.

In order to apply for an F-2 visa, the student must first request an I-20 from ISS. They must prove financial support for the dependent ($3000 for spouse, $1500 for each child), and provide biographical information such as name, age, country of birth, country of citizenship, and relation to the student.

*J-2 Dependents (Spouses and Children of J-1 Students/Scholars)*
J-1 students or scholars who wish to bring dependents to the United States must obtain from their program sponsor a new Form DS-2019 issued for that purpose.

Access to adequate health care for exchange visitors and their families is a major concern for sponsors. To ensure such access, the U.S. government has made health insurance a requirement for participation in the program. Minimum coverage shall provide:

- Medical benefits of at least $100,000 per accident or illness;
- Repatriation of remains in the amount of $25,000;
• Expenses associated with medical evacuation of exchange visitor to his/her home country in the amount of $50,000;
• A deductible not to exceed $500 per accident or illness.

The Two-Year Home Residence Requirement For J Visa Holders:

Exchange visitors who enter the United States on a J visa may be subject to the two-year home residence requirement for one or more of the following reasons:

• They received funding from the United States Government, their own government, or an international organization in connection with their participation in the Exchange Visitor Program;
• The education, skill or training they are pursuing is this country appears on the Exchange Visitor Skills List for their country;
• They acquired J-1 status on or after January 10, 1977, for the purpose of receiving graduate medical education or training.

Exchange visitors who are subject to this requirement may, under certain circumstances, apply for a waiver of that requirement from USCIS, after the request has been reviewed and approved by the Department of State.

• For more information about the Two-year Home Residence Requirement, contact ISS
GENERAL INFORMATION

Welcome to Missoula

Population
Although there are several hypotheses on how Missoula got its name, it is believed that it originated from the Salish Indian language, meaning “near the cold, chilling waters,” “river of awe,” or “sparkling waters.” Missoula is a city of approximately 69,000 people, with an additional 43,000 in Missoula County. Nestled in the Rocky Mountains of Western Montana, it is the communication hub of five valleys. Missoula combines small town friendliness and comfort with the entertainment and convenience of a big city. Its major industries are lumber, wood products, and agriculture.

Weather
Missoulians enjoy a moderate, dry climate at an elevation of 3,200 feet and mild temperatures (for a northern location). Summer temperatures average 80 F (27 C), and winter temperatures average 30 F (-1 C). Snowfalls begin in October in the mountains, and in the city from November to March. April marks the beginning of warm weather; June is generally rainy. Hot summer months, July and August, are followed by pleasant, mild weather in September and October.

Popular Missoula and Montana links

Missoula Independent (weekly newspaper)
www.MissoulaNews.com

Missoulian (daily newspaper)
www.missoulian.com

Missoula Area Chamber of Commerce
www.missoulachamber.com

Missoula Downtown Association
http://www.missouladowntown.com/

City of Missoula
http://www.ci.missoula.mt.us/
Transportation

Bicycles
Many people in Missoula enjoy riding bicycles as a means of transportation, especially when the weather is mild. Missoula has many good bike trails and a number of bike lanes which allow for safe riding with traffic. Bicycles can be purchased at various places in town, and the price varies depending on the type of bicycle. Wearing a helmet is highly recommended. Bicycles must follow same traffic rules as automobiles and, except on campus, they are not allowed to be ridden on sidewalks.

Bus
Free city buses operated by Mountain Line serve the greater Missoula area from Monday through Saturday. Go to: http://mountainline.com/ and an app that helps you track your bus.

ASUM Transportation also offers a bus service (UDash) that runs in the evenings, after the Mountain Line service has stopped. The UDash follows a route around the University, to Lewis and Clark Village, and downtown.

Taxi
Taxicabs are available upon request. You need to call the company and arrange the pick-up and must pay in cash when you get off. Checks, debit cards, or credit cards are not accepted. It is customary that a passenger pays about 15% of the fare for a tip.

Airport Shuttle: 406-543-9416 (airport transportation only)
Yellow Cab Inc.: 406-543-6644
Green Taxi: 406-728-TAXI (8294)
Automobile
An automobile can be very expensive. The cost of maintenance, insurance, license plates, major repairs and operating costs far exceed the actual cost of the car itself. If you have to purchase a car, be sure to go with someone who knows about automobiles and their standard prices.

a. Driver’s License
A valid driver’s license is required to operate an automobile in Montana. In order to obtain State of Montana driver’s license, you must pass a written, a vision and a driving test. To schedule an appointment and learn more about the process go to https://dojmt.gov/driving/driver-licensing/.

b. International Driver’s License & International Driver’s License
In Montana, an International Driver’s License (or a driver’s license from a foreign country) is only valid for 120 days after your arrival. These licenses are not transferable to a Montana driver’s license; therefore you must apply and take the examinations for a Montana license if you wish to drive after 120 days of your arrival. For more information, call DMV at 406-329-1355.

c. Vehicle Registrations and Insurance
To operate an automobile, your motor vehicle must be titled and registered at the county treasurer’s office in the Missoula County Courthouse at 200 West Broadway (406-523-4747). You must pay all taxes and fees at that time. Fees vary based upon the size and age of the vehicle. Once your title process is completed, you will be issued a license plate.

State law requires that all motor vehicles carry adequate liability insurance at all times. You need to purchase the insurance from an insurance company. Different companies offer different rates and coverage, depending on your age, gender, and driving history. Consult the telephone directory’s Yellow Pages under "Insurance" for a list of companies.

d. Maintenance
Each fall you will have to "winterize" your car by adding sufficient antifreeze to the radiator and window washer in order to prevent freezing and engine damage; replacing motor oil; and installing snow tires. Ask in ISS for a special brochure on safe winter-driving practices.

e. Driver’s Responsibility
In Montana, it is the driver’s responsibility to ensure that all passengers use the seatbelts. Also state law requires child safety restraint systems for children under the age of 6 or
weighing less than 60 pounds. It means that, if you have such children, a motor vehicle must be equipped with one child safety restraint (i.e. child seat) for each child, in the back seat of the vehicle, and each child must be properly restrained. For further information regarding driving in Montana, go to https://dojmt.gov/driving/driver-licensing/.

Flights/Air Travel
Several major and local airlines serve the Missoula International Airport at 5225 Hwy 10 W. Missoula, MT 59808. Alaska, Allegiant, Delta, Horizon Air, Northwest Airlines, SkyWest, and United Airlines operate. For more flight information, go to http://flymissoula.com/.

Train
Amtrak serves northern Montana, and is the only available passenger train in the state. The route called “Empire Builder” serves stations in Montana, connecting Chicago, Illinois and Seattle, Washington or Portland, Oregon. For more information, go to http://www.amtrak.com/index.html.

Mailing Services
In the United States, there are several mailing services available for sending letters and shipping parcels domestically and internationally. Different companies offer different rates based upon the packages’ size, weight, and the shipping speed you request. You can go to the Shipping Express in the University Center and consult the staff what is the best shipping option for you. Shipping Express offers services from the United States Postal Service (USPS), FedEx, and UPS.

Shipping Tips

- When you address an envelope in the US, your name, address, and zip code are place upper left-hand corner of the envelope. The name, address, and zip code of the person to whom you are sending the letter are placed in the middle.
- When a letter is to be mailed outside the U.S., the last line of the address must be the name of the country, spelled out completely in block letters (i.e., CANADA). Remember to write "Air Mail” on the envelope.

For Example:
Do not send cash through the mail! Within the United States, send either a personal check, or a U.S. money order (available at a bank or Post Office)

Money and Banking

US Currency
In the United States, the currency is called the Dollar($), and follows the decimal system. Well-circulated coins are: penny (1 cent = 0.01 dollar), nickel (5 cents = 0.05 dollar), dime (10 cents = 0.1 dollar), quarter (25 cents = 0.25 dollar). Dollar bills are available in: 1, 5, 10, 20, 50 and 100 dollar increments.

Banking
1) Checking Accounts and Savings Accounts
A safe, convenient means for paying bills is provided through bank checking accounts. A checking account is opened with a deposit of money in a bank. To pay bills, you can write personal checks (from a checkbook provided by your bank and imprinted with your individual account number, name, address, and telephone number) against the balance in your account. When you pay by check in stores, the cashiers will ask you to show them an identification card.

You must have money in your checking account to write checks or pay with a “debit” card. If you write a "bad check" (when your account does not have enough money to cover the amount of the check), you will be required to pay the amount of the check plus an additional fee. A warrant may be issued for your arrest if you ignore this requirement. Poor money management and irresponsibility in payment of bills can lead to many unpleasant situations

Money not needed for monthly expenses can be placed in a savings account
which will earn interest.

Checking and savings accounts may be opened at any of Missoula's banks. You will need to show your passport and other forms of personal identification to open accounts.

2) Automated Teller Machines (ATMs) and Check/Debit Card
When you have checking or savings accounts at a bank, you can withdraw or deposit money anytime at the bank’s ATMs with a check card (also known as a debit card); ATMs are often located at banks, grocery stores, or shopping centers. Some banks honor the other banks’ check cards with additional charge of a few dollars.

In addition, in many stores there are small computerized machines that read check (or credit) cards at cashiers’ counters. You may choose to purchase things by swiping your card on this machine instead of using cash.

Traveler’s Checks and Money Orders
Traveler’s checks are often used when people travel in and outside of the United States. This is because traveling with a lot of cash is not safe, and often regular checks are not accepted out-of-state. Furthermore, traveler’s checks can be replaced if lost or stolen.

To purchase traveler’s check at a bank, you need to pay the amount you wish to purchase (e.g. $500) with a small handling fee (e.g. $5), and receive the traveler’s check ($500). Certain banks may have traveler’s checks in foreign currency. Be sure to sign the appropriate section on the check as soon as you receive it. You may cash it at a bank or may use it like cash at stores.

Money orders are purchased at any post office (USPS) in the United States as alternative to sending cash through the regular mail. They can be used domestically and internationally, but are generally not recommended because the CANNOT be tracked.

For more information about sending money internationally, go to:
https://www.usps.com/international/money-transfers.htm

Dates
When writing dates, unless specified otherwise, always write the month first. August 31, 2015 or 8/31/2015.
Taxes

1) **Income Tax**
   All the F and J visa holders who are present in the US are also required to file form 8843 with the Internal Revenue Services, even if there are no wages or scholarships received. Every spring semester, ISS invites a tax specialist to conduct a Tax Workshop for international students and scholars.

2) **Sales Tax**
   State of Montana is one of the few states in the United States that does not have sales tax. In other states where there is sales tax, you will be charged 5-10% as a tax of the total sale price of your purchase.

Social Security Number

If you are employed, you will need a Social Security Number. ISS can help you with this process.

Medical Care

Health Insurance

It is very important that you have an adequate health insurance in the United States, because there is no nationalized health care system as in some other countries. Therefore, if you do not have health insurance and become ill, it is your responsibility to pay all the medical expenses. In the United States, medical treatment costs are expensive. Having health insurance eases the financial burden of unexpected medical costs.

All J-1 visitors and their J-2 dependents are required to carry an adequate health insurance during their stay in the United States.

For F-1 students, it is the University policy that they purchase the student insurance plan that CHC provides, or prove that they carry another insurance policy which is equivalent to the student insurance plan.

Hospitals/Clinics

Unless it is an emergency, it is recommended that you go to the Curry Health Center (CHC) on campus.
Medications

Prescription Medications

To purchase prescription medication, a patient must have a doctor’s prescription. You can take this prescription to a drug store, and a pharmacist prepares the medication based on the prescription.

Over-the-counter Medications

Over-the-counter medication allows a patient to choose medication that treats a minor illness without a doctor’s prescription. The medications that customers can purchase at drug stores or grocery stores are all over-the-counter medications.

Emergency

For a life-threatening emergency or a severe accident, you can call emergency at 9-1-1 from any phone for free. However, please note that the emergency room is usually the most expensive medical provider.

Your Family

Child Care

Once you are settled in your new home, you may need to find child care. The Associated Students of UM Office of Child Care, Pre-School & Family Resources has three facilities, one on campus and two in family housing. Unfortunately, these often have waiting lists. Contact their office at 119 University Center or call 406-243-2542 for more information. You can also get a list of child care providers in the community from Child Care Resources (406-728-6446). This agency screens providers and can give you details on the ages and facilities of each provider. There are two types of child care facilities: a small in-home facility and a larger facility (in a school or church perhaps). All licensed providers meet the cleanliness, nutrition and staffing requirements of the state. Their rates also vary. If you child will also be attending school, you may want to look for a provider that offers transportation to and/or from the day care to the school.

Schools

Public schools are free of charge and private schools charge varying fees. You enroll your child at the school they will attend. You may call the School District Administration Office at 406-728-2400 to determine which school has openings.
Your child must be 5 years old (by September 15) to enter school. This is a state law and there are generally no exceptions. You must show your child’s passport and provide immunization records prior to enrolling. For immigration requirements and other enrollment information see: http://www.mcpsmt.org/

The State of Montana basic immunization requirements for public school enrollment are: Polio [3 doses]; Diphtheria, tetanus and pertussis (DPT) [4 doses]; Measles, mumps and rubella (MMR) [1 dose]. There are additional requirements for the upper grades. Since your child will not be allowed to enter the classroom without up-to-date immunizations, it is important to contact the school as soon as possible.

Breakfast and lunch may be provided at the school. The costs of these vary. Each school has its own schedule and prices. Students may also bring their lunch with them each day and perhaps purchase a drink (milk or juice). This may be more comfortable for your children until they adjust to the different foods available at the school.

Parents are expected to participate in activities at their child’s school. Most schools have a parent organization of some sort. You will learn about this through various communications from the school, newsletters, notes home, etc. Periodically, parents are invited to the school to meet with the teacher regarding their child’s progress, this is a very important meeting and every effort should be made to participate. Often on your child’s birthday you can bring a special treat for the students in the class. You should check with your child’s teacher.

**Adult Education and Other Activities**

Classes in English as a Second Language for you and your spouse are provided free of charge through the public schools. Information on these classes can be found by calling 406-542-4015. Recreational courses (e.g., arts, cooking, sewing, and fitness) are offered through the public schools and community organizations. There are various opportunities to volunteer work at local libraries, social agencies, etc., in which many Americans participate. There are many social and special interest groups, such as gardening, game, and sports, which you and your spouse can participate in. Local newspapers and public libraries are good sources of information on all these activities, but you should also consult your colleagues at the university and their spouses.

**Babysitting**

It is possible to hire babysitters to care for your children in your home. Neighbors and colleagues are the best sources of information in locating an appropriate person. If you or your spouse would like to provide babysitting, you should contact ISS regarding any limitations related to your immigration status.
Communications

Most students and scholars use cellular phones for communication. Different cellular phone companies offer different packages. For more information, go to “Cellular” section on the yellow pages of the phone directory.

Living in Missoula

Off-Campus Housing
There is a variety of housing available throughout the Missoula area. Before you attempt to move off-campus you should check with the Residence Life office on campus regarding whether you are permitted such a move.

There are many housing options in the Missoula area, from large houses to apartments and rooms in private homes. You may want to visit the Off-Campus Renter Center in the University Center for assistance with your search.

Lease Agreements and Rental Contracts
A lease agreement or rental contract will list the terms of the monthly rent, payment dates (including deposits), and how to terminate the agreement. Before signing a rental contract or lease, consult with the Off-Campus Renter Center. They will review your lease agreement before you sign it. Once you have a lease, if you are having difficulties with your landlord or rental agency, you should contact ASUM Legal Services in the University Center.

Utilities
If you are renting a house or apartment, you may be responsible for utilities. Utilities include water, electricity and gas (used for heating and sometimes cooking), garbage, and cable. The landlord or rental agency will tell you whether these will be included in the rent, or if you must contact the companies directly. They will also tell you which companies provide service in your area. You will need to call those companies to have service put in your name. A deposit may be required.

Ask the landlord for an estimate of your utility bill, or with his/her permission, contact the utility offices to look up the previous year’s bill. In most areas around Missoula electricity and gas service is provided by Northwestern Energy: 1-888-467-2669. For water service, residents in Missoula contact Mountain Water Company: 406-721-5570. Most residents have garbage service provided by BFI Waste Systems: 406-543-3157
Shopping
Most shops in the US are open from 10:00 am to 6:00 pm, but supermarkets are generally open later.

When entering a store, you may be asked to leave bags, backpacks or large purses, etc. with a store clerk behind a counter. Remember your parcels when you leave.

Supermarkets carry all food items in one store. Some stores handle imported specialty foods. Inquire about such stores through the telephone directory or ISS. To shop economically, watch advertisements for special food prices in the local newspaper, particularly on Wednesdays.

Department stores carry clothing items, household linens, cooking wares and some furniture. An excellent way to save money is to buy when stores have "sales" seasonal, end-of-the-month, price mark-downs. Another way to save is to buy used clothing or furniture at "second-hand" stores (check the "yellow" pages in the telephone book) and from "garage sales" (advertised in the Missoulian, particularly on Fridays and Saturdays, and on Craigslist).

Drugstores sell many things besides medical drugs, such as cosmetics, toys, magazines, gifts. In the United States, almost all drugs (except for aspirin and cold remedies) are sold by a physician's prescription only.

Tipping
Waiters and waitresses at restaurants and hotels, taxi drivers, and barbers/beauticians expect tips. Fifteen percent (15%) of the bill is the usual figure for a tip. You do not tip gas station attendants, people who carry packages in stores, or restroom attendants in stores.

Solicitors
Beware! If door-to-door salespeople ("solicitors") come to your house to sell you items or to ask you to subscribe to magazines, it is best to exercise caution before buying.

Restaurants
There are many restaurants in Missoula. There are two main types: full service restaurants and fast food.

• Food
  Usual meal times as well as cafeteria times are:
  Breakfast 6:30 am to 10:00 am
  Lunch 11:30 am to 2:00 pm
  Dinner 4:30 pm to 7:00 pm
Water and Ice
Water from public sources is meant to be used for human consumption. Tap water in Missoula is usually very safe. Any cold beverage you order will be served with ice unless you request otherwise.

Hunting and Fishing Licenses
Licenses are required for anyone over 14 years of age. You may buy licenses at sporting goods stores. Information about regulations and on hunting and fishing locations are also available there.

Political Activity
It is the policy of the University to encourage the free expression of ideas and the free participation of all students and scholars, including activities involving political or social questions. International students have the same rights to freedom of expression as all other students. They are encouraged to use these rights responsibly.

Time
The United States is divided into 4 time zones: Eastern, Central, Mountain and Pacific. Montana belongs to the Mountain Time zone. In the middle of March the country goes on "Daylight Savings Time" which means the clock is set one hour forward. The clock is set back again on the last Sunday in October. In the States the day is divided into:

- **a.m.** (ante meridian) - from 12 midnight to 12 noon
- **p.m.** (post meridian) - from 12 noon to 12 midnight.
Social Life

Social Customs

Customs differ from country to country. The process of attempting to understand what is observed and finding a comfortable way to live in a new environment can be perplexing for an international student. Moreover, the wide variety of customs and manners and the constant change that characterizes American society makes it difficult to provide a "guide" to social life. Some general American customs will be mentioned to illustrate some things you might find strange and new. Awareness of these customs can help you adjust to the new environment. If there is anything you want to know or don't understand, just ask. You will find that most people try to be helpful and are ready to provide explanations.

First names are used more readily here than in many other countries. Don't be surprised if other students and even professors call you by your first name and expect you to call them by their first name. It is generally appropriate to use first names from the time of introduction if you are approximately the same age as person to whom you are introduced; or when an older person requests that you call them by their first name.

An older woman is addressed as Mrs., Miss, Ms. or Dr. until she asks to be called by her first name. It is the custom to use Mr., Mrs., Dr., etc., with the last name rather than with the first one. In many societies older people are often addressed by such terms as "old man" or "old lady" to convey respect. In the United States, however, such terms are considered derogatory and should be avoided.

Friendship patterns also tend to be casual. When Americans seem warm and open with new acquaintances, this does not mean that close friendships are forming. At social gatherings Americans readily welcome new people and the warmth expressed can be genuine and sincere but confined to that occasion and may not always continue. Close friendships develop as a result of repeated interactions and shared interest between individuals.

Expressions like "see you later," "be seeing you soon," "drop over sometime," "come again," are not to be considered as actual invitations or promises for future invitations. They are used when people part company instead of saying, "good-bye."

In contrast to other countries, dating usually takes place between two people rather than with a large group of people. Students on a date generally go to have coffee or dinner, or to a movie, concert, or party. Dating is not to be taken as indicative of serious feelings or that intimacies are acceptable. Americans do not draw a very distinct line between a date and going out with a friend; unless dating is "steady," that is, exclusively with one person over a period of time.
In general, Americans get involved in many activities, and live more or less by the clock. "Doing" is considered important and "wasting time" in unproductive activities is discouraged. As someone observed, "When people are not busy working, they are busy relaxing."

**Social Invitations and Business Appointments**

Some Missoula residents may want to entertain international students during the year. They will usually extend invitations by phone or written note giving specific time and place. These should be answered promptly and honestly. If you cannot accept or don't want to go, you should say that you cannot attend. Be sure you understand the name of the person who invites you and don't hesitate to ask him/her to spell it for you. If you do accept an invitation, remember the time and have the phone number of your host in case you cannot attend or will be late. Never accept an invitation and then fail to go unless you are ill or another emergency arises. A written "thank you" note or telephone call expressing thanks to your host after a dinner or party is considered courteous. Flowers or gifts for your hosts are not necessary, but are generally appreciated.

For business appointments and speaking engagements, it is important to be prompt and reliable (always do what you say you are going to do). Dentist and doctor appointments, counselor, professor, banker and business appointments begin at the minute named with no possibility of being "early" or "late."

In social affairs there is more flexibility. If you go to dinner in a home, it is wise to arrive no later than 10 minutes after the hour stated, but not before either. In America, it is usually the guest who takes the initiative in leaving. If you are invited for a meal, plan to stay no more than 2 hours after the meal is finished unless you are urged to stay longer. Because most hosts and hostesses do their own work, it is customary for guests to ask if they may assist in any way.

Many social events, other than dinners, give a range of time within which you are expected. Receptions, cocktail parties, picnics, and "open houses" are such events. For large informal events or formal occasions, the letters R.S.V.P. (which means a reply is requested) may appear on written invitations; you must then phone or write either your acceptance or refusal.

When a group of people get together for a "pot luck" dinner, each person or family brings one dish of food.

When you invite friends to visit you, do not feel you must conform to American customs or serve American refreshments. This is an opportunity for your friends to learn something about your style of entertaining and your manner of preparing foods.
Community Friendship Programs

The Missoula International Friendship Program (MIFP) gives international students an opportunity to get to know residents in the Missoula area and learn more about American society and culture. A committee of community volunteers matches interested international students who are new to our campus with area residents for one year. Participants from the community are expected to provide occasional hospitality in their homes and introduction to life in this area. In return, the international student should take the initiative to invite their match to campus and international activities and should make an effort to share his/her culture.

The close contact you maintain with your American friend can be beneficial to both of you. No doubt your community friend will ask you many questions about your country and social customs and will be willing to answer many of your questions that come up from time to time. However, it is generally not wise to discuss with them any financial matters, University problems or other serious difficulties-these you should bring to the attention of ISS. You may access information about MIFP at http://www.mifp.org/

Sharing Your Country (Speakers’ Bureau)

There will be occasions when you will be asked to speak to schools, student groups, churches and civic clubs about your home country. It is advisable that such requests be made through ISS. We can protect you from having too many such requests, and at the same time, give an opportunity to those who are seldom asked. If you cannot accept a request, say "no" gracefully. Don't be afraid to let people know that studies come first; they will not be offended by your refusal if you explain your reasons to them. Let ISS know if you would like to give talks relating to your country and culture.

Social Activities

Academic work at the University level should be supplemented with a variety of cultural, social and athletic activities. Dances, lectures, entertainment and exchanges are part of campus life, which will not only provide recreation but enrich your education as well. Try to join in wherever possible as such activities can be of great value to your total educational experience.

Holidays

The following legal holidays are observed throughout the United States:

New Year's Day, January 1
Martin Luther King, Jr. Day, Third Monday in January
President's Day, Third Monday in February
Memorial Day, Last Monday in May
Independence Day, July 4
Labor Day, 1st Monday in September
Veterans' Day, November 11
Thanksgiving Day, 4th Thursday in November
Christmas Day, December 25

Thanksgiving is a national holiday comparable to harvest festivals held in other countries. Thanksgiving is probably one of the most important celebrations in the U.S., with families often traveling long distances to be together. A typical Thanksgiving observance consists of an elaborate dinner featuring turkey, many different side dishes, and pumpkin pie.

Halloween (October 31) is a uniquely American celebration. Originally, this was All Hallows' Eve, the night before All Saint's Day, when it was believed that the dead returned to roam the earth as ghosts. Now, children dress in costumes and visit their neighbors for sweets. This custom is called "trick or treat." Adults also dress up for Halloween costume parties, carve pumpkins for display and decorate their home with scary props.

St. Valentine's Day (February 14) is the day for telling someone that you care about him or her. Children generally exchange cards with their classmates. It is an occasion where friends and loved ones exchange cards, sweets and/or flowers.

Birthdays. Adults often observe their birthdays with a small party, a birthday cake and gifts or by going out to dinner with friends. Children often celebrate the day of their birth with a party at home. They invite a few friends; have refreshments (including a cake with candles to represent each year of the child's life) and games. Each guest brings an inexpensive gift for the child. In some elementary schools there is an observance of the birthday in the classroom where parents provide the refreshments.
WEIGHTS AND MEASURES

Temperature

<table>
<thead>
<tr>
<th>Fahrenheit</th>
<th>Celsius</th>
</tr>
</thead>
<tbody>
<tr>
<td>32 (freezing)</td>
<td>0</td>
</tr>
<tr>
<td>41</td>
<td>5</td>
</tr>
<tr>
<td>50</td>
<td>10</td>
</tr>
<tr>
<td>68</td>
<td>20</td>
</tr>
<tr>
<td>86</td>
<td>30</td>
</tr>
<tr>
<td>104</td>
<td>40</td>
</tr>
<tr>
<td>212 (boiling)</td>
<td>100</td>
</tr>
</tbody>
</table>

- To change Fahrenheit to Celsius, use: \( C = (F - 32) \times \frac{5}{9} \)
- To change Celsius to Fahrenheit, use: \( F = (C \times \frac{9}{5}) + 32 \)

Weight

<table>
<thead>
<tr>
<th>US Measure</th>
<th>Metric</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.035 ounces</td>
<td>1.0 gram (1g.)</td>
</tr>
<tr>
<td>1.0 ounce (1oz.)</td>
<td>28.57 g</td>
</tr>
<tr>
<td>16 oz. = 1 pound (1 lb.)</td>
<td>457.12 g</td>
</tr>
<tr>
<td>2.2 lb.</td>
<td>1.0 kg</td>
</tr>
<tr>
<td>2000 lb. = 1 ton (1 t.)</td>
<td>909.09 kg</td>
</tr>
</tbody>
</table>

- To change kilograms to pounds, multiply the number by 2.2.

Distance

<table>
<thead>
<tr>
<th>US Measure</th>
<th>Metric</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.39 inches</td>
<td>1 centimeter (1 cm.)</td>
</tr>
<tr>
<td>1.0 inch (1 in. or 1&quot;)</td>
<td>2.54 cm</td>
</tr>
<tr>
<td>12 in. = 1 foot (1 ft. or 1’)</td>
<td>30.48 cm</td>
</tr>
<tr>
<td>36 in. = 3 ft. = 1 yard (1yd.)</td>
<td>91.44 cm</td>
</tr>
<tr>
<td>39.37 in. = 3.28 ft. = 1.09 yds</td>
<td>1 meter (1 m.)</td>
</tr>
<tr>
<td>0.625 miles</td>
<td>1 kilometer (1 km.)</td>
</tr>
<tr>
<td>5.280 ft. = 1 mile (1mi.)</td>
<td>1.61 km.</td>
</tr>
</tbody>
</table>

- To change kilometers to miles, multiply by .62.

Volume

<table>
<thead>
<tr>
<th>US Measure</th>
<th>Metric</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 cup = 8 ounces (oz)</td>
<td>.24 liters</td>
</tr>
</tbody>
</table>
2 cups = 16oz. = 1 pint (1pt.) = .4732 liters
32 oz. = 2 pts. = 1 quart (1 qt.)= .946 liters
1.05 qt. = 1 liter
4 qts. = 1 gallon (1gal.) = 3.7853 liters