



MSU BILLINGS

STUDY ABROAD APPLICATION CHECKLIST

Office of International Studies - Cisel 202 – 1500 University Drive - Billings, MT 59101-0245

Your complete application must include the following items:

Phase 1: Application

1. **Study Abroad Application.** Please type this form or print in ink.
2. **Personal Essay.** All applicants must include a one-page typed explanation of what you hope to achieve in this program both academically and personally.
3. **\$150 Application Fee (Non-refundable).** Please pay your fee to the Business Office on your student account marked “Study Abroad Application Fee.” Please attach your receipt to the application.
4. **Study Abroad Course Approval Form.** All students studying abroad must consult with their faculty or academic advisor to discuss selection of courses for this program. You will need to have this form signed by your Academic Advisor and the Registrar.
5. **Budget Form.** All students studying abroad must fill out a budget form in order to assess the cost of studying abroad. If a student plans on receiving financial aid, they must meet with Financial Aid and have this form signed by the Director.
6. **Two Academic Reference Forms.** Contact two faculty members (professors or academic advisors) to complete the Academic Reference forms.
7. **Unofficial Transcripts.** Please include a copy of your unofficial transcripts.

Phase 2: Documentation

8. **Passport.** Please include a copy of the front page of your passport (which includes your picture, passport number, expiration date, etc.).
9. **Health/Emergency Treatment Authorization.** Complete all spaces, sign and date. All students must receive a basic physical exam. Please attach doctor’s form.
10. **International Health Insurance Form.** Complete all spaces, sign and date. Please attach proof of medical insurance policy (indicating international coverage).
11. **Agreement to Participate.** Sign and date.
12. **Proof of Payment.** Please attach receipt showing proof of payment for tuition and a copy of your financial aid award letter (if applicable).