

NON-DEGREE AND EXCHANGE STUDENT INFORMATION

AUGUST 2025-MAY 2026



Not for school, but for life

CONTACT INFORMATION

Full Name of the College	Carroll College
Inbound Student Exchange Coordinator	Julia MALMO; intl@carroll.edu
Inbound Student Academic Advisor	Shannon ACKERET; sackeret@carroll.edu
Outbound Student Exchange Coordinator	Shannon ACKERET; sackeret@carroll.edu
Office Postal Address	1601 N. Benton Ave, Helena, MT 59625
Office Physical Campus Address	Julia: O'Connell Hall Admission Office Shannon: Borromeo Hall 110
Telephone Number	Julia: +1-406-447-5575 Shannon: +1-406-447-4469
Website	https://www.carroll.edu/admission-aid/apply/international-students
Emergency Contact	Carroll College Residential Living on call phone number is +1-406-459-0450.
US Emergency Number from any phone	9-1-1

ADMISSIONS PROCEDURE

Application Deadline	For August Start Date: 1 June For January Start Date: 1 November
Application Documents	Non-Degree application , financial statement & official transcripts. IREX, UGRAD and ISEP students applying through that organization do not have to submit financial documents.
Language Requirement	TOEFL = 80 (20 in each band) IELTS = 6.0 or higher Duolingo = 105 or higher (90 or higher in each section)
Minimum GPA Requirement	2.8 on a US Scale of A-F (4.0 Scale)

VISA

All international non-degree students require a student visa. Except in the case of IREX, UGRAD or ISEP, the immigration form is issued by Carroll upon receipt of official confidential financial documents, a signed confidential financial statement and exchange application. In order to maintain lawful status in the US, students must take a course load of at least 12 US credits.

ACADEMIC CALENDAR FOR 2025

SEMESTER 1: AUGUST – DECEMBER 2025

Official arrival date	August 17
Mandatory orientation for exchange students	August 17-19
Course registration and add/drop period	August 20 -27
Term dates	August 20 - December 11
Examination period	December 8-11
Term breaks	October 17 - 21 (Fall break) November 26 - 28 (Thanksgiving break)

SEMESTER 2: JANUARY – MAY 2026

Official arrival date	January 11
Mandatory orientation for exchange students	January 11
Course registration and add/drop period	January 12-20
Term dates	January 12 - May 7
Examination period	May 4 - 7
Term breaks	March 9 - 13 (Spring break) April 3 - 6 (Easter break)

EXCHANGE BENEFITS

Tuition and undergraduate fees	International non-degree and exchange students will not be assessed tuition for a course load of between 12-19 US credits. Any credits that exceed the full-time load of 12-19 will be assessed at the per credit rate of approximately \$1,630/credit. Please be prepared to pay these fees before arriving on campus. See how to pay below. UGRAD and IREX students are exempt from this payment as the fees are paid by the sponsor.
Room and board	The Global Learning Office will secure housing and the meal plan. Most exchange students live in St. Charles Hall and have the Silver meal plan. Exchange students are not allowed to live off campus and on-campus housing in Carroll residence halls is guaranteed.
Class fees	Any classes that carry an additional class fee, such as a lab fee or other participation fee are the responsibility of the student. These fees range from \$20-\$500 depending upon the class. All class fees are posted in the schedule of classes in the fee's column.

PAYMENTS

To pay your room and board fees online, please go to your student OKTA account and pay through your Saints Account Center.

You will need your Carroll College ID number to pay your fees on-line.

Course registration information is sent to the student in mid-May for August start students and mid November for January start students. Regardless of the registration date, any additional course fees are due by 1 July for classes starting in August and 1 January for classes starting in January. Course fees that are paid after these dates will incur a \$100 late fee.

INTERNATIONAL STUDENTS ARE NOT ALLOWED TO SIGN UP FOR THE CARROLL PAYMENT PLAN POLICY.

Students who do not obtain a student visa are eligible for a refund of the enrollment deposit. Other students who have paid the deposit, but do not attend are not eligible for a refund unless it is deemed medically impossible to participate in the exchange.

ESTIMATED LIVING COSTS

Food / Meals	Unlimited meals/week = approximately \$3,296/semester. All students who live on campus are required to purchase a meal plan.
Academic Expenses	\$500-\$800/semester for books and supplies
Transportation	There is a shuttle bus that runs Monday through Friday and stops at Carroll as well as shopping areas and the hospital.
Other	\$500/semester for personal expenses (estimated)

ACCOMMODATION

On-campus accommodation	Double room residence halls with shared baths = approximately \$2955/semester. Some apartments might be available, but they are <i>extremely limited</i> and cost more than the traditional double room.
Fees and method of payment	Except in the case of UGRAD, IREX and ISEP, students must pay for housing before arrival.
Meal plan	Meals are provided in the St. Thomas Aquinas Commons. Unlimited meals a week are included in the full meal plan. There is also a small coffee shop and store where students can buy additional items.
Are on-campus rooms available upon arrival?	Yes, on the official arrival dates.

Residence hall room amenities, Wi-Fi and email.	<p>Non-degree students are normally housed in St. Charles Hall. No phones are provided in residence hall rooms, and the campus is completely wireless. All halls are heated and have full kitchens and laundry rooms. Most students buy a cell phone soon after arrival and purchase a phone/text only plan and text using Wi-Fi rather than data plans. Unlocked phones are recommended so that a sim card can be purchased in Helena. Should a student purchase a sim card in advance, please note that Helena's only wireless providers are AT&T (limited), T-Mobile (limited) or Verizon. Sprint is not available at all in Montana and a sim card using the Sprint network will not work. All exchange students are assigned a Carroll email account after course registration, which takes place about a month before the start of the semester.</p> <p>Carroll provides exchange students sheets, a blanket, a pillow, and a towel on a <i>loan</i> basis so that students do not have to bring these with them.</p>
Community Living Website	https://www.carroll.edu/campus-life/housing-dining

ACADEMIC INFORMATION

Level	Non-degree status
Duration of exchange	One semester or a full academic year
Programs	All majors except nursing; education with prior permission
Language of instruction	English
Number of hours per week per course	3-4 depending upon the class
Number of weeks of study	15-16
Required number of courses	4-5 (12-15 US credits)
Language facilities and support	Free tutoring in many subjects and free help with writing at the Writing Center.
Courses not open to exchange students	Non-degree students are not allowed to register for nursing courses. Education and Anthrozoology courses must be approved by the department before registration.
Courses available to exchange students	<p>Our entire course catalog can be found here: https://carroll.smartcatalogiq.com/2024-2025/academic-catalog/ Course schedules for the upcoming semester can be found here: https://sfss.carroll.edu/Student/Courses</p>

Course registration period	Students can pre-register using the exchange student pre-registration form that is sent to them a few months before arrival. The Global Learning Office will register non-degree students for classes approximately 6 weeks before the start of the upcoming semester.
Course syllabus	Syllabi are provided to students IN CLASS and not before
Credit system	US credits (3 hours /week *15 weeks = 45 hours of class time and 3 US credits)
Grading system	A-F (some instructors use the +/- system as well)
Transcripts	Must be requested by the STUDENT at the end of the exchange period through the National Student Clearinghouse . Transcripts cost \$10 for US mailing and are higher for international mailing. Students are responsible for this payment.

AIRPORT PICK-UP

New students arriving on the official arrival date will be met at the Helena Regional Airport by a current Carroll student or staff member. **The airport code is HLN**; please share this with your travel agent when booking your tickets. The person greeting you at the airport will be holding a sign with “Carroll College” on it.

All flights to Helena arrive via Denver Colorado; Salt Lake City, Utah; Seattle, Washington; Portland, Oregon or Minneapolis, Minnesota. Students will be asked to provide travel details at least 2 weeks in advance to receive this free service.

Students are asked to call in case of travel delays so they can be sure to meet you at the airport. You will be provided the phone number of the person meeting you at the airport so that you can call or text in case of delays.

MANDATORY HEALTH / MEDICAL INSURANCE

Students must provide their own insurance that meets the US State Department requirements for J1 visa holders:

- Lifetime maximum: \$300,000 (some companies offer up to \$1,000,000)
- Per event maximum: \$200,000 (some companies offer up to \$500,000)
- Medical evacuation: \$50,000 (some companies offer an unlimited amount)
- Repatriation of remains: \$25,000 (some companies offer up to \$250,000)

Students must also consider the following:

- Deductible, which is the amount per event that a student is required to pay
- Co-insurance, which is the amount that you pay for any treatment
- Network coverage, which offers less expensive treatments by seeing a network doctor or going to a network hospital
- Will the coverage apply to you while in your home country or just inside the US?
- If you are going to play competitive sports, will this plan cover you?
- What are the exclusions, meaning what will the company NOT pay for?

EMPLOYMENT

Employment Opportunities for Exchange Students	The food service and language tutoring center are the most common places for international students to work.
Employment Regulations	Students cannot accept on-campus work without prior approval. Students who are approved cannot work more than 20 hours each week. Academic training may be available to students after their exchange period has ended. Students cannot accept any position that is a WORK STUDY position. These jobs are only open to qualified US citizens and permanent residents.

DRIVING

Students must have an international driver's license to drive a car in Montana. Most car rental companies in the US will not rent a car to those under 25. Carroll does not recommend that you drive while a student here. The campus is centrally located and many students will have cars and will offer you rides if necessary.

Global Learning Office
1601 N Benton Avenue
Helena, MT 59625 USA
+1-406-447-4469