

2009 ADMISSIONS PROCEDURES – SHEFFIELD SCHOOL - 4 Weeks Course (International Students)

Dear Prospective Student:

Once you receive our package of information, you will notice that an **Application** may be included. If it is missing or lost, you can also print the 4-week course application from our web site or on the Sheffield CD.

1. **Complete and submit the Accelerated Course "Prior Experience Form"** at <http://www.sheffield.com/priorxpcform.html>. Once the pre-qualification email is received from Sheffield School, proceed to the next step.

2. **Send us the correct, completed application** with the \$1,500.00 Phase I tuition fee, the \$200.00 (I-20) processing fee, and the \$1000.00 tuition deposit (total \$2,700.00) in order to begin the enrollment process. **We will send you, via express mail, all necessary paperwork required to apply for your visa, arrival instructions, as well as an Enrollment Agreement, etc.**, which must be completed, signed and returned to us with the necessary deposits. The amount depends on whether or not you need housing, additional courses etc. – list of deposit fees are in our material, on the Enrollment Agreement, and on the web site. (see www.sheffield.com/pricing.html)

Please print clearly and complete all fields correctly on the Application. The name must exactly match the name in your current passport. Please specify your birth date by writing out the month, i.e. July 2, 1980. Your address must be your current address, since that is used for your Visa and your mailing address for FAA paperwork and certification. International students should send their application at least 2-3 months prior to residency class start date.

Send us your documentation (included with your Application) verifying your prior aviation experience and/or training. This may include copies of flight certificates, flight logs, military training records, college degree copies, etc..

3. After we receive your application with the required fees and your documentation we will upload your requested User ID and Password online in order to access the Distance Learning Courses (Phase I) and **send you a confirmation email.**

4. Your **final balance of the tuition(s) is due 30 days prior to the first day* of the Phase II Residency class.** All monies may be paid via the following acceptable methods: cash, money order, traveler's checks, wiring or credit cards (Visa and MC only). (You can locate the Credit Card Authorization Form online at www.sheffield.com/pdf/files/creditcardfax.pdf, which must be faxed to us (954-584-8980). **All international checks must have a U.S. corresponding bank on it.**

You MUST bring a **CURRENT passport*** AND an additional **CURRENT photo ID*** on the first day of class and your original stamped, sealed and passed FAA ADX Airmen report.

Notes: The FAA Aircraft Dispatcher Knowledge (ADX) test is a prerequisite; however, some international students may not be able to take the test outside the U.S. – contact us for instructions.

Housing provided by Sheffield may be available. Contact us for details. If housing is not reserved before you arrive and you do not make your own housing arrangements (hotels, etc.), we may not be able to help you at all.

*All names on all IDs must MATCH EXACTLY!!!

If you have any other questions, please feel free to contact us.

Kind regards, _____

Katja Morris – Admissions Director - Sheffield School of Aeronautics (est. 1948)
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