

2009 ADMISSIONS PROCEDURES – SHEFFIELD SCHOOL – 6 Weeks Course (International students)

Dear Prospective Student:

Once you receive our package of information, you will notice that an **Application** is included. If it is missing or lost, you can also print the 6-week course application from our web site or on the Sheffield CD.

1. **Send us the correct, completed application** with the \$500.00 registration fee, the \$200.00 (I-20) processing fee, and the \$1000.00 tuition deposit (total \$1,700.00) in order to receive the I-20 form for the M-1 Student Visa and begin the enrollment process. We also recommend sending the housing fees if you require Sheffield-provided housing since it fills quickly and we only hold a housing reservation once the full housing fee is received. 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 8-10 weeks prior to class start date.

2. After we receive your application with the necessary fees **we will send you, via express mail, all necessary paperwork, acceptance letter, I-20 Form, visa instructions and housing information (if needed), 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)

3. Your final balance of the tuition(s) is due on the first day* of 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/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. All names on all IDs must MATCH EXACTLY!!!

Notes: It will be an advantage for you to study ahead of time for the FAA Aircraft Dispatcher Knowledge (ADX) test. You can find study help on our web site and actually practice by taking sample ADX tests at no charge.

If housing is not reserved before you arrive you most likely will not be able to get into the school housing. Hotels can also be difficult to reserve in the area depending on the time of year. They are also expensive.

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

Kind regards,

Katja Morris – Admissions Director
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