

2009 ADMISSIONS PROCEDURES – SHEFFIELD SCHOOL
Distance Learning + 5-Day Residency 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 Distance Learning/5-Day Residency course application from our web site or the Sheffield CD.

1. Send us the correct, completed application with the nonrefundable \$1,500.00 Phase I fee. If an I-20 form for the M-1 student visa is needed, we suggest sending the \$200 I-20 processing fee as well. 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 Phase II class start date. You can find our complete Catalog on our web site, as well as payment information including credit card information.

Acceptable methods of payment include: money order, cash, traveler's checks and credit cards (Visa and MC only). You can find a credit card payment form on our web site <http://www.sheffield.com/pdf/files/creditcardfax.pdf>, which is to be faxed to us (954-584-8980).

2. After we receive your application with the necessary fee, we will upload your requested User ID and Password online in order to access the Distance Learning Courses (Phase I). **We will send you a confirmation email and an Enrollment Agreement for Phase II via regular mail**, which must be completed, signed and returned to us with the Phase II tuition. (Due at least 30 days prior to the Phase II Residency start date.) We reserve a spot in the 5-day Residency Phase of the class for you only after we received the tuition with the Enrollment Agreement.

3. After we have received the 5-day Residency Phase payment **we will send you an acceptance letter and arrival instructions.**

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.

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

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