

## 2011 ADMISSIONS PROCEDURES – SHEFFIELD SCHOOL - 3 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 3-week course application from our web site.

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. (Do not worry if you lack experience – other prerequisites more than make up for a limited aviation background.)

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 \$1,000.00 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](http://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.

**If applicable, 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.. (Again, this is not absolutely mandatory, but allows us to get a complete picture of our applicants.)

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

4. Your **final balance of the tuition(s) and signed Enrollment Agreement are 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, Discover, and MC only). (You can locate the Credit Card Authorization Form online at [www.sheffield.com/pdf/creditcardfax.pdf](http://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 BOTH a **CURRENT passport** AND an additional **CURRENT, government-issued photo ID** on the first day of class. All names on all IDs must MATCH EXACTLY!!! Also, bring your original stamped, embossed 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.

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

Kind regards,

Brett Bories – Admissions Director - Sheffield School of Aeronautics (est. 1948)  
[admissions@sheffield.com](mailto:admissions@sheffield.com)

June 30, 2010