

2012 ADMISSIONS PROCEDURES – SHEFFIELD SCHOOL - Distance Learning+5-Day Residency Course (Int'l 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.

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. Please print clearly and complete all fields correctly. You can find our complete Catalog on our web site, as well as payment information including credit card information. 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 4-5 months 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.

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.)

Acceptable methods of payment include: money order, cash, traveler's checks and credit cards (Visa, Discover, and MC only). You can find a credit card payment form on our web site, which must be faxed to us (954-584-8980).

3. After we receive your application with the necessary fees and any submitted 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 and an Enrollment Agreement for Phase II via regular mail**, 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 and on the web site (see www.sheffield.com/pricing.html)

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**. We only accept cash, money order, traveler's checks, or credit cards (Visa, Discover, and MC only). **No personal checks.**

Only after we receive the tuition deposit with the Enrollment Agreement for Phase II will we reserve a spot in the class for you. (same for the housing)

4. After we have received all the necessary payments, we will send you an **acceptance letter, arrival instructions, and housing information (if needed)**.

Please bring BOTH a CURRENT passport* AND **an additional CURRENT, government-issued photo ID*** on the first day of class. ALL STUDENTS – ***must bring 2 forms of ID with names on both IDs matching exactly**. Also, bring your original stamped, embossed and passed FAA ADX Airmen report. [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.]

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,

Michelle Enzweiler – Admissions Director - Sheffield School of Aeronautics (est. 1948)

admissions@sheffield.com

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