ENROLLMENT CHECKLIST

Administrative Campus: Piazza Indipendenza 4, 50129 Florence Italy
Admissions Office: 10004 Wurzbach Road #231, San Antonio, TX 78230

STEPS FOR ENROLLING AT SRISA

1. **For application complete the following:**

   - **Enrollment Application:** www.santareparata.org/application/apply_online.php
   - **Housing Application:** www.santareparata.org/application/semester_housing.php
   - **Send most recent official transcript to:**

     SRISA Admissions / 10004 Wurzbach Road #231 / San Antonio, TX 78230

2. **Once above items are submitted, accepted student will receive:**

   - An acceptance letter by email with statement for program and housing deposits along with tuition and fees (to be officially enrolled in SRISA student must have paid deposits). Payment Options:

     - Online, through MySRISA: www.santareparata.org/admissions/payment
     - Credit Card, by calling 210-340-2675 (4% transaction fee applies)
     - Check, mailed SRISA Admissions address above

3. **Once enrolled they will receive an Enrollment Packet with the following items:**

   - Official enrollment letters to apply for Student Visa (Semester only)
   - Updated Statement for tuition, housing, and activities fee
   - Student visa information (Semester only)
   - Enrollment policies and program specific information

4. **Additional information that will be sent by email:**

   - Program calendar and field trip application form
   - Pre-departure handbook
   - Arrival information
   - Packing checklist
   - Cell phone rental information

Forms and materials to be returned to the SRISA Registrar before departure:

- Course Registration: http://www.santareparata.org/admissions/forms/
- Liability and Behavior Contract: http://santareparata.org/forms/waiver.php
- Passport Information Form: http://santareparata.org/forms/passport.php
- Housing Agreement: http://santareparata.org/forms/housing_rules.php
- Scan of Passport photo and visa pages (Visa for Semester only)
- Digital facial photograph (Semester only)

BEFORE DEPARTURE

Remember to obtain a current passport valid at least 3 months after the end of your program and to apply for your student visa allowing for a minimum of 3 weeks processing time.
Check with your home institution about transfer of credits. It is the student's responsibility to obtain these materials. More information can be found on our website at: www.srisa.org

Please contact us with any questions or concerns at (210) 340-2675*
or by e-mail at info@srisa.org

* Calls to the US office forward free of charge to the Florence, Italy office, open 10am-6pm Central European Time