



ENROLLMENT CHECKLIST

In the heart of Florence since 1970

Fine Arts | Liberal Arts | Design

1. For application complete the following:

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

SRISA Admissions / 921 South St. Mary's Street, San Antonio, TX 78205-3452
Or, official electronic transcript sent to admissions@srisa.org

2. Once above items are submitted for acceptance, 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: <https://srisa.org/payments> (3% transaction fee applies)
 - Credit Card, by calling 210-340-2675 (4% transaction fee applies)
 - Check, mailed SRISA Admissions address above

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

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

5. Forms and materials to be completed before departure:

- Course Registration: <https://srisa.org/forms>
- Liability and Behavior Contract: <https://srisa.org/forms/waiver.php>
- Passport Information Form: <https://srisa.org/forms/passport.php>
- Housing Agreement: https://srisa.org/forms/housing_rules.php
- Scan of Passport photo and Visa pages (Visa for Semester only)
- Digital facial photograph sent to admissions@srisa.org

BEFORE DEPARTURE

Remember to obtain a current passport valid at least 6 months after the end of your program and to apply for your student visa allowing for a minimum of 6 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 info@srisa.org