## STEPS FOR ENROLLING AT SRISA

1. **For application complete the following:**
   - Enrollment Application: [www.santareparata.org/application/apply_online.php](http://www.santareparata.org/application/apply_online.php)
   - Housing Application: [www.santareparata.org/application/semester_housing.php](http://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:
     - 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/](http://www.santareparata.org/admissions/forms/)
- Passport Information Form: [http://santareparata.org/forms/passport.php](http://santareparata.org/forms/passport.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.santareparata.org](http://www.santareparata.org)

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**Please contact us with any questions or concerns at (210) 340-2675**

* or by e-mail at info@santareparata.org

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