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](https://srisa.org/application/apply_online.php)
   - Housing Application: [https://srisa.org/application/semester_housing.php](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](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](https://srisa.org/forms)
   - Liability and Behavior Contract: [https://srisa.org/forms/waiver.php](https://srisa.org/forms/waiver.php)
   - Passport Information Form: [https://srisa.org/forms/passport.php](https://srisa.org/forms/passport.php)
   - Housing Agreement: [https://srisa.org/forms/housing_rules.php](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](http://www.srisa.org)

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