

SPRING IN FLORENCE SPRING 2011
STUDENT'S CHECK LIST

Please Print

Name: _____ Student ID #: _____
Day Phone: _____ Evening Phone: _____ Cell Phone: _____
E-mail Address: _____

Please note the priority application deadline is Friday, October 15, 2010.

Please use this check list to be sure that all steps are taken and that nothing is overlooked.
IMPORTANT: If you will be applying for financial aid, please read #3 before enrolling with AIFS.

1. Complete the online application at WWW.AIFSPARTNERSHIPS.COM/NCSAC
 - a. Go to: AIFSPARTNERSHIPS.COM/NCSAC
 - b. Next page to the far right, click on "Enroll" (make sure you use the same name as your passport (full legal name) and answer the questions on the time you get up and go to bed honestly. You don't want to be paired with someone with a totally opposite schedule. Also, medications need to be listed in case of an emergency).
 - c. Then click on the "Click here to Complete Your Enrollment Form"
 - d. Complete the enrollment form and make your deposit on the AIFS website. (You will need to make the \$450 deposit before we will give you Priority Registration).
 - e. Be sure to print out the required forms (after the Confirmation page) that need to be sent to AIFS requiring a signature, along with a copy of your passport, and the 4- 2x2 passport photos. Send the originals to AIFS and bring a copy of the Agreement & Release form to the SRJC Study Abroad office.
 - f. Once you have completed the AIFS Enrollment Form on the AIFSPARTNERSHIPS.COM website, you will be contacted by Lynn Dolce of the Study Abroad Office to setup an appointment for you to come in and review your paperwork **starting August 27, 2010. Please wait for us to contact you.** In the meantime, contact Jeanette Benfarhat, your Florence instructor for Spring 2011 @ jbenfarhat@santarosa.edu or call her at (707) 527-4223 to get information about her Informational Meetings.
 - g. Once you have an appointment, bring all of the following to the Study Abroad Office at Santa Rosa Junior College, Bussman Hall, Room 1496 at the earliest possible time in order to qualify for Priority Registration (last day to accept applications before going to "space available basis" is November 1, 2010). Please apply online to each of the four colleges in the consortium (Santa Rosa Junior College (SRJC), College of San Mateo (CSM), Diablo Valley College (DVC), and Cosumnes River College (CRC). When you apply, make sure you indicate that you are a California resident (if you are) so that you are not charged "out of state" fees while you are abroad. Also, keep your Student ID number from each college for reference.

See next page for information about what to bring to your first appointment at SRJC's Study Abroad Office.

BRING to Study Abroad Office:

- This Check List
 - Copy of your transcript, unofficial is fine
 - Photocopy of your passport information page (the page with your picture). Note: If you do not have a passport, apply now. **DO NOT WAIT**. Bring us a copy when you get it or bring it in and we will make a copy. **Make sure your passport is valid for 6 months after return to the States).**
 - Bring in your 4 - 2 inch by 2 inch passport photos, we will copy one for our files.
 - Bring in the AIFS Agreement & Release Form, Course Preference Sheet, and the signed Liability Waiver and AIFS Consortium Agreement (these forms can be found on the SRJC Florence Spring 2011 website.
 - Bring in your Student ID number from each college in the consortium.
 - Financial Aid papers (if applicable)
 - Scholarship applications (if applying – not required). For more information about scholarships and application deadlines see the Study Abroad Florence page at the SRJC website (look for scholarship link).
2. Are you a student in the Sonoma County Junior College District (Santa Rosa Junior College)?
- Yes
 - No College previously attended _____
- How many degree applicable units have you completed prior to the Fall 2010 term? _____Units
How many degree applicable units will be completed by the end of the Fall 2010 term? _____Units
3. Are you a Financial Aid applicant? Yes No

PLEASE NOTE: If you are a Financial Aid applicant, be sure you read the Agreement and Release Form on the AIFS Enrollment Form as there are financial penalties for withdrawal deadlines.

If yes, I have completed the following steps:

- submitted the FASFA on date _____ **VERY IMPORTANT STEP: added the Title IV Codes to my FASFA for all of the colleges involved in this program (CSM – 001181, SRJC – 001287, DVC – 001191, CRC – 007536)**
- ..made an appt to see Margaret Mann at SRJC Financial Aid office to complete FAFSA for Study Abroad (by no later than October 18)
(Bring AIFS Financial Aid Verification Forms with you to your appointment with Margaret Mann)
- I will be participating in the program with or without Financial Aid, I understand that there are financial penalties for withdrawal.

Signature of Applicant

**Santa Rosa Junior College
Study Abroad Office
1496 Bussman Hall
1501 Mendocino Avenue
Santa Rosa, CA 95401
(707) 527-4441**