

**SPRING 2018 IN FLORENCE, ITALY**  
**STUDENT'S STEPS TO ENROLLMENT**

*Please Print*

Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

*Please note the priority application deadline is Friday, September 29, 2017*

General application deadline is Monday, October 23, 2017

Late applications will be accepted on a space available basis

IMPORTANT: If you will be applying for financial aid, please read #3 before enrolling with AIFS

**First, ENROLL WITH AIFS by clicking on the following link:**

**<https://secure.aifsabroad.com/Partnership/application/welcome.aspx?cpi=QGNHYHA18UJPI>**

1.

- a. From the above link, go to where it says "Click here to complete your enrollment form." (Make sure you use the same name as your passport and answer the questions honestly.)
- b. 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).
- c. Once you have completed the AIFS Enrollment Form *and* have made your deposit on the AIFS website, you will be contacted by Patty Warne of the Study Abroad Office to set up an appointment for you to come in and review your paperwork. In the meantime, if you have questions, you may contact her at [pwarne@santarosa.edu](mailto:pwarne@santarosa.edu) or (707) 527-4441, or you may contact Terry Mulcaire, your Florence instructor for Spring 2018 at [tmulcaire@santarosa.edu](mailto:tmulcaire@santarosa.edu) or call him at 707-535-3728. You are encouraged to attend one of Prof. Mulcaire's informational meetings that will take place sometime after the Fall 2017 semester begins. Check the Florence 2018 website under the Information link (<https://study-abroad.santarosa.edu/florence-spring-2018-information>) for meeting dates and times; we'll also post them on the Study Abroad office window, Rm. 1525.
- d. Once you have an appointment, bring all of the following to the Study Abroad Office at Santa Rosa Junior College, World Languages Lab/Emeritus Hall, Room 1525 at the earliest possible time in order to qualify for Priority Registration. Eventually you'll apply online to each of the four colleges in the consortium that you're taking a class though--Santa Rosa Junior College (SRJC), Skyline College (SKY), American River College (ARC), and Diablo Valley College (DVC)--but not until **after** these colleges contact you for registration. But when you do apply, make sure you indicate that you are a California resident (if you are) so you are not charged "out of state" fees while you are abroad. Also, keep your Student ID number from each college for reference.

**BRING to Study Abroad Office:**

- ☐ Copy of this Students Steps to Enrollment Form.
  - ☐ Photocopy of your passport information page (the page with your picture). Note: If you do not have a passport, **apply for one 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 your Spring 2018 semester ends (valid through October 27, 2018).**
  - ☐ Bring in two 2" x 2" passport photos.
2. Bring in the Course Preference Sheet (under "Florence Spring 2018 Classes": <https://study-abroad.santarosa.edu/sites/study-abroad.santarosa.edu/files/Flo18-Course-Preference-Sheet.pdf>), and the signed Liability Waiver and Consortium Agreement (these can be found at the bottom of the Application Information webpage, at <https://study-abroad.santarosa.edu/florence-spring-2018-application-process>)
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. Study Abroad students must contact Margaret Mann in Financial Aid ONLY (see Financial Aid link on SRJC Study Abroad web page)**
- If yes, I have completed the following steps:
- ☐ Filled out and submitted the 17/18 FASFA
  - ☐ **VERY IMPORTANT STEP: added the Title IV Codes to my FASFA for all of the colleges involved in this program: SRJC – 001287; DVC – 001191; two colleges for the Los Rios District: SCC – 001233 & ARC – 001232; and two colleges for the San Mateo District: Skyline – 007713 & Cañada College – 006973.**
  - ☐ Made an appointment to see Margaret Mann of Financial Aid (524-1545 or [mmann@santarosa.edu](mailto:mmann@santarosa.edu), or called the main financial aid office number at 527-4471 and ask to make an appointment with Margaret), to complete FAFSA for Study Abroad by **Oct. 20, 2017**. Bring AIFS Financial Aid Verification Forms 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

---

Date

**Santa Rosa Junior College  
Study Abroad Office  
Emeritus Hall, #1525  
1501 Mendocino Avenue  
Santa Rosa, CA 95401  
(707) 527-4441**