

Admissions Timeline Agreement

Student Name: _____ **Program:** _____

Application Date: _____ **Start Date:** _____

App Fee Pd: _____ **Enroll Fee Pd:** _____

Admissions Representative: _____ **Financial Aid Representative:** _____

Congratulations on taking the first step to becoming a student at The Art Institute of Virginia Beach! In order for you to successfully complete the admissions process, the requirements below must be met by the dates indicated. The Art Institute of Virginia Beach reserves the right to cancel applications for failure to meet any of the appointments or due dates indicated below.

My Orientation Date is:

My Start Date is:

Step 1: **Schedule placement test** (if applicable). If the college receives proof of examination prior to the scheduled date, the test will not be required.

Your placement test is scheduled for: _____

- You must bring a photo ID
- Calculators will be provided

Step 2: **Set financial planning appointment.** All students must see a financial planner before starting classes.

Request PIN prior to appointment: <http://pin.ed.gov>

FAFSA code:

Your financial planning appointment is: _____

Step 3: **Request official transcripts.** High school and college(s)
Official High School Transcript or Official GED scores
Official College Transcript(s)
Official Translation and Equivalency for any foreign transcripts

It is your responsibility to provide all official documentation of graduation and all prior college transcripts.

Your transcripts are due back by: _____

Step 4: **Call your admissions representative after each step is completed and as questions arise.**

Student Signature: _____ **Parent/Guardian Signature:** _____

Admissions Representative: _____ **Date:** _____