

STUDENT CLOSING FORM

1. **You Must arrive no later than 5pm on Tuesdays.** If driving, save gas receipts. Reimbursement will be added to your 1st paycheck. If you arrive before Tuesday you will have to pay for your own hotel room.
2. **Must bring** a Certified MVR from each state you have had a license in for the last 39 months. You must prove to Arizona DMV that you have had a license for a **12 month period**. Either by the issue date on your current license, showing an expired license or a State certified motor vehicle report which gives the original issue date. If issue date on license is less than 12 months ago, then they must bring an MVR (CA Residents bring H-6) that shows an issue date of over 12 months ago.
3. **If you hold a drivers license in one of these 10 states: Hawaii, Maryland, Massachusetts, Michigan, New Mexico, North Carolina, Oregon, Texas, Utah, or Washington, you MUST BRING a Certified State Issued Birth Certificate. Copies of original or fax copies are not acceptable. Hospital birth certificates are not acceptable. You must be able to feel the raised stamp on the birth certificate.**
4. A **non-refundable** Seating Fee of \$150.00 (money order) is required Wednesday morning.
5. Bring **Drivers License and Social Security Card. Do not laminate your Social Security card.** If you have to order a new Social Security card you must reschedule to attend the Academy until after you have received the actual card. **Do not pack these items in your luggage.**
6. Must bring money for food and other personal expenses. We recommend at least \$150.
7. From bus station call 800-800-2200 tell the operator you need the shuttle to come to the Greyhound station and bring you to the hotel. After 5pm students will have to take a taxi costing approx. \$25. If driving, the EconoLodge is located at 1520 N. 84th Dr., Tolleson, AZ 85353 - Phone # (623) 936-4667.
8. Wednesday morning at **6:00 am** the Swift shuttle will pick you up in the hotel lobby. If driving please report to the Academy before 6:30 am.
9. You must be able to pass a D.O.T. physical, substance/alcohol testing, have 20/40 vision or better in **each eye** with glasses or contacts, and pass the Swift Work Well Program.
10. Bring glasses, contacts, and hearing aids if required. Bring a spare set if possible.
11. Bring a credit card/phone card for phone services at the hotel and Academy.
12. Bring clothing for various weather conditions. Coin laundry available at hotel.
13. You will be sharing a hotel room with 3 other persons, bunk beds with sheets are supplied. **Bring blankets or sleeping bag.** All rooms have a TV and small refrigerator. Microwaves are available within the hotel.
14. Any student found with alcohol/drugs or a person of the opposite sex in their room at any time will be terminated and sent home immediately.
15. If unemployed for more than 30 days, bring 2 notarized letters stating when and why.
16. Supplies needed: Calculator, Pen or Pencil, Highlighter, Work Gloves, Flashlight, Pancho or Rain suit.
17. Please wear appropriate attire while attending school. During summer it is Extremely hot on the range. Please bring a hat & sunscreen. The following applies:
 - A. Collar length hair, long hair has to be pulled back in a ponytail.
 - B. Beards and moustaches neatly trimmed.
 - C. No shorts or tank tops
 - D. No sandals, Flip flops, or any open toed shoes
 - E. No excessive amount of jewelry.