

Instructions for M-1 Visa Applicants:

Instructions must be followed

North Andover Flight Academy, Inc. is authorized under Federal law to enroll non-immigrant alien students. The appropriate visa for vocational flight training is the M-1 student visa. The M-1 visa can be issued for a maximum of 12 months. If you are a foreign national requesting enrollment, please do the following.

1. Complete the Application for Enrollment. As part of your application please send \$250 for I-20 processing and Admission Fee. Your \$250 payment may be made by wire transfer. Call +1 978-689-7600 or email for wire transfer information.
2. You must obtain either a First or Second Class FAA Medical Examination prior to leaving your country. A list of FAA Medical Examiners for your area can be obtained by contacting the nearest FAA Office in your country or the following website: <http://ame.cami.jccbi.gov>. If you have any difficulty in locating an Examiner, please advise and we will be happy to forward a list of doctors for your area.
3. Submit either a photocopy of your birth certificate (registration of birth) or passport.
4. Submit official verification of financial ability to meet educational expenses.
5. You must be able to read, speak and understand English. If you have any concerns regarding your English ability, please phone our school. We will be happy to assist in determining your English ability.
6. A minimum level of education is required for issuance of an M-1 visa. If you do not have at least the equivalent of 12 years of basic education, you should phone our school at +1 978-689-7600 for an informal interview, so we can help you determine your ability to benefit from flight training.
7. You must be cleared by the Transportation Security Administration under the Department of Homeland Security for flight training in the U.S. Please follow the instructions for the Alien Flight Student Program at the following web site: <https://www.flightschoolcandidates.gov/>. In addition to your TSA clearance, the Department of Homeland Security also requires you to fill out an I-901 form. This requires a fee of \$100 (there is a \$30 fee to expedite the process which we highly recommend). You can find this form as well as detailed instructions online at <http://www.ice.gov/sevis/i901/index.htm>. On this website please click on the "Paper Form I-901 PDF" link, where you can print out the form and instructions. **Both your TSA clearance and the I-901 form are required for your interview with the American Consulate in your country.**
8. All applicants must submit their applications at least 2 months before the actual joining date.
9. I-20 will be issued in the next 7 days after Selection Process and after submission of all documents with required amounts.
10. Student must fix his/her Embassy visa appointment date immediately after getting I-20 form and must inform the North Andover Flight Academy admissions office.
11. Student must arrive at North Andover Flight Academy at least 5 days before their start date.

12. In case student does not appear for Visa Interview, his/her training security deposit will not be refunded.
13. New I-20 fee is \$100 each time.
14. Student must bring own clothing and sundries not provided upon arrival. Official uniform will be provided once student arrives. School uniform is brown Nomex flight suit.

Confirmation of Enrollment and Visa Issuance

When your Application for Enrollment has been accepted, a letter of confirmation will be mailed to you. The letter will confirm your enrollment in the course, start date, and special housing arrangements if requested. Any estimate of course credit will be based upon the flight information you provide in your Application for Enrollment, so please give us complete and accurate information of any previous flight experience you may have. If you are applying for a visa, included with your confirmation letter will be your form I-20M for the M-1 Student Visa. You will need to take your passport and visa form to your nearest American Embassy or U.S. Consulate Office for issuance of your visa.

International Students Checklist for Required Documentation Prior to Starting School

- Copy of a valid Passport (a scan of your passport will also be needed for TSA)
- Proof of ability to pay tuition fee; such as a bank letter or statement
- Medical Certificate
- Complete TSA application before start of flight training

Medical Certificate

An FAA medical certificate is required to ensure that your health meets required federal regulations. Prior to starting flight training, at least a Class II medical certificate is required. Recommended is to obtain the Class I medical certificate in order for you to obtain a job for a commercial operation. If you have any health problems, you should obtain your medical certificate before you go any further.

Transportation Safety Administration (TSA) Registration

Transportation Safety Administration (TSA) was established in the United States to provide security in regards to the aviation industry. International students must provide proper documentation and follow a specific registration process in order for proper processing and flight training approval. **Note: No flight training allowed until TSA approval.**

All Non U.S. Citizens are required to complete the TSA application located at www.flightschoolcandidates.gov after your TSA request is acknowledged by the school, you will be asked to remit a payment of \$130 per course/rating and then submit your fingerprints for background check. The TSA process can take up to 30 days, especially if you do not carefully complete the application.

Step 1

1. Login to www.flightschoolcandidates.gov and make your new user name as per TSA Guidelines. You will receive a password in your e-mail.
2. After receiving username and password change your password and login again.
3. Fill up all required information in all given forms as per guidelines on each page. Fill out all information correctly and carefully to prevent delays in TSA process.

5. For full training package every candidate has to fill up three training requests as follows, please fill in the highest level of training desired:

- Private Pilot (Course name is Private Pilot Helicopter, Course ID is 101 Course Description), Helicopter
- Instrument Rating (Course name is Instrument Rating, Course ID is 102, and Course Description), Helicopter
- Commercial Rating (Course name is Commercial Rating, Course ID is 103, and Course Description), Helicopter
- CFI Rating (Course name is CFI Rating, Course ID is 104, and Course Description), Helicopter
- Note: In all of the training applications insert the start and end dates as given on your I-20 form.

6. In Training request category, click on category 3 in each training request and upload a scanned copy of your passport.

7. Go back to main page of your application and submit each training request, if it shows error, correct the given errors as per guidelines.

Step 2

1. After submitting your application you will receive three emails to submit your TSA fee.
2. Go to TSA website and login.
3. On main page click on each request and fill up your credit card details to pay the fee of \$130.
4. Print out the payment receipt for your records.

Step 3

1. After paying TSA online fee for each training request, you will receive another three emails to submit your fingerprints. **Note: Your fingerprints will be done here in the U.S. after you get to our school.**
2. **Approval for flight training** will be sent via e-mail after submitting your fingerprints, which usually takes about one week.

Applicants Should Be Prepared to Provide

- Transcripts and diplomas from previous institutions attended;
- scores from standardized tests required by the educational institution such as the TOEFL, SAT, GRE, GMAT, etc.;
- Financial evidence that shows you or your parents who are sponsoring you have sufficient funds to cover your tuition and living expenses during the period of your intended study. For example, if you or your sponsor is a salaried employee, please bring income tax documents and original bank books and/or statements. If you or your sponsors own a business, please bring business registration, licenses, etc., and tax documents, as well as original bank books and/or statements.

Additional Information

No assurances regarding the issuance of visas can be given in advance. Therefore final travel plans or the purchase of nonrefundable tickets should not be made until a visa has been issued.

Unless previously cancelled, a visa is valid until its expiration date. Therefore, if the traveler has a valid U.S. visa in an expired passport, do not remove the visa page from the expired passport. You may use it along with a new valid passport for travel and admission to the United States.

Entering the U.S. Port of Entry

A visa allows a foreign citizen coming from abroad, to travel to the United States port-of entry and request permission to enter the U.S. Applicants should be aware that a visa does not guarantee entry into the United States. The Department of Homeland Security, U.S. Customs and Border Protection (CBP) officials have authority to permit or deny admission to the United States. If you are allowed to enter the U.S., the CBP official will determine the length of your visit on the Arrival-Departure Record (Form I-94). Since Form I-94 documents your authorized stay in the U.S., it's very important to keep in your passport. Student visitors must have their Form I-20 in their possession each time they enter the United States. Upon arrival (at an international airport, seaport or land border crossing), you will be enrolled in the US-VISIT (<http://www.dhs.gov>) entry-exit program. In addition, some travelers will also need to register their entry into and their departure from the U.S. with the Special Registration (<http://www.unitedstatesvisas.gov>)

Upon arrival in the U.S., certain foreign citizens are required to register under Special Registration, which is the National Security Entry Exit Registration System (NSEERS) program. Registration under NSEERS is a distinct process from US-VISIT. Select Special Registration to learn more.

I-901 Fees

This form is used to pay the fee to support the F, M, and J nonimmigrant reporting system authorized by Public Law 104-208, Subtitle D, Section 641. If you are subject to this fee and do not pay it, you will not be issued an F, M, or J nonimmigrant visa or be admitted to the United States. If you are in the United States and apply for a change of status, you are subject to this fee. If you do not pay it, your application will not be processed.

For SEVIS I-901 Fee Frequently Asked Questions please visit: <http://www.ice.gov/sevis/i901>

Advantages/Privileges of the M-1 Visa

- You may be issued an M-1 Visa for up to one year. Extensions beyond one year may be granted under certain conditions.
- Visas are available for accompanying dependents.

Limitations of the M-1 Visa

- You are not permitted to change your course of study.
- You and your dependents may not work in the U.S.
- You may not be granted more than one Leave of Absence during your training and it may not exceed 30 days.
- You must enroll in a full course of study and train on a full-time basis.
- You must complete your program in no longer than 150% of the specified training time (i.e., a 30 week program must be completed in no longer than 45 weeks).
- Proof of English Language Proficiency is required.
- Maintain health and accident insurance

Please visit UnitedStatesVisas.gov, an official source of information about U.S. visa policy and procedures. Use this site to learn about the visa application process, understand current requirements, and get updates on recent developments <http://www.unitedstatesvisas.gov>

