



## VISA PROCEDURES

### M-1 AND F-1

For issuance of a Visa we require the following from each applicant:

- ☐ **Enrollment Application:** A completed enrollment application, completed **Enrollment Questionnaire** and completed **Pre-Enrollment Aptitude Test** must be submitted to MLH.
- ☐ **Passport:** Submit a clear copy of your current passport and the passports of any dependents that are coming with you.
- ☐ **Financial Verification:** MLH is required to verify the availability of finances to cover the respective expenses prior to issuing an I-20. This may be in the form of a copy of a bank statement, an approved loan application, or a notarized affidavit of support. All documents must be in English or accompanied by a notarized English translation denoting monies in American dollars.
- ☐ **Tuition Deposit:** 10% of estimated tuition must be prepaid by student. This money is refundable, and payable by credit card, wire transfer, cash or check.

Please contact school for wire transfer instructions

- ☐ **Proof of Insurance:** Proof of insurance is required for all F-1 students and their dependents. Insurance covered by the full faith and credit of the government of the student's home country shall be deemed to meet this requirement. Or can be purchased at <http://www.travelinsure.com/what/susahigh.asp>  
This insurance must be of at least:
  - \$50,000.00 U.S. per accident or illness;
  - repatriation of remains in the amount of \$7,500.00 U.S.;
  - home evacuation in the sum of \$10,000.00 U.S. and
  - a deductible of no more than \$500.00 U.S. per accident or illness.
- ☐ **Enrollment and Visa Fee:** An enrollment fee and visa fee is required from each international student. M-1 enrollment and visa fee is \$250. F-1 enrollment and visa fee is \$500. Fees are payable by credit card, wire transfer, cash or check.

- **TSA Registration:** All students must register with TSA at [www.flightschoolcandidates.gov](http://www.flightschoolcandidates.gov) and click on create a new student account link in upper right corner. You will be required to submit fingerprints to the TSA. If it is possible in your country to complete this step prior to coming to MLH, we strongly recommend that you do. If facilities for TSA fingerprinting are unavailable in your country, you may complete this step in Hawaii; however this will delay your training.

Notes for registering:

- Aircraft
    - Private or Commercial = R22
    - Instrument or ATP = R44
  - Course ID
    - Private = PRH
    - Instrument = IRH
    - Commercial = CRH
    - ATP = ATP
  - Course Name
    - Private = Private Helicopter
    - Instrument = Instrument Helicopter
    - Commercial = Commercial Helicopter
    - ATP = ATP Helicopter
  - Student ID is first four letters of student's last name
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- **Translated School Diploma or Transcripts:** Each student applying for the Professional Pilot Program must supply a copy of the transcripts from the highest level of education achieved. An official English translation must be provided if the document is not written in English. To have your document translated please submit it to [www.legallanguage.com](http://www.legallanguage.com) or any other professional translation service.
  - **Language Proficiency:** Each student is required to speak, read, write and understand English. It may be necessary to conduct a phone interview with the student to assess such abilities.
  - **A copy of FAA medical:** If you are enrolling in the Private course only you will need a 3rd class medical, if applying to the Professional Pilot Program a 2nd class medical is required. Be sure to let the examiner know you are a student. If you are unable to obtain a medical ahead of time you may obtain it upon arrival in Hawaii, however we strongly encourage obtaining it prior to enrollment. For a list of FAA approved doctors visit <http://ame.cami.jccbi.gov>  
Note: Students from India applying for a DGCA license will need a 1<sup>st</sup> class medical.

Once all requirements listed above are met and received by MLH, a Form I-20, the application for an M-1 or F-1 visa, will be issued by MLH and forwarded to the student via express mail.

Upon receiving the signed I-20 form, you will need to follow these steps:

- Pay SEVIS I-901 Fee under <https://www.fmjfee.com/i901fee/index.jsp>  
You will need the N number which can be found on your I-20 in the upper right corner.
- Apply for the US Nonimmigrant VISA F-1 / M-1 (DS-160 form) under <https://ceac.state.gov/genniv/>
- Arrange appointment at nearest US Embassy in your country
  - Call US Embassy in your country for an appointment. Once you receive a confirmation email, follow further instruction (e.g. for Germany go to <http://germany.usembassy.gov/visa/info-service/>)
- Go to nearest US Embassy and BRING ALL REQUIRED DOCUMENTS mentioned in the appointment confirmation email.

The I-20 form will list a designated start date. The student may enter the United States up to 30 days prior to the start date but must report to Mauna Loa Helicopters by the designated start date. The Student CANNOT enter the US after the start date listed on the I-20. This will result in the student will be detained by immigration/customs and possibly sent out of the country. Should a student need to arrive later than the listed start date please contact MLH for a new I-20.