



International Student Enrollment Steps

STEP 1: COMPLETE ENROLLMENT PAPERWORK

- 1) Complete International Student Admission Application
- 2) Copy of your passport (if you have dependents, we need a copy of their passports as well)
- 3) Financial verification (official bank statement); include a letter of support if the bank statement is not in your name
- 4) Insurance information (F-1 Visa students only)
 - a) Students will have the option of purchasing insurance through the school or using their own insurance so long as it covers them while flight training in the USA.
- 5) Transcripts from highest level of education (F-1 Visa students only)
- 6) Pay \$200 non-refundable* registration fee. (*Exclusions may apply under certain circumstances.)

Send materials to Hillsboro Aero Academy's admissions department at flightschool@flyhaa.com.

STEP 2: SUBMIT TRANSPORTATION SAFETY ADMINISTRATION TRAINING REQUEST

The TSA Foreign Flight Training Rule requires that all non-US citizens (including those with a green card) planning to do any kind of flight training in any type of aircraft (airplane/helicopter/flight simulator) that could be used towards their initial FAA certificate (private/commercial, etc), Instrument Rating or Multi-Engine Rating complete the process outlined below. The information you give will be used to do a background check. This process cannot begin until six months or less before you will start training.

- 1) Register with TSA at flightschoolcandidates.gov
 - a) You must have your passport information to register
 - b) You will be issued a user ID and password for the TSA website which you should keep for use for additional training
- 2) Enter your personal information and training into the TSA website. This is the information you will need to have ready:
 - a) Full name, including any aliases or variations in spelling; use only English letters, do not use special characters
 - b) Identifying information such as height, weight, hair and eye color
 - c) Country of birth, current country or countries of citizenship and each previous country of citizenship
 - d) Starting and ending dates of each citizenship
 - e) Current pilot certificate(s) and certificate number(s), if any
 - f) Passport and U.S. visa information, including all current and previous passports and U.S. visas held



- g) Current address and telephone number, as well as each address held for longer than 30 days for the five years prior to the date of the application
- h) Employment history, including employer contact information
- i) Training information – TSA requires candidates to register for training toward their initial FAA certificate, Instrument Rating and Multi-Engine Rating (airplane students only). You must register for the course that is closest to your training goal.

AIRPLANE COURSES

	<u>Course ID #</u>	<u>Class Name</u>	<u>Aircraft</u>
Private Pilot/Initial FAA Certificate	FWPP1	Category 3 – Initial License	C152 C162 C172
Instrument Rating	FWIR2	Category 3 – Instrument Rating	C172
Multi-Engine Rating	FWMER3	Category 3 – Multi-Engine Rating	PA44

HELICOPTER COURSES

	<u>Course ID#</u>	<u>Class Name</u>	<u>Aircraft</u>
Private Pilot/Initial FAA Certificate	RWPP1	Category 3 – Initial License	R22 R44
Instrument Rating	RWIR2	Category 3 – Instrument Rating	R22 R44

- j) Dates of flight training (this can be a reasonable estimate). Please note that you cannot request a course training period for more than 364 days.
- 3) Send a legible copy of your current passport to the TSA via uploading it to your application or sending an e-mail. Do not send it in a separate e-mail until after you have made the payment. Faxed passports will not be processed.
 - 4) REMEMBER TO SUBMIT YOUR APPLICATION.
 - 5) Once Hillsboro Aero Academy has validated your training request, the TSA directs you to pay a \$130.00 USD fee which covers the cost of the background/security check.
 - 6) Check your e-mail frequently for any messages from the TSA. If something is missing or incorrect on your application, the process does not continue.
 - 7) After the TSA receives all of the above information, you and Hillsboro Aero Academy are notified that your documentation has been accepted and we can send you the necessary paperwork to get your visa. The e-mail from the TSA gives you approval to have your fingerprints taken (see next step).
 - 8) You must have your fingerprints taken at a TSA-approved location and sent to the TSA. This needs to be done only one time, regardless of the number of times you enter the U.S. for training (as long as you use the same account each time). A representative of Hillsboro Aero Academy will take you to do this upon arrival in the U.S. Hillsboro Aero Academy charges \$65.00 USD for the fingerprinting and shipping charges. If you will be in the U.S.



for a short time, check for approved [fingerprint collectors](#) near you so you can have flight approval before you arrive in the U.S.

- 9) Upon arrival the school, we must take your picture and send it to the TSA.
- 10) TSA notifies you and Hillsboro Aero Academy of flight approval once your application is complete, including your fingerprints. You can then begin flight training. If the background check determines you are a risk, flight training must stop immediately.

STEP 3: RECEIVE I-20

- 1) Verify all information is correct on I-20 and sign the bottom of page 1

STEP 4: MAKE U.S. EMBASSY APPOINTMENT & PREPARE FOR VISA INTERVIEW

- 1) Once you have your I-20, make an appointment for your visa interview. [Click here](#) to find a U.S. Embassy near you. Many embassies recommend that appointments be made no more than 90 days from the intended date of travel, but some can make earlier arrangements for interviews.
- 2) Pay the visa application fee by following instructions on your local U.S. Embassy's website.
- 3) Complete the form DS-160 Online. The DS-160 Online, Nonimmigrant Visa Electronic Application, replaces previous nonimmigrant application forms. Be sure to write down your application number as you get started and save the application periodically.
 - a) Length of stay in the U.S.: M-1—I-20 length; F-1—3 years
 - b) Address in U.S.: Hillsboro Aero Academy's address, 3565 NE Cornell Rd, Hillsboro, OR 97124
 - c) SEVIS ID is found at the top right of your Form I-20
- 4) Prepare and bring the following to your visa interview:
 - a) A passport valid for at least six months after your intended departure from the U.S.
 - b) Form I-20 (sign the form on page 1)
 - c) School admission letter
 - d) DS-160 Online bar code page
 - e) One 2"x 2" photograph
 - f) Receipt for the visa application fee
 - g) Receipt for the SEVIS fee, if you have not received an official receipt in the mail showing payment and you or Hillsboro Aero Academy have paid the fee electronically, the embassy will accept the temporary receipt printed from your computer or sent to you by Hillsboro Aero Academy
 - h) Financial evidence showing you have sufficient funds to cover your training and living expenses during your intended study period
 - i) Information proving that you will return to your home country after finishing your studies in the United States which may include proof of property, family or other ties to your community
- 5) You may check the status of your visa here:
<https://ceac.state.gov/CEACStatTracker/Status.aspx>



- 6) Once you have your visa, be sure to verify that you received the correct visa type (M-1 or F-1). If you did not, contact the embassy where you had your visa interview to have it corrected. Do not enter the U.S. with an incorrect visa type.

STEP 5: MAKE TRAVEL ARRANGEMENTS

- 1) After completing your interview at the U.S. Embassy, make the necessary travel arrangements
- 2) Contact the Hillsboro Aero Academy admissions department to confirm your arrival date and flight information so we can greet you at the airport

STEP 6: ARRIVE IN OREGON

- 1) Arrive at the Portland International Airport. An instructor will meet you at the airport and help get you settled in your new home.

STEP 7: ATTEND STUDENT ORIENTATION

- 1) You will be assigned a day for orientation before you arrive. Please note that orientation is held twice a month, on the first and third Tuesday of each month. HAA recommends planning your arrival around the orientation days as you will be required to attend orientation. On that day, come to the school at 9:30 AM to get officially enrolled, meet with your instructor and other new students and get a tour of the school.