



International Students

M1 Visa Procedures Guide and Application Instructions

Excellence in Aviation Training since 1975

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M-1 VISA INFORMATION AND I-20 APPLICATION PROCESS

Thank you for choosing Century Air for your professional pilot training!

To gain acceptance for admission and to obtain an M-1 Visa, please read and follow the instructions below.

WHAT IS AN M-1 VISA? An M-1 Visa is designated for students who will be attending a vocational school in the U.S. If you do not have a valid Visa, you may apply for an M-1 Visa through Century Air and attend training at our campus located at Essex County Airport in Fairfield, N.J. You may be issued an M-1 Visa to attend vocational training for up to one year. Extensions beyond one year may be granted under certain conditions. Student's studying on an M-1 Visa are not permitted to work in the U.S. and must enroll in a full course of study and attend training on a full-time basis. For more information about valid visa's for flight training, as well as policies and procedures regarding student visa's, please visit www.travel.state.gov.

TO APPLY FOR AN M-1 VISA: To apply for an M-1 Visa at a U.S. Embassy you must first have a SEVIS (Student and Exchange Visitor Information System) generated document (Form I-20) issued by Century Air. We will provide you with the appropriate I-20 document after you have completed the application process and you have been accepted for enrollment. Note: being accepted for enrollment does not guarantee entrance into the United States.

There is a basic procedure for applying for a visa, however; different U.S. security measures may apply to your country. For details, see information posted by your nearest consulate or embassy at www.usembassy.state.gov.

SCHOOL ACCEPTANCE AND I-20 APPLICATION PROCESS:

Century Air is authorized under federal law to enroll non-immigrant alien students. We are pleased that you have chosen to train in the U.S. and we hope you are able to do so. **Here are the basic steps you should follow to apply for school acceptance:**

1. **Complete and submit the enclosed Century Air Student Enrollment Application.**
2. **Complete and submit the enclosed SEVP I-20 Application (a \$150 processing fee will be required, however it will not be charged or due until all items on this list are completed).**
3. **Submit a copy of your current passport.**
4. **Submit the required financial documentation. Please submit a current bank statement or have your banking institution send a letter on official letterhead stating that you have sufficient funds in your bank account to cover the cost of your tuition and living expenses for the length of your stay in the U.S.**
5. **Schedule a telephone interview with a Century Air DSO (Designated School Official). This interview will be approx. 20-30 minutes and may be scheduled through e-mail correspondence.**

IMPORTANT NOTE: All students applying for flight training in the U.S. must be able to Read, Speak, Write and Understand English. Century Air does not provide English classes, therefore if a student requires language training to be English proficient, this must be accomplished prior to applying for and attending a flight training course.

All the above items may be sent through e-mail correspondence or via facsimile to our SEVIS Representative at: info@centuryair.com or (973) 575-4488. Once all items on this list are completed and you are accepted for attendance at Century Air, we will process your I-20 and send you the original document by Federal Express mail. You must have the original signed document to attend your interview with the Embassy.

SELECTING A CLASS START DATE: It is important that you provide an appropriate class start date on your SEVIS application. Applicants are allowed to enter the U.S. 30 days prior to the class start date, however; they cannot arrive later than the class start date listed on the I-20. If your arrival in the U.S. is delayed for any reason, you should request a new I-20 from Century Air prior to arriving in the U.S. Each additional I-20 issued to the student will be charged a fee of \$50.

TO PAY THE I-20 APPLICATION FEE: You can pay the application fee by completing the credit card payment information on the SEVP Form, or by e-mailing or calling in your credit card information. You may also send the fee by wire transfer. Please note that most banks charge a fee to provide a wire transfer. Please be sure to pay the fee directly to your bank so it is not deducted from the \$150 transfer amount.

Wire Transfer Information:

PNC Bank , 172 Ridgedale Avenue
Florham Park, NJ 07932
(973) 593-2100
Account Number: 8100 27 4101
Routing Number: 031 207 607
SWIFT #: PNCCUS33

Note: Wire transfer information is provided for students to pay application fees and tuition payments as necessary.

TO OBTAIN THE M-1 VISA:

1. **Make an appointment for an interview with the U.S Embassy or Consulate in your country.**
2. **Pay the SEVIS I-901 Fee on-line and print the receipt.**
3. **Receive your I-20 from Century Air via Federal Express delivery.**
4. **Attend your scheduled interview with the Consulate.**

Century Air will also provide you with the following documents if necessary:

- Letter of Provisional Acceptance - this may be required for the bank and financing purposes. If required, send a written request to dispatch@centuryair.com and include your full name, address, start date and amount of tuition.
- Copy of Century Air's 141 FAA Air Agency Certificate

I-901 FORM: This form is used to pay the fee to support the F, M, and J nonimmigrant reporting system authorized by Public Law. 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 also subject to this fee. If you do not pay it, your application will not be processed by USCIS. For SEVIS I-901 Fee Frequently Asked Questions please visit: www.ice.gov/sevis/i901. Complete the I-901 form online: www.fmjfee.com. There is a \$200 fee payable directly to USCIS when you fill out the form. Be sure to print the receipt for proof of payment. **At completion of your interview, you will be notified whether or not you have been approved for a visa. If approved, the U.S. Consulate will provide you with an M-1 Visa, permitting you entry into the United States.**

PRIOR TO ARRIVING IN THE UNITED STATES:

Now that you have the appropriate Visa to attend Century Air, there are a few more steps you need to take prior to entering the U.S:

1. **Notify Century Air that you have officially received your M-1 Visa.**
2. **Provide Century Air with your travel details and schedule your enrollment appointment. This appointment must be attended within the first 30 days of arrival in the U.S. and prior to your training start date.**
3. **Send the first tuition deposit of \$3,000 to confirm enrollment, instructor assignment and training schedule.**
4. **Begin the TSA application process. All non-immigrant students must have TSA approval prior to beginning the flight portion of any course of study (see attached form for instructions to apply).**

UPON ARRIVING IN THE UNITED STATES: A visa allows a foreign citizen to travel to the United States Port-of-Entry and request permission to enter the United States. Applicants should be aware that a visa does not guarantee entry into the United States. The Department of Homeland Security and U.S. Customs and Border Protection (CBP) officials have authority to permit or deny admission to anyone. 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). Student visitors must have their Form I-20 in their possession each time they enter the United States.

Upon arrival at a U.S. POE, the non-immigrant student must present:

1. **Form I-20 original signed document**
2. **Valid visa**
3. **Financial documentation**
4. **A valid passport**

ENROLLMENT AND BEGINNING YOUR FLIGHT TRAINING: You must attend an enrollment appointment at the Century Air Flight Training Center upon your arrival in the U.S. This must be scheduled in advance. During the enrollment process you can expect to have your photo taken and your student record files created and documented. Please bring all your personal identification and documents. You will be given an orientation and tour of the school campus. You will also be issued your course books and materials and your course schedule to begin training.

Prior to beginning the flight portion of any training course, students must have TSA approval and hold at least a Class III Medical certificate.

TO OBTAIN A MEDICAL CERTIFICATE: If you do not already have an appropriate FAA Medical Certificate for the course of study, you can attend an appointment in the U.S. upon your arrival. Century Air will schedule you for the appointment and provide transportation if necessary (a transportation fee will be charged for this service). There are a variety of FAA Medical Examiners available in the area, and the appointment should be completed within the first week of attendance. Failure to obtain the medical within the first week of attendance may delay your training.

TSA FINGERPRINTING: The fingerprinting is the final process when applying for TSA approval. Students must schedule an appointment for their fingerprinting to be conducted upon their arrival in the U.S. and no later than within the first week of training. Failure to do so will delay your training.

Prior to attending the appointment, you must complete an on-line application and pay the \$95 fee for the fingerprints. Be sure to print your application and receipt and take it with you to your fingerprinting appointment. Complete instructions for application to the TSA are located on the TSA Information Sheet (enclosed).

The nearest location for fingerprinting (approx. 20 minutes from the training center) is:

CAE Simuflight, 4 Apollo Drive, Whippany, NJ.

Please contact Sue Lorenzo to make the appointment (973) 581-7400.

If you require transportation assistance to attend your appointment, please let us know.

It may take 4-6 days to receive approval from the TSA following the completion of the fingerprinting appointment. Once you have received approval via e-mail from the TSA, you are cleared to begin flight training. TSA approval is required for all students attending an initial training course, as well as instrument rating and multi-engine courses. A new TSA application must be submitted for each course, however, the fingerprinting process will only need to be completed once.

Thank you for flying with  **CENTURY AIR**