

EASA ENROLMENT INSTRUCTIONS (EI)

PRINT THIS FORM, READ THOROUGHLY (TWICE!), AND KEEP FOR REFERENCE

1. Go to our registration website at www.flyoba.info and register for your training. (Not to be confused with www.flyeasa.com)

- (i) Click the blue “Create Account” button and fill in the self explanatory required fields.
- (ii) After you have created your account, log in to your account and ‘register for a course’. Be sure to fill out all of the information accurately and provide your current address information as this is where your I-20 will eventually be sent!
- (iii) Navigate back to the ‘overview page’ and follow the next prompt to ‘download course information’. Make sure you download and read all of the provided course information thoroughly and then click the button in the middle of the screen which signifies your compliance.
- (iv) You may now ‘log out’ of our registration system and continue to Step 2. Don’t forget to log back in to your account and submit your flight details once you have your M1 VISA!

2. [TSA Registration is Required for all Non US Citizens and Permanent Resident Aliens for initial Pilot Training and addition of IMC/IR/MEP Ratings](#)

- **TSA WILL SEND YOU AUTOMATIC EMAILS DO NOT FORWARD THESE TO US AS TSA SENDS US A “BLIND” COPY**
- **DO NOT IGNORE EMAILS FROM TSA or AFSP, THIS WILL DELAY THE ISSUE OF YOUR FORM I-20**
- **N.B. THERE IS NO REFUND OF THE TSA FEE.**

Before you start the TSA registration process below, scan the “biographic page” of your passport, (that is the page with your picture/personal details), save it to your desk top as a JPEG file named “Your Name – Passport”. No scanner? Use relations/friends/work or go to Office World. **You must send the passport copy electronically!**

(a) Go to the TSA website, www.flightschoolcandidates.gov and register with the “new account” at the bottom of the page.

(i) **User ID:** Use your family name and initial(s) followed by your month and year of birth, e.g. John Robert Smith born 27 August 1972 would enter: smithjr081972

(b) After this initial registration, TSA will send you an automatic email response that contains your unique user name and password. Use this identity to continue to complete the registration process.

(c) The registration process for steps 1, 2 & 3 are simple and should require no explanation.

TSA Step 4 – Upload Passport Photo:

(i) Now attach the JPEG file named “Your Name – Passport” saved on your desktop, click on browse, select the document, open it and then save the record.

(ii) After you have completed step 4, click the "Step: 5" button

(d) The registration process steps 5 & 6 are simple and should require no explanation.

(e) Steps 7, 8 and 9 are more difficult, and the information below will assist you in completing these sections.

TSA Step 7 – Answers to Questions:

(i) State & Provider Name: Florida | Euro American School of Aviation, Inc. (EASA)

(ii) Student Identification Number: Use your family name and initial(s) followed by your month and year of birth, e.g. John Robert Smith born 27 August 1972 would enter: smithjr081972.

(iii) Course ID Number, Class Name, and Aircraft Type(s): Select from the following course(s) identification(s), name(s) and Aircraft Type(s) as applicable enter them **exactly** in the appropriate fields:

Course ID#	Class Name	Aircraft Type(s)
JPP	Category 3 – Initial License	C150- PA28
FPP	Category 3 – Initial License	C150-PA28
IMC/IR	Category 3 – Instrument Rating	C150-C152-PA28-PA28R-PA44-PA34
MEP	Category 3 – Multi-Engine Rating	PA44-34

TSA Registration is required for Private Pilot, Instrument, and Multi-Engine Rating Certification only. Do not enter references to “Night” or “Radio Telephony” (RT) License as TSA neither recognize nor require registration for these courses. N.B. Additional TSA registrations may be required if your course exceeds 6 months or for subsequent additions of Instrument/Multi Engine Pilot certifications during training, these additional registration fees are paid by the applicant.

Example 1:

You want to carry out training for a JAA PPL (Deluxe or Basic), enter into the relevant boxes:

Course ID No.	Class Name	Aircraft Type(s)
JPP	Category 3 – Initial License	C150-PA28

Example 2:

You want to carry out training for a JAA PPL (Deluxe or Basic), IMC & 50 hours, enter into the relevant boxes:

Course ID No.	Class Name	Aircraft Type(s)
JPP*	Category 3 – Initial License	C150-PA28

Example 3:

You want to carry out training for a JAA ATPL, which includes a PPL (Deluxe or Basic), Multi, and Instrument, enter into the relevant boxes:

Course ID No.	Class Name	Aircraft Type(s)
JPP*	Category 3 – Initial License	C150-PA28

Example 4:

You want to carry out training for an FAA CPL/IR Multi from Zero Hours, enter into the relevant boxes:

Course ID No.	Class Name	Aircraft Type(s)
FPP*	Category 3 – Initial License	C150-PA28

Example 5:

You want to carry out training for a JAA MEP Rating, enter into the relevant boxes:

Course ID No.	Class Name	Aircraft Type(s)
MEP*	Category 3 – Multi-Engine Rating	PA44-PA34

***The Applicant is required to apply for additional TSA Registration/Payment for additional certifications after commencement of initial training**

TSA Step 8 – The Course and Category:

(a) Review the information you have entered for your course and edit if necessary. Once you are satisfied the course information is correct click select.

(b) The above action will directly take you to a new page where you will be asked to select a category. All training courses at EASA are Category 3 - AGAIN SELECT **“CATEGORY 3”**

N.B. IF YOU REGISTER IN ANY OTHER CATEGORY YOUR REQUEST WILL BE AUTOMATICALLY DENIED

(c) After you have completed step 8, click the "Home" button, then in the middle of the home page click the button titled "Submit", which appears directly under the "Validate and Submit" header, this transmits your application to TSA. If you have made errors in the application process you will be made aware of them at this stage. Go back and correct any errors and repeat the previous process(s).

You must successfully "Validate and Submit" your application or nothing happens, the application just sits there!!!!

TSA Step 9 – Payment

(a) Once you have completed the above registration process TSA will send you an automatic email with instructions on how to pay the \$130 USD fee for registration. Pay the fee by credit card (yours, a relation's or a friend's).

(b) **We will typically receive authority from TSA to issue your form I-20 about 7-8 working days after you have paid the TSA registration fee. N.B. There is no refund of the TSA fee.**

TSA Step 10 – Fingerprinting and Photograph (carried out after arrival in Ormond Beach)

(a) Finally TSA will send you an email instructing you to have your fingerprints taken to complete the TSA security process. **Ignore this instruction.**

(b) The fingerprint and photograph processes are completed at our location in Ormond Beach, Florida.

(c) Fingerprinting cannot be done on weekends. Please plan your arrival date accordingly to avoid Friday, and Saturday arrivals if you are required to have your fingerprints taken by TSA.

3. M1 Student Visa (required for all flying training by Non-US Citizens except Permanent Resident Aliens & Canadian Citizens)

(a) Determine the date you will arrive in Florida to commence training, when doing so you must consider:

- The minimum lead time to have your form I-20 "in your hand" for the interview is 14 Days from the day you complete TSA registration and the EASA website "Book Now" process.
- The US Embassy is typically working between 7 to 30 days ahead. Click this link to check on visa interview wait times: http://travel.state.gov/visa/temp/wait/tempvisitors_wait.php, on granting appointments for visa interviews and you must also allow 5-7 working days after the interview for your passport returned with your visa affixed.

(b) Call the US Embassy and arrange an appointment for interview, (in UK, 0904 245 0100, calls are charged at £1.20, Northern Ireland 028 9038 6100, Ireland call 1 580 478472, euro 2.40/min). Other countries go to <http://usembassy.state.gov/> to locate the nearest US Embassy.

DO NOT MAKE AN APPOINTMENT LESS THAN 14 DAYS AHEAD FROM THE DAY YOU CALL.

(c) When making the Embassy appointment you must know your planned course dates and:

If asked "Have you received your Form I-20?" Answer – "Yes, my planned course start date is MMDD". The US Embassy may not make you an appointment unless you advise you have received your Form I-20 and you will receive it in any case long before the date of the appointment you are given.

(d) The US Embassy makes a charge of £93/€106/\$140 for the visa interview and processing, this fee is paid by you directly to the US Embassy and is nonrefundable.

(e) We will typically receive authority from TSA to issue your Form I-20 about 7-8 working days after you have paid the TSA registration fee.

(f) When we issue your Form I-20 we will send you an email with information on how we are sending your Form I-20 and if you have paid for FedEx shipping we will advise the tracking number. We will also advise you of the "Student Number" given to you by Student Exchange Visitor Information System, (SEVIS).

(g) Now go immediately to the SEVIS website www.FMJfee.com and using the "Student Number" we have supplied in the email, register with SEVIS. Have your Form I-20 and passport ready for reference and a credit card for payment of the \$200 SEVIS registration fee.

(h) You must print a copy of the SEVIS payment receipt and take it with you to your Embassy interview.

N.B. THERE IS NO REFUND OF THE SEVIS FEE.

4. M1 Visa is Issued!

(a) Once the US Embassy has issued your M1 visa, book you flights to Florida!

N.B. EASA provided transportation is not available for flights that are scheduled to arrive after 21:30 hours as these are "unsocial hours". If you arrive after 21:30 you will either need to provide your own transportation, (rental car), to Ormond Beach or stay that night in a local Orlando Airport hotel. At 08:00 hours the next day call 1-800-554-5143 to be advised of your onward EASA provided transportation arrangements if you requested EASA transportation.

(b) Log back in to your customer account at www.flyoba.info and submit your arrival flight detail. Please submit your arrival flight details even if you are providing your own transport to Ormond Beach. **This is a requirement!**

(c) After submission of your arrival flight details you will receive an automatic email confirmation response with full details of payment methods, meeting arrangements at the airport if you have requested EASA transport or directions to EASA if you are making your own way to our location.

N.B. Remember to always check in your "spam" or "junk" folder for our emails as they are often identified as spam.