ONE-STOP PROCESSING PACKET

FALL 2020
What is One Stop?

One Stop is the process by which the University of Oklahoma will obtain copies of your required flight training documents.

Documents Required to Complete the One Stop Process

U.S. CITIZENS

☐ Proof of U.S. Citizenship
  ☐ Valid, unexpired U.S. passport OR
  ☐ Original or government-issued birth certificate of the U.S., American Samoa, or Swains Island AND a government-issued picture identification OR
  ☐ Original certification of birth abroad with raised seal (Form FS-545 or Form DS-1350) AND a government-issued picture identification OR
  ☐ Original certificate of U.S. citizenship with raised seal (Form N-560 or N-561) or a Certificate of Repatriation (Form N-581) AND government-issued picture ID OR
  ☐ Original U.S. Naturalization Certificate with raised seal (Form N-550 or N-570) AND a government-issued picture ID

☐ FAA Class I or Class II Medical

☐ FAA Airman’s Certificate (if you already have a student pilot certificate or higher)

☐ FAA Knowledge Test (if completed)

FOREIGN NATIONALS

☐ Passport

☐ Visa

☐ FAA Class I or Class II Medical

IMPORTANT INFORMATION ABOUT PERSONAL DOCUMENTS

The information presented on all forms of ID must match exactly. Common issues include misspelled names, wrong birth dates, wrong eye or hair color, not including “Jr” or “Sr” or “II” or “III”. The driver’s license or US Passport MUST MATCH your birth certificate at time of ONE STOP processing. If your birth certificate or passport lists your official legal name as “James Robert Smith”, your driver’s license MUST say “James Robert Smith”, not “Jim R. Smith”, “J.R. Smith”, or “Jim Bob Smith”. If it does not match, go to your local DMV and get a corrected driver’s license before showing up for your One Stop appointment.

Ensure when you put data into the web data bases for both your FAA medical and your FAA Student Pilot License that YOU USE YOUR FULL LEGAL NAME as it is or will be on your driver’s license or US Passport – you may be disenrolled from the course if your documents do not match.

Additionally, your address on the driver’s license must be a current residential address at which you can receive mail. This may be a parental address if you are living in a temporary location (apartment, dorm, fraternity house, etc).
YOUR FIRST CHECKLIST!

ITEMS TO BE COMPLETED

☐ Confirm flight major with your advisor. Enroll if appropriate
☐ Obtain FAA Class I or Class II Medical (See directions on next page)
☐ Obtain your Student pilot Certificate (See directions on next page)
☐ Scan and save your required documents
  o FAA Medical
  o Pilot Certificate (Student or PPL)
  o Government issued photo ID
  o Proof of Citizenship
☐ Email All the above to your Assistant Chief Flight Instructors
  ▪ phildonihoo@ou.edu
  ▪ ross.c.ellis@ou.edu
  ▪ monicae@ou.edu
  ▪ Anna.L.Johnson-1@ou.edu
  o SUBJECT – (Last name, ONE STOP, FALL 2020)
  o Include a statement to include your major and if you currently have your Private Pilot Certificate or are working on it.
    ▪ Special note: If you currently hold a PPL please indicate if your training is a 141 school or part 61
      • You’ll be required to complete a Prior Learning Assessment within 30 days of your arrival at OU.

*You will receive a confirmation email within the week that will direct you to the STUDENT FLIGHT AVAILABILITY FORM and other important information. SAVE THIS EMAIL! You must follow its instructions carefully or you will not be scheduled or assigned a CFI!

IMPORTANT DATES TO REMEMBER

☐ Complete One Stop NLT July 20, 2020
☐ Flight Availability Due: NLT July 24, 2020
☐ First Time Flyers Meeting: First Day of Classes - 1600 @ KOUN
The HOW - TO

FAA KNOWLEDGE TEST

- If you have already completed ground school, you must pass your FAA Knowledge Test prior to the first day of class. If you have not, you will be automatically dropped from your flight course. If you are enrolled in ground school for the same semester that you are enrolled in flying, this requirement does not apply to you.

OBTAINING AN FAA MEDICAL

- You must obtain either a Class I or Class II medical no later than July 27 (3 weeks prior to the first day of class). First, visit the FAA MedExpress website (https://medxpress.faa.gov/medxpress/) and create a username/password. After filling out your medical history through the Med Express website, contact an FAA Aviation Medical Examiner (AME) and set up an appointment. You may find a list of FAA Medical Examiners at (https://www.faa.gov/pilots/amelocator/amedirectory/). The medical typically costs just under $100.

If you have any medical issues or concerns, the approval for your medical may take additional time. Therefore you should not hesitate to begin this process now.

NOTE: In April 2016, the FAA separated the FAA Medical from the student pilot license. You may find material on the internet referring to the combined student pilot license / medical, however this is no longer the case. The documents are issued separately. However, if you already received your medical before April 1, 2016, you may already have your combined student pilot license/medical.

OBTAINING YOUR STUDENT PILOT CERTIFICATE

You must obtain either a student pilot certificate as part of this process BEFORE arriving at OU. To do this you have three options:

- Contact your local FSDO (Flight Standards District Office) and schedule an appointment

  OR...

- Contact a local flight school or Certified Flight Instructor and set up an appointment to apply through them.

  OR...

- Come to OU school of aviation studies and apply through our CFIs. (*if you choose this option it MUST still be completed by the date previously listed and PRIOR to your arrival and classes).

YOU MUST BRING YOUR REQUIRED DOCUMENTS TO YOUR APPOINTMENT REGARDLESS OF WHAT OPTION YOU CHOOSE.