

Updated: Jan. 2019

# **ONE-STOP PROCESSING PACKET**

# **SUMMER 2019**

## **What is One Stop?**

One Stop is the process by which the University of Oklahoma will obtain copies of your required flight training documents. Additionally, we will apply for your Student Pilot Certificate from the FAA and answer any questions you have about your flight training.

### **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 pictured 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
- Complete TSA Training Application @ <https://www.flightschoolcandidates.gov>

### **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.).

## **ITEMS TO BE COMPLETED **PRIOR** TO ONE STOP APPOINTMENT**

- Schedule advising appointment with academic advisor
- Obtain FAA Class I or Class II Medical
- Schedule One Stop appointment with Ross Ellis ([Ross.C.Ellis@ou.edu](mailto:Ross.C.Ellis@ou.edu))

## **IMPORTANT DATES TO REMEMBER**

- Complete One Stop Appt.                      **Week of: April 15 - 19, 2019**
- Flight Availability Due no later than:    **May 10, 2019**
- First Time Flyers Meeting – SU19:        **June 10, 2019 @ 5:00PM**

## **FAA KNOWLEDGE TEST**

- If you have already completed ground school, you must pass your FAA Knowledge Test prior to enrollment.

## **OBTAINING AN FAA MEDICAL**

- You must obtain either a Class I or Class II medical. First, visit the FAA MedExpress website: (<https://medexpress.faa.gov/medexpress/>) 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.

## **ONE STOP PROCESSING CHECKLIST**

(Bring this page to your One Stop Appointment)

DATE ONE STOP COMPLETED: \_\_\_\_\_

- Verify currently enrolled in or has completed AVIA 1113
- AVIA 1113 Supply Checklist
- AVIA 1222 Supply Checklist
- Make Copy of FAA Medical
- Make Copy of Birth Certificate/Passport
- Make Copy of Photo ID
- Confirm submission of flight availability
- Student Information Handout
  - Course fees
  - Overflight
  - The high personal demands of the Private Pilot flight course
  - How you “make up time” lost for weather or sickness
- Discuss mandatory Monday Night Lab from 1900 to 2015
- Discuss mandatory first time flyers meeting
- Take TSA Picture (Foreign Nationals Requiring TSA Authorization)
  - If you are NOT a US CITIZEN – You must contact Chief Flight Instructor David Lodes ([dlodes@ou.edu](mailto:dlodes@ou.edu)) ASAP and start the TSA foreign student processing application. This takes time and involves fingerprinting. If you do not have TSA approval to start flight training by the first day of class you will have to drop the class. The TSA requires registration of all international students.
- Apply for FAA Student Pilot Certificate