

STUDENT PILOT AUTHORIZATION (Original/Initial issue under ATO)

Steps / How Long	What to Do	Where to Go	What to Bring
<p>1</p> <p>Pre-Application</p> <p><i>Depends on how long the req'ts are completed</i></p>	<pre> graph TD A[GET Form 601, PEL and Control No.] --> B[RECEIVE Instructions, requirements, and ATO clearance] B --> C[COMPLETE the requirements] </pre>	<p>Databasing Section LCD {Gnd flr, New FSIS Bldg}</p> <p>Pilot Inspector ATOCID {2nd flr, Old Annex 1 Bldg}</p>	<p>SUBMIT:</p> <ol style="list-style-type: none"> 1) NSO Birth Certificate 2) Parental Consent (below 18yo) 3) NBI Clearance 4) OFSAM Medical Certificate (CI- 2) 5) ATO Certificate of SPL Ground course (2.3.3.1(b)) <p>Foreigners</p> <ol style="list-style-type: none"> 6) Passport with Visa stamp 7) Letter of Invitation from ATO 8) BI Special Study Permit (SSP)
<p>2 30 mins</p>	<pre> graph TD D[SUBMIT all requirements at LCD window & PAY (P240)] </pre>	<p>Pilot Inspector ATOCID {2nd flr, Old Annex 1 Bldg} to check completeness before submitting to LCD window</p>	<p style="text-align: center;"><i>Pay P240 at the Cashier {Gnd flr, Old Annex 1 Bldg}</i></p>
<p>3 7 w-days</p>	<pre> graph TD E[RECEIVE the Authorization] </pre>	<p>Releasing Window LCD {New FSIS Bldg}</p>	<ol style="list-style-type: none"> 1) Payment Receipt (P240) 2) ID and or Authorization letter