

AVIATION LANGUAGE SCHOOLS, INC
4031 Woodridge Road, Miami, Florida 33133 U.S.A.

Telephone: (305) 665-9041 Fax: (305) 661-5983

J. Deborah Balter - Director

PLEASE take these three (3) documents* to the U. S. Embassy, along with :

1. Passport.
2. High school or university diploma.
3. All original bank letters/statements.
4. Any and all proof that demonstrates you have every intention of returning to your home country directly after your studies at ALS. Proof such as:
 - a. Ownership IN YOUR COUNTRY of automobile(s), business(es), and/or real estate [house(s), apartment(s), land, etc.]. If, upon return to your country you will not personally use the possessions, then prove that you must return to your country to manage them. If someone is managing your business(es), show it is only a temporary situation until you can do it yourself, when you return home.
 - b. A job IN YOUR COUNTRY that is waiting for you.
 - c. Education IN YOUR COUNTRY that you will continue upon returning home.
 - d. A wife, children, parents and/or fiancée IN YOUR COUNTRY.

* Note that all other papers in this packet are for your personal information.

BEFORE GOING TO THE U.S. EMBASSY, READ ALL OF THE ENCLOSED INFORMATION CAREFULLY, THEN CALL ALS FOR CLARIFICATION AND PROCEDURE REVIEW.

PROOF OF FINANCIAL SUPPORT

PLEASE CHECK WITH THE U.S. EMBASSY IN YOUR COUNTRY TO VERIFY THEIR FINANCIAL ABILITY REQUIREMENT. SOME U.S. EMBASSIES REQUIRE AN ACTUAL BANK STATEMENT OF ACCOUNT, OTHERS REQUIRE A LETTER (see below).

IF THE BANK ACCOUNT IS NOT YOUR OWN, YOUR PARENTS' OR YOUR SPOUSE'S, YOU MUST ALSO PRESENT AN "AFFIDAVIT OF SUPPORT," COMPLETED AND SIGNED BY YOUR SPONSOR(S).

SAMPLE BANK LETTER (TO BE WRITTEN ON BANK STATIONERY)

Please be advised that Mr. George Peter Smith* has been a solid customer of Capital Bank for ten years. Mr. Smith* has constantly maintained a bank balance that demonstrates his ability to fully support himself (both living and school expenses) in the United States for a period of one year.

This information is given with the understanding that Capital Bank is not to be held responsible for any debts incurred by George Peter Smith.

(Signed by a Bank Officer)

* (or Mr. and Mrs. John Smith, parents of George Peter Smith.)

IMPORTANT: If the bank letter mentions the name of a school that will be attended, it should only be Aviation Language Schools, since that is the school for which the visa is being issued. No other school should be named, although it is legal to attend other schools simultaneously or subsequently.

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INFORMATION CONCERNING A STUDENT VISA

Possessing a Student Visa (classification F-1) is a privilege granted by the U.S. Government (Immigration and Naturalization Service - INS). ANY FOREIGNER STUDYING AT ANY U.S. SCHOOL MUST BE ON A STUDENT VISA. Every Aviation Language Schools (ALS) student MUST abide by the rules relating to Student Visa stay. These rules state:

1. A student must be attending ALS full time. Another school can be attended simultaneously, as long as it does not interfere with the student's ALS studies.
2. A student cannot leave the U.S. (for any reason or for any length of time, not even a few hours) without the approval and signature of an authorized ALS staff member.
3. A student must leave the U.S. by the date indicated on the I-20 form (Item #5: "...and complete studies not later than _____.") or by the expiration date of the Student Visa that appears in the student's passport, WHICHEVER COMES FIRST. If a student needs more time than indicated, see an authorized ALS staff member for instructions. There is no limit to the number of ALS I-20 forms that can be obtained.
4. A Student Visa can be revoked at any time for such reasons as:
 - a. Serious traffic violations.
 - b. Failure to pay bills, traffic fines.
 - c. Any behavior that either the U.S. Government or Aviation Language Schools does not consider acceptable.
5. If a Student Visa is revoked, the student's passport is stamped "Undesirable". The student must then leave the U.S. immediately and may never again enter the U.S. If this happens, a career as a pilot is jeopardized.
6. The I-20 Student Visa Form and the Student Visa stamped in the student's passport must both be valid and from the same issuing school. A new I-20 Visa form must be issued by ALS every 12 months. THE STAMP IN THE PASSPORT IS ONLY VALID IF THE I-20 FORM IS VALID.
7. The ALS office must have the student's current address and telephone number (both in his home country and in the U.S.) at all times.

PLEASE NOTE ALS STUDENTS ARE PERMITTED TO WORK IN THE U.S. AS FOLLOWS:

PRIMARY STUDENTS: After being on an F-1 Student Visa nine months, an ALS primary student is legally permitted to work in the U.S., if the appropriate forms have been completed, submitted to INS and approved by INS. The maximum time an ALS student can work is 12 months, work must be part-time, not to exceed 20 hours per week. Work must be aviation related.

ADVANCED STUDENTS: Immediately upon attendance in an ALS advanced course, ALS students are legally permitted to work in the U.S., provided the appropriate forms are completed. Work must be part-time, not to exceed 20 hours per week. Work must be aviation related.

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ALS STUDENT VISA POLICIES

In order to maintain F-1 Student status in accordance with the U.S. Immigration and Naturalization Service (INS), Aviation Language Schools, Inc. (ALS) students MUST SATISFY THE BELOW CRITERIA:

1. Students must attend a minimum of 18 hours of class per calendar week, exclusive of school holidays, approved vacations or absences. The ALS class attendance is compulsory. Class deposits must be used before I-20 expiration date.
2. Students who fail to attend 18 hours of class per week must either:
 - A. Transfer to another INS approved U.S. school and have their transfer school submit the new F-1 or M-1 "school" page of the I-20 form to ALS within 48 hours of last ALS class attended.
 - B. Exit the U.S. within 48 hours of the last ALS class attended.

Failure to meet items 1 or 2 above will necessitate immediate forfeiture of ALS I-20 (F-1 visa) form and deportation from the U.S.

REFUNDS: Please note that the enrollment fee and the visa documents courier fee are NOT refundable. Training materials issued are neither returnable nor refundable. All refunds will be made by ALS check.

I. Refund after student has entered the U.S.:

If a student withdraws from the ALS program for any reason, the following fee schedule is effective (provided all the below conditions have been satisfied). Any refund due a student will be issued after ALS receipt of either of the following, provided the event (transfer or exit) took place within 48 hours of last ALS class attended:

- A. Proof of school transfer, or
- B. Proof of exit from the U.S., with original I-20 returned to ALS.

(However, if an individual has entered the U.S. on an F-1 Student Visa granted on the basis of a ALS I-20 form or with ALS named as the attending school, the initial deposit for classes CANNOT be refunded.)

The ALS refund check will be issued not later than 30 days from receipt of above (A. or B.) proof. The refund will be sent to the former ALS student as follows:

1. If item A. above is applicable: c/o the U.S. INS approved transfer school or
2. If item B. above is applicable: to the former ALS student's address in his/her country.

Fees and charges to be deducted from refund amount:

\$100.00	ALS course withdrawal fee
+ \$60.00	courier fee for refund delivery
= \$160.00	

The above conditions are in accordance with U.S. INS statutes.

II. Refund if student does not enter the U.S.:

1. Written request for refund, together with the original I-20 form, must be received by ALS, within 365 days of I-20 issue date.
2. Refund will be sent to the student at his home country address via courier ONLY AFTER RECEIPT OF BOTH DOCUMENTS SPECIFIED IN ITEM 1 ABOVE.
3. Courier fee for delivery of refund (\$60.00) will be subtracted from refund amount.

Please sign below to indicate that you understand and will comply with the above policies.

Name: _____ Signature: _____ Date: _____

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VISA INSTRUCTIONS

REVIEW THIS PAGE THOROUGHLY UPON RECEIPT, then phone the ALS office, between 10:00 am and 3:00 pm Miami time, for clarification of U.S. Embassy procedures. If a student fails to have this ALS verbal orientation, and the Visa is denied, ALS will not petition for, nor aid in obtaining a reversal of the Visa denial.

Call the U.S. Embassy in your country for instructions as to whether an appointment for an interview is necessary. If an appointment is not necessary, go to the Embassy early in the morning, since there may be many people waiting to be interviewed. Take the following documents with you:

1. Bank letter or statement (original). See enclosed sample bank letter. This letter should state that you have sufficient funds to study in the U.S. for the valid period of the visa (see item No. 5 on enclosed I-20 form).
2. Enclosed I-20 Student-Visa Form from Aviation Language Schools, Inc. (ALS).
3. Passport. Check your passport expiration date. Make sure it is valid for the period of the visa.
4. Enclosed ALS receipt.
5. Enclosed ALS Course Description Sheet, with student's name and entry semester.
6. Your high school diploma (or other proof of high school completion).

At the U.S. Embassy, it will be necessary to prove that you plan to enter the U.S. temporarily to pursue an approved full course of study at ALS. You must be able to show that you will leave the U.S. upon completion of studies. Do not mention family or girlfriends in the U.S. You do not want U.S. Immigration to get the idea that you have any desire to remain in the U.S. You are coming to the U.S. only to study and then will return to your country (see enclosed "Reasons to Study in the U.S."). Do not mention any other school, although it is legal to attend another school concurrently. In order to prove that your stay in the U.S. is temporary, show that you (or your family) have a residence, or that you have a job (existing or awaiting you) in your country, that you have no intention of abandoning.

The Embassy will stamp your passport with an F-1 Visa. Present this visa (in your passport) and the Aviation Language Schools I-20 Form, at Customs when you enter the U.S. **BE SURE TO RETAIN THE DUPLICATE ALS STUDENT I-20 FORM WITH THE CUSTOMS STAMP.**

If the Student Visa is denied for any reason, **CONTACT ALS IMMEDIATELY**, so that ALS may take the necessary steps to help reverse the Embassy's decision and secure the Student Visa.

Please note the following and initial the paragraphs below, to demonstrate your understanding and agreement to comply. Return this initialled form, by fax, upon receipt.

(Initials) I-20 Form Item #5: "...expected to report...not later than _____": Student can enter the U.S. no earlier than 60 days in advance of that date, and not after that date. If new documents need to be issued because the date given by the student is incorrect (or for any other reason), there will be a \$50.00 charge (plus a \$60.00 courier charge for delivery of the new documents).

(Initials) I-20 Form Item #7: The figures in item #7 are basic minimum figures for bank statement purposes only. Please refer to the ALS literature sent to you for actual hourly/daily fees.

(Initials) I agree to phone ALS before going to the U.S. Embassy.

Signature

Name

Date

REASONS TO STUDY IN THE U.S. AND TO ATTEND ALS

Below are statements explaining the reasons a prospective student wants to study in the U.S. and to study specifically at Aviation Language Schools, Inc. (ALS). If queried by the U.S. Embassy or the U.S. Immigration & Naturalization Service, a student should answer those questions based on one of the statements below (when applicable) **BUT USE HIS OWN WORDS** with any added pertinent substantiating personal data. To add credence, a prospective student should have available the ALS Syllabus or Course Description Sheet for any U.S. Embassy and/or Immigration officer who is questioning him.

"I want to have a career as a commercial international pilot. Since English is the international language of aviation, I need to have a very good command of the language. Because English is utilized worldwide in all phases of both aviation training and actual flying, fluent technical aviation English will help me to gain the required pilot licenses, to comprehend aircraft manuals, and to communicate with air traffic control facilities. This specialized training will greatly increase my job opportunities and, of greatest consequence, will help me to become a pilot whose communications are accurate and fluent."

If holding any U.S. pilot licenses and queried concerning why English training is still needed:

"I received my _____ pilot license(s) in the U.S. This experience made me realize the importance of English to aviation safety and how much I need to improve my English. I have difficulty learning English (especially the pronunciation, the syntax, etc.). I feel I deserve the benefits of learning to communicate in aviation English in the U.S., since American English and American aviation terminology and phraseology are the accepted worldwide standards. I want to attend Aviation Language Schools because it specializes in the technical language that I need. At ALS I will learn to speak English with the fluency and accuracy that my chosen profession demands. ALS students learn the technical aviation communication skills that are critical to the safety of pilots, passengers and the general population. There is no language school of ALS's caliber or curriculum in _____ (name your country). For this reason, I feel I should be granted a Student Visa to study at ALS in order to fulfill the training requirements that will increase my probabilities of obtaining a pilot position in _____ (name your country)."

If English is your native language and you are queried as to why you would need training in your own language:

"English is, indeed, my native language. But aviation English is a very specialized language with unique vocabulary, terminology and phraseology that I need to study in order to be able to use fluently. **THE AMERICAN SPECIALIZED AVIATION ENGLISH LANGUAGE IS ACCEPTED AS THE WORLDWIDE STANDARD.** Therefore, if I want to become an international airline pilot in my country, (which is my goal), my chances of becoming one are greatly enhanced if I learn this language at an American school that specializes in it. The Aviation Language Schools' diploma will most assuredly help me to gain employment in _____ (name your country). When I do realize my goal, as an international airline pilot in _____ (name your country), I must not only be able to communicate utilizing this language, but also be fluent in the American idioms and slang which are an integral part of this particular language. I cannot gain this fluency in my country. This fluency is critical, since my safety, the safety of my passengers, as well as those on the ground, will depend on my correct usage of American aviation English communications."

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ALS Student Preparation for U.S. Embassy Interview

Upon receipt of this form, fill it out. Follow the advice given below that is appropriate to your situation, but be honest. Promptly fax this form to the ALS fax number above. After you have faxed the form, phone ALS to discuss your responses. Remember: it is the U. S. Embassy interviewer who will determine by the answers to his/her questions and by your documents, if you are eligible for a Student Visa. Be dressed and act in a manner that will validate your eligibility.

1. Name: _____

2. Date: _____

3. City where you will visit U.S. Embassy: _____

4. Proposed time & date of Embassy visit: _____

5. Instructions for your obligatory, but routine U.S. Embassy visit:

A. DO NOT volunteer ANY information except as stipulated below. Keep all answers short and to the point.

B. ALL conversation & answers should be framed to emphasize safety in Aviation. Note that AVIATION SAFETY DEPENDS ON ALL AVIATION STAFF SPEAKING ENGLISH FLUENTLY.

C. Answer questions using the language according to your ability:

1. If you speak English well and have never studied in the U.S., or any other English speaking country: it is best not to use English. Use your native language. There will be less possibility of misunderstanding, and no doubt then that you need to attend ALS.

2. If your native language is English: you must use English. Select the appropriate response (whichever is true):

a. If you have not attended a flight school in the U.S. or obtained any U.S. flight licenses: Volunteer to the Embassy interviewer that you know no AVIATION TERMINOLOGY. Since English is the universal language of aviation, if you want to be a pilot anywhere in the world you MUST speak AVIATION ENGLISH fluently. Tell the interviewer that "IT IS A MATTER OF LIFE OR DEATH OF NOT ONLY THE PILOT, BUT ALSO OF THE PASSENGERS THAT THE PILOT READ, SPEAK AND UNDERSTAND AMERICAN AVIATION ENGLISH. AMERICAN AVIATION ENGLISH, ITS IDIOMS, AND ITS SLANG, IS THE WORLDWIDE STANDARD USED IN EVERY PHASE OF AVIATION".

b. Tell the Embassy interviewer that you do not feel confident using English, even though you obtained a pilot license (or licenses) in the U.S. You have forgotten a lot since you haven't used English (and/or aviation English), since you left the U.S. State the number of years since you've used English (or aviation English), only if it is two or more years. Say you feel your English is just not good enough to communicate on the radio with air traffic control (ATC),

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Facilities at Opa-Locka and Tamiami Airports, and in Coral Gables

THE A.L.S. HOMESTAY PROGRAM

By living in A.L.S. selected private American homes, A.L.S. students have the opportunity to practice English in a very comfortable and supportive environment. A.L.S. students who participate in the ALS Homestay Program always learn English more quickly than those who elect to live independently. Because of the learning advantages, students are, therefore, encouraged to participate in the A.L.S. Homestay Program.

The A.L.S. hosts are able to help foreign students learn about the American way of life: our attitudes, habits, customs and friendly, open nature. Students will find that their hosts are willing to help whenever they can. The hosts realize A.L.S. students are a long way from home, in a place very different from their own home. They understand that students naturally will have a lot of questions and they will be happy to answer those questions.

Aviation Language Schools, Inc. utilizes hosts that have been carefully screened to provide: 1) a comfortable private bedroom with a study area, 2) access to public transportation, 3) many opportunities to speak English, and 4) breakfast and dinner. Most of these hosts have been participating in the A.L.S. Homestay Program for many years. They are very knowledgeable about foreign student needs and they know how to satisfy those needs.

Soon after an A.L.S. student arrives in Miami, the Homestay host usually takes the student to a supermarket in order to be shown what foods are preferred. The host will try to accommodate the student as much as possible, but students must realize that hosts are also planning the meals for themselves or their families. Other than a preference for health or religious reasons, students should not be too choosy. The healthiest attitude to have is one of adventure. If foreign students experiment with American foods and activities, they will learn a lot and will broaden their experiences. Because most students eat their lunch at a restaurant, the Homestay hosts are asked to provide only 2 meals: breakfast and dinner. Dinner with the host is especially beneficial to the student since it is a time conducive to conversation. Students are asked not to take advantage of host hospitality by eating food that is targeted for a specific person or purpose.

Whenever possible, A.L.S. will place foreign students with a host that is close to public transportation. Many students elect to rent a car. A foreign student must be at least 21 years old, have a valid driver's license and possess a major credit card in his name, in order to rent a car. A compact car will cost about \$500.00 per month with insurance. Remember, hosts are required to provide a student with lodging, breakfast, dinner and advice. They are not responsible for transportation or other necessities. Although a host may offer occasional transportation, to help the student, Homestay hosts must be recompensed if they routinely provide this service.