

VISA ASSISTANCE

For assistance with your travel planning to the United States, or to request course delivery in another country, please contact us today.



CONTACT US

PHONE: 303-328-4423

EMAIL: jeppesenacademy@jeppesen.com

NAVIGATION LINKS

[Commercial Aviation Ground Training Home](#)

[Commercial Aviation Pilot Training Home](#)

[Online Registration Form](#)

M-1 STUDENT VISA: Jeppesen Issued I-20 Form (\$200 Fee)

B-1 BUSINESS VISA: Jeppesen Issued Invitation Letter (No Fee)

Customers should work with airline/company travel department if available to verify if a business visa is more appropriate, less expensive, and easier to process than a student M-1 visa. For customers seeking a business visa for employee technical training Jeppesen will send you a formal invitation letter at no charge which outlines your training details and purpose. For student visas Jeppesen will create a SEVIS I-20 form for a fee of \$200.

Applying for and receiving a visa for the United States can be a lengthy process, and the amount of time required can vary between countries and Embassies. Regardless of the type of visa, customers should start the visa application process at least two to three months before the course start date. Most U.S. embassies have a web site which will provide customers with unique requirements, last minute updates, and expected processing timelines.

Visa Application Steps;

1. **Complete the Jeppesen Registration Form:** <http://www.jeppesen.com/trainingregistration>
2. **Submit Jeppesen Course Deposit:** see the Jeppesen Training Terms and Conditions and Global Refund policy during the Registration process for details.
3. **Submit Jeppesen I-20 Processing Fee (for M-1 students only):** a non-refundable fee of \$200 is required to process the I-20 form. Once Jeppesen has received all required information and documents required a Form I-20 will be generated and signed by a Designated School Official, then mailed to you via FedEx or UPS.
4. **Once the I-20 is Received, Submit US Government SEVIS I-901 Fee:** an additional fee paid to the U.S. government prior to your visa appointment for government processing overheads. Online payments can be made at www.fmjfee.com. Checks and money orders made payable to the "I-901 Student/Exchange Visitor Processing Fee" can also be mailed to SEVIS with the name of the student written on the check by completing the I-901 form and by following all instructions online at <http://www.ice.gov/doclib/sevis/pdf/I-901.pdf>. Credit cards and cash are not accepted. Fees will not be refunded. For questions first visit the I-901 FAQ page at www.ice.gov/sevis/i901, then contact the I-901 helpdesk at 1-212-620-3418 / fmjfee.sevis@dhs.gov. Your SEVIS I-901 fee payment will require a reference number which will be located on the I-20 sent by Jeppesen. Students must bring proof of their I-901 payment prior to going to the U.S. embassy appointment. Jeppesen can not pay this fee on the student's behalf. Students are responsible for ensuring this payment is made and proof of payment is received prior to the Embassy appointment.
5. **Request a Visa Appointment with the US Embassy:** Once you have received your signed I-20 form from Jeppesen you will need to contact the US Embassy to request an appointment.

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Embassy Appointment Checklist

- Form I-20: issued and signed by a Jeppesen Designated School Official.
- Passport: valid for at least 6 months after the proposed date of entry into the U.S.
- A valid visa containing the SEVIS ID and name of school attending (unless exempt).
- Photograph: one (1) 2"x2" photo.
- Photo identification: Two (2) forms of photo ID with full names matching exactly.
- Jeppesen course registration form: a copy of your registration form will be emailed to you.
- I-901 Payment Receipt issued by SEVIS.
- Visa issuance fee - if applicable (see http://travel.state.gov/visa/frvi/reciprocity/reciprocity_3272.html)
- Financial evidence showing that the prospective student or sponsor has sufficient funds to cover tuition and living expenses during the period of intended study.
 - o For example, if student or sponsor is salaried, the applicant should bring income tax document and original bank records and/or statements. If the student or sponsor owns a business, bring business registration, licenses, etc, and tax documents, as well as original bank records and/or statements.
- Return airline itinerary and receipts.
- Jeppesen "FAA Dispatcher Course Details" document: www.jeppesen.com/faadispatcher
- Jeppesen "About the Dispatch Career" document: www.jeppesen.com/dispatchcareer
- Jeppesen Course Schedule for Denver: www.jeppesen.com/courseschedule

Because each prospective student's situation differs, consular officials may ask applicants for different documents. For this reason applicants should be prepared to provide additional information if available. These documents are not required but could be helpful:

- Transcripts and diplomas from previous institutions attended, scores from standardized tests such as TOEFL or ICAO English Proficiency Levels, etc.
- Employment or student verification documents: In addition to past transcripts, provide any documentation you might have that shows your current employment or student status.
- Endorsement letters: provide written letters from employer, school, and family members endorsing training in the United States. All three (3) letters should be written on company/school letterhead if possible, list contact information of the person endorsing your travel and education plan, and signatures if possible.
- Summary Letter: a written explanation of why this training will benefit you, your family, your employer, and your country upon return.

During the embassy appointment the student must demonstrate clear intentions to return to the country of residence after a short visit to the United States. An established job, steady savings, strong family ties and a defined plan of study or tourism are also important factors during the interview. It is important that applicants respond truthfully to the Embassy or consulates questions. At the end of the Embassy appointment applicants will be advised of future appointment requirements, additional steps, or when a visa should be expected.

Jeppesen is not responsible for delays once the I-20 form is submitted. It is the responsibility of the student to provide accurate information during the registration and application phase, and to provide adequate time before the course start date. Jeppesen will only allow students to move start dates and registration deposits for delays which are outside the applicant's control.

FOR MORE INFORMATION, CHECK OUT THESE WEBSITES;

- http://www.ice.gov/sevis/becoming_nonimmigrant_student_52007.htm
- <http://www.ice.gov/sevis/students/>
- <http://www.travel.state.gov>
- http://travel.state.gov/passport/lost/lost_848.html
- <http://usembassy.state.gov>