
	NOTIFICATION FOR STUDENT AND STAFF	Revision: 1
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Student adoption and documentation

This document regulates rules for student or pilot adoption for specific trainings or services offered by MultiFly Kft. In all cases, candidates shall arrive at least 1 day before training start. MultiFly ATO Office only operates during weekdays. Candidates who need medical certificate shall arrive at least 2 days before training and arrange appointment through MultiFly ATO. For hour building or aircraft rental booking is only available 1 calendar day after adoption. In any cases adoption considered to be completed when candidate is personally presented at MultiFly ATO Office.

Private Pilot License (Aeroplane) Training Course		
<i>Item</i>	<i>Description</i>	<i>Required</i>
Passport / National ID Card		Passport for Non-EU Citizens
Immigration documents (VISA)		Non-EU Citizens
High School Certificate		Everyone
Higher education certificate	BSc, MSc, PhD	If applicable (possessed)
Proof of English knowledge	TOEFL, State Exam, ICAO	Everyone
Part-MED Medical license	Class 2 or 1	Everyone
Pilot Data Sheet	Flight time not applicable	Everyone
<i>To credit previous experience</i>		
Student log from previous ATO	Only EASA ATOs accepted	Everyone
Logbook	Filled accordingly	Everyone
Theoretical Exam Certificate	All exams passed at CAA	Everyone
Termination of Training	Letter from previous ATO	Everyone
Only 4 hours will be credited (ATO TM PPL(A) Ex 3,4,5,6)		

Night Rating Training Course		
<i>Item</i>	<i>Description</i>	<i>Required</i>
Passport / National ID Card		Passport for Non-EU Citizens
Immigration documents (VISA)		Non-EU Citizens
High School Certificate		Everyone
Higher education certificate	BSc, MSc, PhD	If applicable (possessed)
Proof of English knowledge	TOEFL, State Exam, ICAO	Everyone
Part-MED Medical license	Class 2 or 1 and IR Check	Everyone
Pilot Data Sheet		Everyone
Pilot License	EASA Part-FCL	Everyone
Logbook	Filled accordingly	Everyone
At least 15 hours of PIC shall be possessed and type differential training for Cessna 150/152 aircrafts.		
In case student does not have EASA Part-FCL compliant license MultiFly only issues the course completion certificate. To start the training course Part-MED Medical certificate is required!		

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ATPL(A) Theoretical Training		
<i>Item</i>	<i>Description</i>	<i>Required</i>
Passport / National ID Card		Passport for Non-EU Citizens
Immigration documents (VISA)		Non-EU Citizens
High School Certificate		Everyone
Higher education certificate	BSc, MSc, PhD	If applicable (possessed)
Proof of English knowledge	TOEFL, State Exam, ICAO	Everyone
Part-MED Medical license	Class 2 or 1	Everyone
Pilot Data Sheet	Flight time not applicable	Everyone
Pilot License (at least PPL(A))	Issued according to ICAO	Everyone

SEP Instrument Rating (Aerplane)		
<i>Item</i>	<i>Description</i>	<i>Required</i>
Passport / National ID Card		Passport for Non-EU Citizens
Immigration documents (VISA)		Non-EU Citizens
High School Certificate		Everyone
Higher education certificate	BSc, MSc, PhD	If applicable (possessed)
Proof of English knowledge	ICAO ELP	Everyone
Part-MED Medical license	Class 2 or 1 and IR Check	Everyone
Pilot Data Sheet	At least 50 hours PIC and Night Rating	Everyone
Pilot License (at least PPL(A))	Issued according to ICAO	Everyone
Logbook	Filled accordingly	Everyone
ATPL Theoretical Exam Certificate	All exams passed at CAA	Everyone


In case student enrolling MultiFly ATO ATPL(A) Theoretical course the training could be started if the following subjects are completed front of the CAA:

- Air Law
- Operational Procedures
- Aircraft general knowledge: Instrumentation
- Flight performance and monitoring
- Human Performance
- Meteorology
- Radio Navigation
- IFR Communication


By the end of the SEP IR(A) Training Course in order to complete the CAA Practical examination the student **shall complete all ATPL(A) Theoretical subjects** front of the CAA.

Previous experience is not credited and MultiFly does not accepts students from other ATOs. Unless someone starts over the whole training.

To start over the whole training student shall provide the termination agreement with the previous ATO.


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Commercial Pilot License (Aeroplane) Training Course		
<i>Item</i>	<i>Description</i>	<i>Required</i>
Passport / National ID Card		Passport for Non-EU Citizens
Immigration documents (VISA)		Non-EU Citizens
High School Certificate		Everyone
Higher education certificate	BSc, MSc, PhD	If applicable (possessed)
Proof of English knowledge	ICAO ELP	Everyone
Part-MED Medical license	Class 1 and IR Checked	Everyone
Pilot Data Sheet	150h total time and SEP IR	Everyone
Pilot License (PPL(A))	Issued according to ICAO	Everyone
Logbook	Filled accordingly	Everyone
Theoretical Exam Certificate	ATPL(A) or CPL(A)	Everyone
<p>In case student doesn't have SEP IR(A) the training course will be 25 hours -> 10 hours SEP, 10 hours SEP IR Flight, 5 hours complex aircraft flight (retractable gear, variable pitch propeller)</p> <p>Previous experience is not credited and MultiFly does not accept students from other ATOs. Unless someone starts over the whole training.</p> <p>To start over the whole training student shall provide the termination agreement with the previous ATO.</p> <p>Student could start the training with 150 hours of total time, but the minimum requirements before the CAA Practical Examination:</p> <p style="text-align: center;">200 Hours TOTAL Time 100 Hours PIC 300 NM Cross-country (included in training)</p>		

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Multi-Engine Class Rating Training Course		
<i>Item</i>	<i>Description</i>	<i>Required</i>
Passport / National ID Card		Passport for Non-EU Citizens
Immigration documents (VISA)		Non-EU Citizens
High School Certificate		Everyone
Higher education certificate	BSc, MSc, PhD	If applicable (possessed)
Proof of English knowledge	ICAO ELP	Everyone
Part-MED Medical license	Class 2 or 1	Everyone
Pilot Data Sheet	At least 70 hours PIC	Everyone
Pilot License (PPL(A))	EASA Part-FCL Only	Everyone
Logbook	Filled accordingly	Everyone
<p>Previous experience is not credited and MultiFly does not accepts students from other ATOs. Unless someone starts over the whole training.</p> <p>To start over the whole training student shall provide the termination agreement with the previous ATO.</p>		

Multi-Engine IR Conversion Training Course		
<i>Item</i>	<i>Description</i>	<i>Required</i>
Passport / National ID Card		Passport for Non-EU Citizens
Immigration documents (VISA)		Non-EU Citizens
High School Certificate		Everyone
Higher education certificate	BSc, MSc, PhD	If applicable (possessed)
Proof of English knowledge	ICAO ELP	Everyone
Part-MED Medical license	Class 1 and IR Checked	Everyone
Pilot Data Sheet	MEP CR, SEP IR(A)	Everyone
Pilot License (PPL(A))	EASA Part-FCL Only	Everyone
Logbook	Filled accordingly	Everyone
Theoretical Exam Certificate	ATPL(A) or CPL(A)	Everyone
<p>Previous experience is not credited and MultiFly does not accepts students from other ATOs. Unless someone starts over the whole training.</p> <p>To start over the whole training student shall provide the termination agreement with the previous ATO.</p>		

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Hour Building and A/C Rental		
<i>Item</i>	<i>Description</i>	<i>Required</i>
Passport / National ID Card		Passport for Non-EU Citizens
Immigration documents (VISA)		Non-EU Citizens
Proof of English knowledge	ICAO ELP	Everyone
Part-MED Medical license	Class 1 or 2	Everyone
Pilot Data Sheet		Everyone
Pilot License	Part-FCL or Validated	Everyone
Logbook	Filled accordingly	Everyone
MultiFly Operator Permit	2 hours dual flight	Everyone
<p>Pilot should have valid Pilot License physically possessed with Part-MED Medical certificate.</p> <p>In case student have other than EASA Part-FCL compliant license there are two options: - license conversion with 2 theoretical subjects and 1 practical examination - validation at the Hungarian CAA</p> <p>For SEP CR Renewal, we accept only EASA Part-FCL compliant licenses. Otherwise pilot should apply for license conversion and renew the Class Rating during that procedure.</p>		

NOTIFICATION FOR NON-EU CITIZENS

According to Hungarian immigration policies, MultiFly ATO shall officially notify authorities on students enrolling training courses with non-EU citizenship. The notification procedure takes up to 6 working days. Non-EU students must plan their arrival according to the following schedule:

Day 1.: Application via e-mail. Copy of all required document scanned and pilot data sheet filled. Authorities notified.

Day 2. – 5.: Further communication with the student via e-mail if any more information needed.

Day 6.: Arrival at MultiFly ATO. Finalization of training contract.

Day 7.: Start of training (in case of NVFR training the training might be started on Day 6.)

In such case authorities acknowledge notification before Day 6. Student will be notified immediately and might arrive between Day 2. – 5.