

**1 Personal Data**

a	Checklist		Form-1	
b	Recent CV			
c	Personal Information Summary	+ Later stage <sup>All</sup>	Form-2	
d	Copy of Lebanese ID			
e	Copy of passport (2 years minimum when applying to visa)			
f	Copy of foreign passport (if any)			
g	Recent PERSONAL Civil Status Extract (3 months)	+ Later stage <sup>All</sup>		
h	Recent FAMILY Civil Status Extract (3 months)	+ Later stage <sup>All</sup>		
i	Twelve recent passport photographs + one showing all body length (face) + one showing all body length (profile)			
j	Citizenship <input type="checkbox"/> / Age ( ___ years) / Gender (M <input type="checkbox"/> F <input type="checkbox"/>			

**2 Education**

a	Official baccalaureate certificate or official equivalent			
b	Official baccalaureate grades			
c	University transcript			
d	Certificate of university completion			
e	School records (last 2 years)			
f	Degrees			
g	Diplomas			
h	Languages (Ar <input type="checkbox"/> , En <input type="checkbox"/> , Fr <input type="checkbox"/> , Other <input type="checkbox"/> )			

**3 Training**

a	Licences (CPL, IR, ALTP, RT, MCC, ...)			
b	Flying records & grades			
c	Log book			
d	Training certificates			
e	Professional letters of recommendation			

**4 Employment History**

a	Employment certificates			
b	Employment letters of recommendation			

**5 Medical**

a	Height: ___ cms / Weight: ___ kgs			
b	Medical screening form		Form-3	
c	Medical statement	For Visa	Form-9	
d	Medical Application		Form-10	

**6 Legal**

a	Recent clean Juridical Record (Police record <i>سجل عدلي</i> )	+ Later stage <sup>All</sup>		
b	Loan request	Later stage <sup>B+M</sup>	Form-4	
c	Residency Statement	Later stage <sup>All</sup>	Form-6	
d	Residency Report for applicant	Later stage <sup>All</sup>	إفادة سكن من المختار للطالب	
e	Residency Report for guarantor	Later stage <sup>All</sup>	إفادة سكن من المختار للكفيل	
f	Real Estate Mortgage documents & report سند التمليك الأصلي + صورة عنه/ إفادة عقارية + الأقسام المشتركة/ خريطة المساحة مؤثر ومصدق عليها من التنظيم المدني إفادة لإثبات المحتويات من البلدية   إفادة تخطيط وتصنيف أو ارتفاع وتخطيط من التنظيم المدني   إفادة بيان المساحة من مصلحة المساحة	Later stage <sup>M</sup>		
g	Bank Guarantee	Later stage <sup>B</sup>	Form-7	
h	Personal Guarantee	Later stage <sup>All</sup>	Form-8	
i	Copy of guarantor(s) ID(s)	Later stage <sup>All</sup>	صورة عن هوية الكفيل	
j	Contract and its attachments	Later stage <sup>All</sup>		

**7 Financial**

a	Copy of payment receipt for Academic examinations fees: US\$300.00	At application		
b	Copy of payment for Medical examinations: around US\$1,000.00			
c	Payment for real estate estimation: US \$275/ \$375			
d	Payment for the mortgage taxation & Notary: around US\$ 3,500 .00			
e	Down payment: US\$ 25,000/ \$ 45,000; Bank cheque or transfer	Later stage <sup>All</sup>		
f	Down payment: US\$ 25,000/ \$ 45,000; MEA receipt	At contract signature		
g	Financial statement	After FTE graduation		

**8 Insurance**

a	Insurance application (item#10: Sum insured \$125,000.00 & Premium: \$875.00; item#11: Middle East Airlines)	Later stage <sup>All</sup>	Form-5	
b	Insurance policy	Before travel		
c	Health insurance	Before travel		

**9 Results (For MEA use)**

a	Academic examinations results & reports			
b	Initial medical and ICAO medical class 1			
c	Assessment results & reports			
d	Medical screening results & reports			
e	Selection committee reports			

**10 Formalities (For MEA use)**

a	Visa application			
b	Documents required for visa application [2 police records*, medical* (Form 9), photos, fees, previous visa, etc.]			
c	MEA letter			
d	Travel arrangements			

\* Translated to Spanish and Legislated by the Ministry of Foreign Affairs