



Subject: **Conversion of pilot licenses from ICAO member states**

Holders of Commercial Pilot, Multi-engine Land Airplane, and Instrument Airplane Licenses/Certificates may apply for Pilot Licenses/Certificates with the same category and class ratings from the Kingdom of Saudi Arabia. The converted certificates may be issued by the Certification and Licensing Division of the GACA pending the submission of the required data. Please ensure that this required data is attached to the "Application GACA Airman Certificate" Form (GACA-S&ER 400/B) which can be found at: www.gaca.gov.sa.

1. Provide your name exactly as shown in your passport; including your telephone number.
2. Regulatory prerequisites (applicant must have a thorough knowledge of the following):
 - a. Aircraft Equipment Part 61.45
 - b. Commercial: Part 61.123/61.125
 - c. Instrument: Part 61.65
3. ICAO English Language Level 4 proficiency is required.
4. An endorsement from a certified flight/ground instructor that attests to the applicants' successful preparation for the knowledge/practical testing is required. These documents (original presented and copies provided) must accompany the application prior to practical GACA flight evaluation:
 - a. Log books; present original with copies provided.
 - b. Flight certification & training records: present original with copies provided.
5. Identification documents such as Passport and/or KSA Civil Identification are required.
6. Application must be annotated by the applicant on the reverse side of the application attesting that these required documents are attached. Copies are acceptable.
7. A current medical certificate from the ICAO issuing state and a current GACA medical certificate are required.
8. Application charges are to be paid to the Fees Department. The original receipts with a copy are required.
9. AIP & Knowledge tests (Commercial/Military Comp. and Instrument-as required) are required: make appointment for these examinations.
10. Verification of the certificate from the ICAO state of origin is required. Where possible this data is to be sent directly to: ser@gaca.gov.sa malraddadi@gaca.gov.sa tschmit@gaca.gov.sa
11. Passport type photographs; two photographs (3cmX 3cm, white background no head cover) is required.

Please direct any questions to the Certification and Licensing Division; my e-mail address is malraddadi@gaca.gov.sa or via fax number at 966-2-685-5480.

Regards,

Mohammed A. Al-Raddadi

Director, Certification & Licensing Division

CF: file CONVERSION OF ICAO LICENSES BEB INFO 14 MAY 2008-05-14

Attach: _____ : مرفقات Date: 14 May 2008 اريخ Ref: 7/6/1/2/ _____ : الرقم

P.O. Box 887 Jeddah 21421

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