 Department of Civil Aviation Republic of Mauritius	<p style="text-align: center;"><b>APPLICATION FOR CONVERSION OF FOREIGN ICAO FLIGHT CREW LICENCE</b></p> <p style="text-align: center;"><b>GUIDANCE &amp; APPLICATION</b></p>	Issue: 01 Revision: 00 Date: 01 July 2021
--	---	---

## APPLICATION FOR CONVERSION OF A FOREIGN ICAO FLIGHT CREW LICENCE

### Introduction

The aim of this Guidance and Checklist is to open a channel of discussion in creating a standard practice and understanding of the validation of foreign licences to enable DCA to achieve their MCAR-FCL obligations in validating licences in accordance with Civil Aviation Regulation 2007 as amended.

The mechanism of conversion is quite detailed in the MCAR and rely a lot on the information provided by the foreign issuing authority. However, some challenges persist and some clarifications are necessary for the countries to align the practice and understanding of the terminology involved.

### Validity of the converted licence

Validity of the converted Licence is 10 (ten) years (Subject to the valid / current Class and Rating)


### General

Please ensure the following steps are complied with in your application to convert your professional pilot licence to a Mauritian professional pilot licence.

DCA will reject incomplete applications including if supporting documents are not fully provided.

Please note that temporary aviation documents, including licences and certificates, will not be recognised.

STEP 1	Foreign Professional Pilot Licence and Medical Certificate
	<ol style="list-style-type: none"> <li>The foreign professional pilot licence shall be issued by an ICAO Contracting State.</li> <li>The foreign licence, medical certificate and associated ratings submitted for conversion must be issued by the same licensing authority.</li> <li>The foreign licence, medical certificate and associated ratings must be valid at the time of submission of the application and at the time of issue of the Mauritian licence.  <b>Note 1:</b> Applicants are advised to ensure sufficient validity period to take into account the processing time required.</li> <li>All flying experience records, including pilots' logbook records, must be verified by the relevant aviation organisation or the civil aviation authority.</li> <li>Foreign military flying hours will not be recognised for the crediting of flying hours for the purpose of the conversion.  <b>Note 2:</b> An applicant undergoing aircraft training in a Mauritian registered aircraft is required to apply for a DCA Certificate of Validation of his foreign licence in advance.</li> </ol>

 Department of Civil Aviation Republic of Mauritius	<b>APPLICATION FOR CONVERSION OF FOREIGN  ICAO FLIGHT CREW LICENCE  GUIDANCE &amp; APPLICATION</b>	Issue: 01 Revision: 00 Date: 01 July 2021
--	--	---

STEP 2	Form Completion
	<p>6. The DCA Pel 02 – Application for Assessment for Conversion of a Foreign Professional Pilot Licence (enclosed) must be completed and submitted with the full set of supporting documents to:</p> <p><b>Department of Civil Aviation  SSR International Airport  Plaisance, Plaine Magnien  Mauritius</b>  Tel: (230) 603-2000  Fax: (230) 637-3164  <a href="mailto:civil-aviation@govmu.org">civil-aviation@govmu.org</a></p> <p>7. Page 8 of the application form is for the declaration of flying experience. Please use the appropriate form for conversion to a Mauritian CPL, MPL or ATPL</p>

STEP 3	Supporting Documents
	<p>8. Please submit your flying logbook and a copy of each of the following supporting documents with your original application form</p>

SN	Item	Check
1.	Passport (clearly showing the front cover, personal details and photo)	<input type="checkbox"/>
2.	Letter from Mauritian air operator or aviation organisation indicating employment or intent of employment	<input type="checkbox"/>
3.	Foreign professional pilot licence (all pages)	<input type="checkbox"/>
4.	ICAO English Language Proficiency certificate of at least level 4	<input type="checkbox"/>
5.	Flight Radiotelephony Operator's licence	<input type="checkbox"/>
6.	Medical certificate on foreign licence	<input type="checkbox"/>
7.	ATPL examination results (not required if candidate holds an ATPL)	<input type="checkbox"/>
8.	Human Performance examination results on foreign licence (if available)	<input type="checkbox"/>
9.	Most recent certified instrument rating (IR) proficiency check report / certified logbook Entry (if IR not endorsed on licence)	<input type="checkbox"/>
10.	Certified proof of two proficiency checks completed at least 4 months apart, within the preceding 12 months from date of application (If not available, at least proof of <b>one</b> proficiency check completed within the preceding 12 months is to be submitted)	<input type="checkbox"/>
11.	Copy of logbook showing the most recent 6 months' flying entries (highlight entries)	<input type="checkbox"/>
12.	Copy of logbook showing completion of 5 hours of night flying as pilot-in-command (PIC) (highlight entries)	<input type="checkbox"/>

 Department of Civil Aviation Republic of Mauritius	<b>APPLICATION FOR CONVERSION OF FOREIGN          ICAO FLIGHT CREW LICENCE          GUIDANCE &amp; APPLICATION</b>	Issue: 01 Revision: 00 Date: 01 July 2021
--	--	---

SN	Item	Check
13.	Copy of logbook showing 4 commercial operations in the aircraft type sought in the 12 months immediately preceding the date of application (highlight entries)	<input type="checkbox"/>
14.	Copy of logbook or official document showing having completed at least 3 take-offs and landings in the 90 days immediately preceding the date of application, in an aircraft or a simulator approved by the foreign CAA	<input type="checkbox"/>
15.	Training programme proposed by the air operator or aviation organisation.	<input type="checkbox"/>
16.	<b>For conversion to Mauritian CPL</b>	<input type="checkbox"/>
17.	Proof of successful completion of a course of flying training approved by the foreign CAA (if applicable)	<input type="checkbox"/>
18.	<b>For conversion to Mauritian MPL</b>	<input type="checkbox"/>
19.	Proof of successful completion of an MPL training course established with the foreign air operator and approved by the foreign CAA, of at least 240 hours conducted in an aeroplane and a simulator approved by the foreign CAA	<input type="checkbox"/>
20.	Proof of successful completion of the Initial Operating Experience (IOE) Programme with the foreign air operator	<input type="checkbox"/>
21.	Copy of logbook or official document showing 60 sectors of line flying in a multi-crew certificated aircraft with the foreign air operator	<input type="checkbox"/>
22.	The application form, supporting documents must be submitted in the English language or accompanied with English-translated documents endorsed by an official authority, such as the relevant consulate, aviation authority, solicitor etc	<input type="checkbox"/>

#### Instructions

1. This application form will take approximately 1 hour to complete. Incomplete applications will be rejected.
2. Please complete this form in BLOCK LETTERS.
3. Page 6 of this application form is for the declaration of flying experience. Please use the appropriate form for conversion to a Mauritian CPL, MPL or ATPL.
4. The informations provided herein are required to be substantiated by supporting documents.
5. Only application forms submitted through a Mauritian Air Operator or aviation organisation will be accepted. The result of the assessment will be provided to the organisation. Applicants are to check the result with the organisation.
6. The assessment fee will be paid against invoice by the operator.

#### Part I - Personal Particulars

Name as in Passport: (underline surname)		Passport Number:	
Mailing Address:		Mobile Number:	
Date of Birth: <small>Click or tap to enter a date.</small>	Age:	Place of Birth:	Nationality:

#### Part II – FOREIGN Licence Particulars

 Department of Civil Aviation Republic of Mauritius	<b>APPLICATION FOR CONVERSION OF FOREIGN          ICAO FLIGHT CREW LICENCE</b> <b>GUIDANCE &amp; APPLICATION</b>	Issue: 01 Revision: 00 Date: 01 July 2021
--	---	---

Type of Licence	Country of Issue	Licence Number	Date of Medical Expiry	Date of Expiry
Choose an item.			Click or tap to enter a date.	Click or tap to enter a date.
Radiotelephony Licence				
Endorsements or Restrictions in the Pilot or Flight Radiotelephony Operator Licence:				
English Language Proficiency : Choose an item.				

Part III – Instrument Ratings Held		
Instrument Ratings Held	Country & Date of Initial Issue	Date of Last Instrument Rating Test
	Country:  Date: Click or tap to enter a date.	Click or tap to enter a date.


Part IV - Flying Experience*											
Name of Air Operator/ Aviation Organisation	Period of service		Aircraft Type	Hours Flown As				Date of Most Recent Flight			
	From	To		Pilot in Command		Co-Pilot		Pilot in Command		Co-Pilot	
				Day	Night	Day	Night	Day	Night	Day	Night
Total hours on all aircraft types stated above:				As Pilot in Command:				As Co-Pilot:			

\* Foreign military flying hours shall not be included


 Department of Civil Aviation Republic of Mauritius	<b>APPLICATION FOR CONVERSION OF FOREIGN          ICAO FLIGHT CREW LICENCE          GUIDANCE &amp; APPLICATION</b>	Issue: 01 Revision: 00 Date: 01 July 2021
--	--	---

<b>Part V - Declaration and Consent to Disclosure and Collection of Information by Applicant</b>		
<i>Please answer all the questions below. If the answer is "Yes", please provide details in the textbox below.</i>		
	<b>YES</b>	<b>NO</b>
1. Have you ever been found guilty of an offence under Civil Aviation Laws ?	<input type="checkbox"/>	<input type="checkbox"/>
2. Are you currently or have been disqualified from holding any aviation safety Instrument ?	<input type="checkbox"/>	<input type="checkbox"/>
3. Have you been the subject of any investigation or suspension actions by any civil aviation authority ?	<input type="checkbox"/>	<input type="checkbox"/>
4. Do you have any history of physical, mental or serious behavioural problems ?	<input type="checkbox"/>	<input type="checkbox"/>
5. Have you ever been convicted of a criminal offence in any country ?	<input type="checkbox"/>	<input type="checkbox"/>
<b>If the answer is "Yes" on one or more questions, please provide details:</b>          		

<p><input type="checkbox"/> I hereby declare that I will maintain secrecy of all radiotelephony communications and shall not improperly divulge to any person the purpose or contents of any message which may come to my knowledge in connection with the operation of any radio apparatus on board the aircraft.</p> <p><i>I declare to the best of my knowledge and belief that the statements made and the information supplied in this form are complete and correct. I understand that any false representations made by me for the purpose of procuring the Mauritius aviation safety instrument is an offence under the Civil Aviation Regulation and I may be subject to the prosecutions stipulated thereunder and any Mauritius aviation safety instrument granted pursuant to the application will be revoked.</i></p> <p><i>I agree that DCA may collect, use, and disclose my personal data to the Government of the Republic of Mauritius and other public agencies, and aviation authorities, as provided in this application form, or obtained by DCA as a result of processing my application for the purposes of assessing my application and the administration of any regulatory document that may be granted by DCA, verification of regulatory documents issued by DCA, or enforcing and ensuring my compliance with the relevant transport safety regulatory requirements.</i></p> <p><i>(Please check the box below to indicate your preference)</i></p> <p><input type="checkbox"/> I agree that the DCA may collect and use my personal data, which includes my contact information (e.g. email addresses, phone numbers and postal addresses) to communicate information on aviation-related events and training.</p> <p>Please visit our <a href="https://www.civil-aviation.govmu.org">https://www.civil-aviation.govmu.org</a> .</p>	
<b>Name &amp; Signature of Applicant:</b>	<b>Date:</b> Click or tap to enter a date.  <b>Place :</b>

 Department of Civil Aviation Republic of Mauritius	<b>APPLICATION FOR CONVERSION OF FOREIGN          ICAO FLIGHT CREW LICENCE</b> <b>GUIDANCE &amp; APPLICATION</b>	Issue: 01 Revision: 00 Date: 01 July 2021
--	---	---

Part VI - Verification of Documents by Air Operator's or Aviation Organisation's Representative				
Check Items	S	US	NA	Remarks
Validity of CPL / MPL / ATPL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Validity of Medical Certificate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Validity of Radiotelephony (RT licence) Or : Statement on RT licence from Foreign CAA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Validity of Certificate of Test / Aircraft Rating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Validity of Instrument Rating (IR on Licence) Or : Validity of Most Recent IR Report/ Pilot Proficiency Check Report Or : Letter of Authentication from Foreign Airline / CAA on Instrument Rating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Certification (stamp) from Foreign Airline / CAA on current logbook Or : Letter from Foreign Airline / CAA on flying hours Or : Computer printouts of flying hours from Foreign Airline / CAA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
'Current' as per currently rated on the aircraft type sought in the foreign licence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Aircraft Type: 1. 2. 3.
Has completed 2 proficiency checks of the aircraft type sought in the 12 months immediately preceding the date of application (at least 4 months apart).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date of proficiency checks 1. 2.
Has operated the flight controls during at least three take-offs and landings in the 90 days preceding the date of application.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date of 3 take-offs & landings 1.
<p><b><i>I have assessed the licence and documents submitted by the applicant and I confirm that they are valid and completed and found them to be satisfactory.</i></b></p> <p>Name of Representative:</p> <p>Signature:</p> <p>Date: Click or tap to enter a date.</p> <p>Stamp</p>				

 Department of Civil Aviation Republic of Mauritius	<b>APPLICATION FOR CONVERSION OF FOREIGN          ICAO FLIGHT CREW LICENCE          GUIDANCE &amp; APPLICATION</b>	Issue: 01 Revision: 00 Date: 01 July 2021
--	--	---


**Part VII - Training Programme Proposed by the Air Operator's or Aviation Organisation's Chief Pilot / Head of Training**

Proposed Training Programme (Any proposed exemption or deviation from MCAR's requirement or MCAR's approved organisation procedures must be highlighted and justified):

<b>Name of Chief Pilot / Head of Training</b>	
<b>Signature</b>	
<b>Date</b>	Click or tap to enter a date.
<b>Stamp</b>	

**For Official Use**

Date Received: Click or tap to enter a date.	Received by:
Attach Receipt Issued by DCA Registry Office	Receipt No :

 Department of Civil Aviation Republic of Mauritius	<b>APPLICATION FOR CONVERSION OF FOREIGN          ICAO FLIGHT CREW LICENCE</b>  <b>GUIDANCE &amp; APPLICATION</b>	Issue: 01 Revision: 00 Date: 01 July 2021
--	---	---

DECLARATION OF FLYING EXPERIENCE	
Name:	Indicate the licence sought:  <input type="checkbox"/> Commercial Pilot Licence <input type="checkbox"/> Commercial Pilot Licence (with Instrument Rating) <input type="checkbox"/> Airline Transport Pilot Licence
Signature:	
<input type="checkbox"/> Aeroplane <input type="checkbox"/> Helicopter	
<b>Instructions and Notes</b>  1. The declaration of flying experience must be made in compliance with the requirements in the Mauritian MCAR – FCL 2. Foreign military flying hours will not be recognised. 3. Please indicate “NA” for fields that are not applicable. 4. Flying hours declared must be based on the aircraft type sought for the licence. i.e. Aeroplane hours for aeroplane licence, helicopter hours for helicopter licence	

Ref.	Description	Hours / Landings claims	For Official Use Only
<b>TOTAL FLYING EXPERIENCE</b>			
MCAR - FCL	As pilot-in-command(PIC)		
	As pilot-in-command under supervision (PIC U/S)		
	As pilot-under-instruction (P U/T)		
	As co-pilot (P2)		
<b>CROSS COUNTRY FLYING</b>			
MCAR - FCL	As pilot-in-command (PIC)		
	As pilot-in-command under supervision (PIC U/S)		
	As pilot-under-instruction (P U/T)		
	As co-pilot (P2)		
	Date of flight ≥ 300 nm which the aircraft landed and came to rest at not less than 2 intermediate aerodromes		
<b>NIGHT FLYING</b>			
MCAR - FCL	As pilot-in-command (PIC)		
	As pilot-in-command under supervision (PIC U/S)		
	As pilot-under-instruction (P U/T)		
	As co-pilot (P2)		
	N°. of take-offs and landings as PIC		



 Department of Civil Aviation Republic of Mauritius	<b>APPLICATION FOR CONVERSION OF FOREIGN          ICAO FLIGHT CREW LICENCE</b> <b>GUIDANCE &amp; APPLICATION</b>	Issue: 01 Revision: 00 Date: 01 July 2021
--	---	---

Ref.	Description	Hours / Landings claims	For Official Use Only
<b>INSTRUMENT FLYING</b>			
MCAR - FCL	As pilot-in-command (PIC)		
	As pilot-in-command under supervision (PIC U/S)		
	As pilot-under-instruction (P U/T) of multi-engines aeroplanes		
	Instrument ground time from approved multi-engine simulator as pilot-under instruction (P U/T)		
	As pilot-in-command under supervision (PIC U/S)		
	As co-pilot (P2)		
	As P U/T on helicopter type sought (if applicable)		
<b>NIGHT CROSS COUNTRY FLYING</b>			
MCAR - FCL	As pilot-in-command (PIC)		
	As pilot-in-command under supervision (PIC U/S)		
	Date of 2 flights as PIC or PIC U/S terminating at an aerodrome $\geq 65$ nm from the point of departure	1. 2.	
<b>OTHER FLYING EXPERIENCE</b>			
MCAR - FCL	As pilots on civil registered multi-engine transport aeroplanes certificated for multi-crew operations		
	As pilot of multi-engine aeroplanes		

FOR OFFICIAL USE			
<b>MCAR/FCL theoretical exam</b>	Date of examination: Click or tap to enter a date.	<b>Result</b> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/>	
<b>Proficiency Check</b>	Type of Aircraft /Simulator :	Examiner N° & Stamp	Examiner Signature :
<b>Mauritius Licence Release</b>	Type :	Rating(s)	Licence N°