



REPUBLIC OF CYPRUS

DEPARTMENT OF CIVIL AVIATION

APPLICATION FOR ENGLISH LANGUAGE PROFICIENCY ASSESSMENT

Please read the attached Guidance Notes before completing this form.

1. PERSONAL DETAILS

Cyprus DCA Ref. Number: [grid]
Title..... Surname ..... Middle Name ..... Forename.....
Date of birth (dd/mm/yyyy) ..... Nationality ..... Town ..... and Country ..... of birth
Permanent address ..... Postcode .....
Telephone Number ..... Fax Number ..... E-mail address .....
Address for correspondence (if different from above) ..... Postcode .....

Please indicate preference periods for examination ( at least 10 days period for each month):
Current month: 1st period: from ..... till ..... 2nd period: from ..... till .....
Following month: 1st period: from ..... till ..... 2nd period: from ..... till .....

2. DETAILS OF PREVIOUS ENGLISH LANGUAGE PROFICIENCY (ELP) EXAMINATION(S) UNDERTAKEN

Table with 4 columns: Date, Level, Examiner's Name / Certified Language Assessment Body, Reference Number

3. APPLICANT DECLARATION

I declare that I have read and understood the attached Guidance Notes and that all the information provided on this form is correct.
Signature ..... Date.....

It is an offence to make, with intend to deceive, any false representations for the purpose of procuring the grant, issue, renewal or variation of any certificate, license, approval, permission or other document. Persons doing so render themselves liable to the relevant law.

4. SUBMISSION INSTRUCTIONS

The completed application form must be sent to:
Department of Civil Aviation,
Licensing Section,
27 Pindarou Street,
1060 Nicosia, Cyprus
Please enclose the following: - Completed payment form and receipt

DCA Use Only

Date of Receipt: ..... Checked by: .....

# ENGLISH LANGUAGE PROFICIENCY ASSESSMENT

## GUIDANCE NOTES

### General Guidance

- a. ICAO has published a Standard that requires flight crew of aircraft using radiotelephony to be proficient in the language used for communication. For domestic flights the language may be that of the State concerned, but for international flights the language must be English. This Standard becomes obligatory from 05 March 2008.
- b. All aeroplane, powered lift aircrafts and helicopter pilots, need to hold valid language proficiency endorsement for radio communication. Cyprus DCA can only endorse English language proficiency levels on the licenses issued by the Department.
- c. Applicant's language skills will be rated on a scale of 1 to 6 (as defined by ICAO) and must achieve a minimum of level 4. If the applicant achieves level 6 he/she will not need to be re-evaluated. However, if level 4 or 5 is achieved, he/she will need to be re-evaluated as follows:
  - Level 4 – every 4 years from the date of assessment
  - Level 5 – every 6 years from the date of assessment

The applicant will then have a language proficiency endorsement on his/her license, and a validity date.

If you are graded below a level 4, you will not be able to get an EASA Part-FCL license.

### Guidance for Applicants

- a. A formal evaluation of English Language Proficiency will take place at the Department of Civil Aviation Cyprus (DCAC) Training Centre at Kokkinotrimithia Industrial Area, Nicosia.
- b. Applicants will have to submit application form LIC-038 and the receipt of the payment to the Licensing section.

**Application will not be processed until the applicable charges have been received.**

- c. Applicant who was informed for a final examination date but will not be able to attend, should inform in writing (preferably by email) the DCA at least two (2) working days before examination date. In such a case, the applicant should also give a preferred period for the new examination to take place.  
No additional fees will be charged.  
Only one (1) cancellation request per applicant will be allowed. For a further cancellation, a new application form should be submitted together with the applicable fees.
- d. Applicants are requested to be presented at Training Center's premises not earlier than 20 min before examination time.

Applicant who does not appear on time for the examination, without DCA's prior notification and consent, will be disqualified and a new application will have to be submitted together with the applicable fees.

- e. For any information about the fees, please contact the Accounts Section of the Civil Aviation Department.  
Tel: 22404143, 22404144, 22404148.

For any further information:                      Tel: 22404126, 22404128                      email: [eld@dca.mcw.gov.cy](mailto:eld@dca.mcw.gov.cy)

All applications will be forwarded to the DCAC Training Centre and the applicant will be informed by Licensing Section for the examination date.