

## Become an Air Traffic Controller - Frequently Asked Questions

<p><b>Costs, training</b> Do I have to pay for the course?</p>	No, the course is funded by skyguide.
<p><b>Salary, training</b> What will the course cost me?</p>	<p>The university of applied sciences degree course in air traffic control is free of charge for students.</p> <p>During the first year of the course, you will receive a salary of CHF 2000 (gross) per month.</p> <p>During the second year, the monthly salary is CHF 2400 (gross). You will receive 13 monthly payments each year.</p>
<p><b>Full-time or part-time</b> Is the degree course in air traffic control available on a part-time basis?</p>	The degree in air traffic control is a full-time course. You cannot take the course while you are working.
<p><b>Age</b> Can I apply if I am already 30 years old?</p>	You can still take part in the selection process at skyguide if you are 30, provided that you haven't reached your 31st birthday by the time the course starts.
<p><b>Sphair</b> I have completed the Sphair course. Will the selection process be simpler?</p>	If you have successfully completed the Sphair course, you must go through all the stages of the selection process at skyguide. However, if you fail the first selection test, you will still be invited to take part in the remaining assessments.
<p><b>Sight, eyes</b> Can I take the degree course in air traffic control if I have had laser eye surgery?</p>	Laser eye surgery does not exclude you from the selection process. However, you must submit details of your vision before you had the operation together with your application. You must also take an eye test with a medical examiner recommended by the Federal Office of Civil Aviation at your own expense. If the test shows that you meet the requirements for the job, you will be invited to take the aptitude tests in the same way as any other candidate. Your visual range must be a maximum of +6 or -6 diopters.
<p><b>Medicines</b> I am on regular medication. Can I still take a degree in air traffic control?</p>	You must include details of the medicines and the doses with your application. Some medicines and some illnesses can lead to applicants being excluded.
<p><b>English level</b> What level of English do I need for this course?</p>	Your English should be level B2, because the teaching and parts of the selection process are in English. (Only the first test is available in German, French or English.) You do not have to submit a certificate, but an English test is part of the selection process.
<p><b>Languages</b> Which languages are required?</p>	German, French or Italian on level C1. English on level B2.

<p><b>Time of application</b> Can I apply before I finish school or my apprenticeship?</p>	<p>You can apply shortly before you finish, but you need to include an interim certificate or a confirmation of your educational level with your application. As soon as you have your final certificate, you must submit it to us. If you do not successfully complete your school education or your apprenticeship, you will not be able to join our degree course.</p>
<p><b>Application criteria for air traffic control</b> I have already applied to DFS, the German air navigation services provider. Can I still apply to skyguide?</p>	<p>You can still apply to skyguide as we do not have the same tests as DFS. However, we will ask you whereabouts you are in the selection process or which stage you stopped at.</p>
<p><b>Delete profile</b> Can you delete all my data?</p>	<p>You can delete your data by logging in to our online recruitment portal. You will find the option for deleting your profile in the upper right-hand corner of the window.</p>
<p><b>Online application</b> Is there an alternative to applying online?</p>	<p>We can only accept applications made on our online portal.</p>
<p><b>Changing documents</b> After I have successfully applied for the degree course, can I submit additional documents or change existing ones?</p>	<p>You cannot change your documents after you have completed the online application process. However, if you want to submit an additional document, you should send it to work@skyguide.ch with an explanation. We will then add it to your profile.</p>
<p><b>Military service, civilian service</b> Can I do my compulsory military service during the course?</p>	<p>You must complete your basic military training before you begin the degree course. It is not possible to do your military or civilian service during the course. Skyguide will help you to postpone your period of service.</p>
<p><b>Selection process</b> How long does the selection process last?</p>	<p>The selection process is made up of different parts which take place on different dates. If your application is perfect and you meet all of our criteria, you will receive an invitation to the first stage of the aptitude tests within 48 hours (these are held on around 40 occasions each year). The entire aptitude process lasts for about 60 working days.</p>
<p><b>Repeating the selection process</b> Is it possible to retake an aptitude test?</p>	<p>You can retake the first aptitude test after 5 years and the second after 2 years. The maximum age limit of 30 at the start of the degree course still applies.</p>
<p><b>Aptitude test</b> Can I postpone my aptitude tests?</p>	<p>You cannot change the dates you have been given.</p>
<p><b>Selection process</b> Can I repeat the assessment if I was ill on the test date?</p>	<p>If you are ill you can notify us and we will send you a new date. When you attend the test, you are responsible for your own state of health. The test will be fully assessed.</p>
<p><b>Questions</b> Who can I contact if I still have specific questions?</p>	<p>You can send an e-mail to recruitment@skyguide.ch or call +41 43 931 60 84 (German, English, French, Italian).</p>

<b>Location, accommodation</b> Where does the course take place?	The first year is in Dübendorf (accommodation is available at a cost of CHF 800 per month which you have to pay yourself). The second year is in the same location as your unit.
<b>Financial support</b> Does skyguide offer students financial support if they need it?	Skyguide does offer loans to students, which they have to pay back in instalments at the end of the course or when they leave the course.
<b>Start of the course</b> How many courses start each year and when?	Courses always start in August for all the vacant training positions. The number of places depends on the demand from the units.
<b>Qualifications required</b> Do I need to have done a specific apprenticeship or baccalaureate?	It does not matter which apprenticeship (federal VET diploma) or baccalaureate you have completed.
<b>Career opportunities</b> What career progression options are there?	You can go on to be an instructor, a simulation pilot, a project manager or a head of department, for example. You can also work on special projects.

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