Procedure for acceptance of Language proficiency tests taken outside of Switzerland

Swiss licence holders who work and/or live outside of Switzerland might wish to take the Language proficiency check abroad and at a later stage ask FOCA for acceptance of such a test result in order to add the language level in their Swiss licence.

Due to the variation and uncertainty of procedures in the various countries, and since there is not yet a standardised procedure established by EASA, FOCA will apply the following standard procedure in Switzerland for Swiss licence holders:

- Language proficiency check Level 4 passed in an EASA Member State: Full acceptance for initial issue in Swiss licence or revalidation/renewal of same Level in licence.
- Language proficiency check Level 5 passed in an EASA Member State: Full acceptance for initial issue in Swiss licence or revalidation/renewal of same Level in licence.
- Language proficiency check Level 6 passed in an EASA Member State: NO acceptance for initial issue Level 6, but acceptance as Level 5 in Swiss licence.
- Language proficiency check (Level 4 to 6) passed in a non-EASA Member State or stated in the foreign ICAO pilot licence, issued by any other National Civil Aviation Authority outside of an EASA-regulated Member State: Acceptance of Level 4 ONLY for initial issue in Swiss licence or revalidation/renewal of current Level.

Holders of a Swiss pilot licence wishing to obtain a language proficiency Level 6 are required to take the higher level Language proficiency exam in a FOCA Exam Centre in Switzerland. Where the holder demonstrates a final result of level 6 in both the speaking and listening components of the higher level test, a Level 6 will be issued in the licence.


The following documents are required as a minimum for all the above mentioned applications:

- Official Certificate of Test result / Level of Language proficiency test issued by the respective competent Civil Aviation Authority.
  - or:
    - Official Certificate of Test result / Level of Language proficiency test issued by a language assessment body (LAB) with all the results of each part of the test.
    - Information about date and place of the exam. Copy of the Approval Certificate of the language assessment body (LAB) issued by the respective Civil Aviation Authority showing that the organisation is officially authorised to conduct formal ICAO Language proficiency tests.
  - or:
    - Official Certificate of Test result / Level of Language proficiency test signed by a qualified language assessor/rater with all the results of each part of the test.
    - Information about date and location of the exam. Copy of the language assessor/rater certificate issued by the respective Civil Aviation Authority showing that he/she is officially approved to conduct formal ICAO Language Proficiency tests.
  - or:
    - Copy of the valid non-EASA / ICAO licence of a foreign country (third country) with the language proficiency Level (Level 4 to 6) entered in that licence. Licences with endorsement “English proficient” (without indication of level / validity date): Copy of the licence, together with a copy of a document showing when the pilot’s language was assessed (FAA licences: date of the Language eligibility test, usually taken on the day of the skill test for initial FAA licence issue). If the assessment took place within the last four years, it can be accepted for endorsement of Level 4 in the Swiss licence.

Please send the documents to:

Federal Office of Civil Aviation FOCA
Safety Division – Flight Operations
Flight Personnel
3003 Bern

FOCA/SBFP, 07.10.2014