



## Aliens

This applies to aliens who are receiving flight training inside or outside the United States for an U.S. airman certificate.

- 1. Candidate Notifies Flight School.** The flight training candidate should provide advanced notice to the flight school that he or she intends to start flight training.
- 2. Flight School Registers.** After the candidate notifies the flight school of their intent to start flight training, the flight school needs to register online with TSA at <https://www.flightschoolcandidates.gov/fsindex.html>. After accessing the AFSP provider Web page, scroll down the page to select "new account." After registering, for flight schools in the United States, a user ID will be immediately provided and a password will be sent later via e-mail. For flight schools outside the United States, follow the instructions provided at the provider registration Web page.
- 3. Candidate Creates Login.** The candidate is required to create a login account at <https://www.flightschoolcandidates.gov>. A user ID is provided immediately after submitting the required information, and a password is sent via e-mail. (Time may vary on receiving the password — possibly 24 to 48 hours).
- 4. Candidate Applies for Training.** After receiving his or her password, the candidate will be instructed to change it. The candidate then logs into the TSA student registration page at <https://www.flightschoolcandidates.gov> and continues the application process.

The candidate will be required to submit the following information:

- **Background Information.** Full name, gender, current address and five-year address history, date and country of birth, and citizenship information.
- **TSA Identification Number.** The TSA identification number is not given to the candidate. Rather, it is an internal designator only seen by TSA.
- **Passport and Visa Information.** Foreign applicants are required to have a passport. A candidate may either scan his or her complete passport and submit it to TSA electronically, or copy his or her complete passport and fax it to TSA using the fax number provided on the AFSP Web site.
- **Training Details.** Basic information including the name of the school, course name, course description and ID number, type of aircraft, pilot certificate or rating sought, and the start and end dates for the flight training. If the flight school is already registered with TSA, it might be helpful if the candidate brings his or visa and passport and registers at the flight school. This will allow the flight school to upload the required documents to TSA and also to make copies for the flight school's record-keeping requirements. Upon completion of the application, the candidate will be prompted to click on the "validate and submit" icon. If any errors appear in the application, the candidate will be instructed to make any necessary corrections or complete any missing information. After making any changes, the candidate clicks on "submit application." Furthermore, after submitting the application, and for the application to proceed further, the candidate must select "I agree" or "I disagree" after reviewing important information regarding his or her application. The candidate training request status is available on the [AFSP candidate home page](#). Each training request the candidate has entered into the system is listed in the Current Flight Training Applications section of the AFSP home page after login.
- **Fingerprints.** Free fingerprinting forms are available by calling the American Association of Airport Executives at 703/797-2550. You may opt to receive the fingerprinting forms via express or overnight mail for a charge. Additionally, a prepaid return envelope may also be provided for a charge. Candidates' fingerprints must be collected by, or under the supervision of, a U.S. federal, state, or local law enforcement agency; by U.S. government personnel at a U.S. embassy or consulate that possesses appropriate fingerprint collection equipment and personnel certified to capture fingerprints; or by another entity approved by the Federal Bureau of Investigation (FBI) or TSA, including airports that possess appropriate fingerprint collection equipment and personnel certified to capture fingerprints. A list of domestic and international fingerprinting locations is available at [www.tsc-csc.com/printoffices/](http://www.tsc-csc.com/printoffices/). The prints can be taken either electronically or by the provided forms. After they are completed, the prints are sent back to AAAE, who then forwards a copy to TSA. Additional instructions can be found on TSA's Web site at [https://www.flightschoolcandidates.gov/fp\\_instr.html](https://www.flightschoolcandidates.gov/fp_instr.html). \*Note — Any candidate who has previously submitted fingerprints and received confirmation of fingerprint receipt for a prior AFSP training request is not required to resubmit fingerprints. If possible, TSA will use the fingerprints on file for that candidate.
- **Photo.** The student should have his or her photo taken by the flight school when he or she arrives at the flight school for the first day of flight training. The flight school will be required to upload the photo to TSA's Web site or have it

faxed to TSA at 703/542-1221. For guidance on taking and uploading the photo of the candidate, please see our [FAQ section](#) below.

- 5. Flight School Acknowledges Training Request.** The flight school will be sent an e-mail from TSA requesting confirmation of the candidate's training request after the candidate's request has been submitted.
- 6. Candidate Instructed to Pay Fee.** Once the flight school confirms the candidate's request, the candidate will be e-mailed instructions to pay the \$130 processing fee (credit card only). Candidates now have a maximum of 10 attempts at paying the processing fee. After the tenth failure, the training request is canceled by TSA's system, and the candidate must submit a new training request. Please verify that your credit card is valid before attempting to pay the processing fee.
- 7. Flight School and Candidate Receive Preliminary TSA Decision.** Upon receiving the payment, TSA e-mails both the candidate and the flight school an e-mail with the subject "**Preliminary Approval**". **THIS DOES NOT GRANT YOU PERMISSION TO RECEIVE TRAINING.** This e-mail confirms the application and fee have been received by TSA, **but they still need to receive the candidate's fingerprints.** If the preliminary decision is not received within seven business days, contact the TSA Help Desk at 703/542-1222.
- 8. Candidate Instructed to Submit Fingerprints.** **If the preliminary decision is favorable,** candidates will receive an e-mail from AFSP with a subject "Fingerprint Instructions" when a successful payment has been verified. Although you may receive a notification from Pay.Gov for a successful payment, your training request will not be processed by AFSP until the payment is verified by TSA and you have been sent the "Fingerprint Instructions" e-mail. If the decision is not favorable, the candidate will be provided details regarding any information that may be missing from their registration. \*Note — Any candidate who has previously submitted fingerprints and received confirmation of fingerprint receipt for a prior AFSP training request is not required to resubmit fingerprints. If possible, TSA will use the fingerprints on file for that candidate.
- 9. Flight School and Candidate Receive TSA Confirmation.** Prior to beginning any flight training, both the candidate and the flight training provider will receive an e-mail with the subject "**Permission to Initiate Training/Fingerprint Receipt**" when all of the required information has been received and verified by TSA. **This e-mail needs to be received by the candidate before training is started.**
- 10. Flight School Takes Photo.** The flight school takes a photo of the candidate when he or she arrives for the first day of flight training. The flight school will be required to upload the photo to TSA's Web site or have it faxed to TSA at 703/542-1221. For guidance on taking and uploading the photo of the candidate, please see our FAQ section below.
- 11. Final Determination Is Made by TSA.** TSA will make a final determination as to the candidate's eligibility to receive flight training (**training may have already started**) and will notify the flight school and candidate of its decision.