

# Mandatory Registration Guidelines for non-U.S. Citizen Flight School Students

## Step-by-Step Instructions

### The Transportation Security Administration (TSA)'s official name: Alien Flight Student Program (AFSP)

The mission of the AFSP is to ensure that Non-U.S. Citizen candidates seeking training at Federal Aviation Administration (FAA) regulated flight schools do not pose a threat to aviation or national security. All non-U.S. Citizens and US Resident Aliens must complete a background check and registration process with the TSA. This is required when taking flight instruction for a certificated course (see list of certificated courses under 5. b. ii. below).

This registration process is not required for a bi-annual flight review (BFR), aerobatics, an EFA aircraft check out or other non-FAA certificated courses.

If you are a U.S. Citizen, you do not have to register with the TSA, however, you do need to prove your U.S. citizenship status prior to undertaking flight training. You must present either a valid U.S. passport or an original U.S. birth certificate with a government-issued photo ID. Bring these with you to your first flight lesson. Executive Flyers (EFA) will copy these documents for your student folder.

Here's how to receive TSA's approval to receive flight training:

1. Let EFA know that you want to begin flight instruction before contacting the TSA. EFA needs all of your contact information for our database. You can email us at [efamail@executiveflyers.com](mailto:efamail@executiveflyers.com), or fax us the *Student Application for non-U.S. Citizens*. Fax #: 1-781-274-6719. You can find this application in the "Downloads" section and the "International Clients" section on the EFA website.
2. Go to this TSA website to login:  
[https://www.flightschoolcandidates.gov/afsp/acctadmin.account\\_request?usertype=candidate](https://www.flightschoolcandidates.gov/afsp/acctadmin.account_request?usertype=candidate) or go to:  
<https://www.flightschoolcandidates.gov/>, scroll down the page and click on "new account". Fill in all of your contact information here.
3. You will receive a confirmation email from the TSA with your USERID and PASSWORD. Please make sure to make a note of these for future reference.
4. Go to: <https://www.flightschoolcandidates.gov> and login again with your USERID and PASSWORD.
5. Complete all of the requested information.
6. You will need to list EFA as your affiliated flight school, using the drop down list of approved schools.
7. Then submit the following information:
  - a. Full name, gender, current address and five-year address history, date and country of birth, and citizenship information.
  - b. Passport and visa information — All applicants are required to have a passport.
  - c. Training details as follows:
    - i. Student ID: Use your full name
    - ii. Course Number: one of the following
      1. PPL for Private Pilot's License,
      2. IA for Instrument Airplane
      3. CPL for Commercial Pilot's License
      4. ME for Multi Engine
      5. CFI for Certified Flight Instructor Airplane
      6. CFII for Certified Flight Instructor Instrument
      7. MEI for Certified Flight Instructor Multi Engine
    - iii. Aircraft Type: one of the following
      1. Cessna 172 (usually) or
      2. Cessna 152, Cessna 182, or Piper Warrior PA28 or
      3. Piper Arrow PA28R (for commercial) or
      4. Piper Seminole PA44 (for multi)
    - iv. Name of Course: one of the following
      1. Private Pilot
      2. Instrument Airplane

3. Commercial Pilot
  4. Multi Engine
  5. Flight Instructor Airplane
  6. Flight Instructor Instrument
  7. Flight Instructor Multi Engine.
- v. Course Description:
1. Add the word "Training" to the name of the course above.
- d. **IMPORTANT:** Where the type of training is requested, designate "Category 3" (not Category 1).
  - e. The application fee is \$130.00, payable on-line to the TSA, by credit card.
  - f. **IMPORTANT:** Print out a copy of your TSA application. Bring this with you to EFA, as it is a TSA requirement to have this in your student file. You may also fax us a copy before you arrive.
6. When your application is complete, EFA will get an email from the TSA requesting confirmation that you will be taking lessons here. Once confirmed, they will send you authorization to get fingerprints, along with detailed instructions. Fingerprint forms are available from EFA or by calling the American Association of Airport Executives at 1-703-797-2550. You will need 2 forms.
  7. Bring TWO fingerprinting forms, TWO forms of identification and a prepaid envelope (FedEx, UPS, USPS) addressed to: AFSNC, 601 Madison St., Suite 400, Alexandria, VA 22314, to a local law enforcement office (usually your local police station). For finger printing locations outside the USA, check the "International Clients" section on the EFA website. The prints are then sent by the law enforcement agency in the envelope you provided, directly to AFSNC. The agency taking the fingerprints may elect to charge a fee for the fingerprinting service.
  8. Once TSA receives and screens the prints, they will send you and EFA an email authorization to begin training. This usually occurs within one week of sending the fingerprints.
  9. When you come in to begin training, we will take a digital photo of you, which we will email to TSA. This is the final step in the process, but will not delay the start of your training. Please remember to bring with you a copy of your TSA registration.

If you have any additional questions about this process, please do not hesitate to give us a call.

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