Alien Flight Student Program

Instructions to complete the application process

1. Visit the TSA website at www.flightschoolcandidates.gov

2. In the top right of the screen click on Create New Student Account

3. Fill out and submit the brief application to create a new account. The TSA will then provide you with a user ID and a password (sent to your personal e-mail address).

4. Return to the website and enter your user ID and Password. Complete the AFSP Foreign Student Application. (9-10 pages).

A.Course ID#: Private Pilot (PVT101), Instrument Rating (IFR201)

B. Class Name: Choose your course from the pull-down list.
Private Pilot is listed as Initial.

Applications are not required for Commercial Single-Engine or ATP.
C. Aircraft Type: Private Pilot and Instrument Rating
Airplane – Cessna 172

D. Estimated Start Date: Enter a start and end date that approximates when you want to commence training and complete training. This can be an estimate, however; you will not be able to start before the commencement date. The TSA will automatically allow you to attend training for one full year in any course (not longer).

5. Once you have completed and submitted this application, the TSA will request that Scottsdale Executive Flight Training validates you as a potential student. We will do so for those individuals who have previously contacted our flight school regarding their intentions either in person or by telephone.

6. The TSA will then send you instructions for the fingerprinting process. You will need to complete the fingerprinting process and submit a $130 security threat assessment fee. Fingerprinting can be done after your arrival.

7. Once the TSA has acknowledged receipt of the required documentation and fees, Scottsdale Executive Flight Training will be sent (via e-mail) a final document approving the student to begin training. Following completion of the above steps, Scottsdale Executive Flight Training will contact you to set up the enrollment appointment and you will be eligible to begin flight training.

Please contact us by phone, 480-614-1166, or e-mail if we may assist you in any way during this process. You may also contact AFSP help Desk at 703-542-1222 or afsp.help@dhs.gov. They are very helpful and respond quickly to questions.

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Side Note: **We DO NOT** provide visas, you must get that on your own prior to applying through the AFSP website.

The AFSP will deny flight training requests from candidates who are present in the U.S. illegally or who do not have an appropriate visa for flight training (fees paid for denied applications will not be refunded).Moreover, taking flight training without an appropriate visa could be a violation of your immigration status and could result in your arrest and removal from the United States.

Note: Lawful Permanent Residents (LPR) of the United States are not required to have a visa.

If you do not possess the correct visa, or if you have questions pertaining to your visa status or the appropriate visas for flight training, please check with DHS. If you are trying to obtain a visa from outside the U.S. call 603-339-0888. If you are in the U.S. and have questions about your status and/or permissible activities, call 800-375-5283.

This section applies to aliens who are planning on receiving flight training in the United States.The requirements for obtaining any visa are separate from the requirements of the TSA alien flight training rule.

According to INS regulations, Title 8 of the Code of Federal Regulations, Section 214.2(b)(7), any alien who is permitted to enter the United States on a B-1 or B-2 visitor's status visa is prohibited from enrolling in a course of study. Such an alien must an either obtain an F-1 or M-1 non-immigrant visa from a consular officer abroad and seek readmission to the United States, or apply for and obtain a change of status under section 248 of the Act and 8 CFR part 248. The alien may not enroll in the course of study until the Service has admitted the alien as an F-1 or M-1 nonimmigrant or has approved the alien's application.

Taking flight training without an appropriate visa could be a violation of your immigration status and could result in your arrest and removal from the United States; therefore, it is important that you have a visa that permits you to take flight training in the United States. If you do not possess the correct visa, or if you have questions pertaining to your visa status or the appropriate visas for flight training, please contact your local Bureau of Citizenship and Immigration Services at 800/375-5283 or http://www.uscis.gov/ or the State Department Consular Affairs Office for assistance. The AFSP will deny flight training requests from candidates who are present in the United States illegally or who do not have an appropriate visa for flight training. Fees paid for denied applications are not refundable.
Part 141 Flight Schools. Only FAA certificated Part 141 and/or 142 schools that are approved and participating in the Student and Exchange Visa Information Service (SEVIS) program are authorized to issue an I-20 form to a prospective student upon their enrollment into a course,

which the prospective student needs to request the change of status and receive the subsequent student visa.

Part 61 Flight Schools and Independent Flight Instructors. Part 61 flight schools and independent flight instructors may train a foreign national if that alien is a legal permanent resident or in a work status (H-type visa) with extended stay privileges or a refugee in asylum status with appropriate DHS documentation. They also may train a foreign national on an F-1 (academic visa) provided that the student is still enrolled and attending the college or university as shown on the F-1 and the student has notified SEVIS of the additional training being received at a non-SEVIS approved school.

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Frequently Asked Questions

1. **What is the Alien Flight Student Program (AFSP)?**

    The mission of the Alien Flight Student Program (AFSP) is to ensure that foreign students seeking training at flight schools regulated by the Federal Aviation Administration (FAA) do not pose a threat to aviation or national security. Section 612 of the Vision 100 - Century of Aviation Reauthorization Act (Public Law 108-176, December 12, 2003) prohibits flight schools regulated by the Federal Aviation Administration (FAA) from providing flight training to a foreign student unless the Secretary of Homeland Security first determines that the student does not pose a threat to aviation or national security. Vision 100 transferred responsibility for conducting security threat assessments for foreign students seeking flight training from the Department of Justice to the Department of Homeland Security. On September 20, 2004, the Transportation Security Administration (TSA) issued an interim final rule establishing the Alien Flight Student Program (AFSP).

    Legal notices are available on the Candidate and Provider menus. These include the notices about the Vision 100 - Century of Aviation Reauthorization Act, Paperwork Reduction Act, Information Verification, and Privacy and Security within the AFSP website.

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For more information, first review the Flight Training for Aliens and Other Designated Individuals; Security Awareness Training for Flight School Employees Interim Final Rule (IFR) 49 CFR 1552, which is at IFR_Alien_Pilot.pdf. Also review the rulemaking docket, which contains exemptions, interpretations, and other legal documents associated with the IFR. The rulemaking docket is available at http://www.regulations.gov. For the AFSP rulemaking docket, click on "Simple Search" and then enter the docket number for the AFSP rulemaking docket (19147) and click on "Search".

If you have further questions regarding legal notices on AFSP policy, please send questions with all relevant details by e-mail to AFSP.Help@dhs.gov.

2. **Who must participate in the Alien Flight Student Program?**

Persons seeking flight training must submit a request if they are not citizens or nationals of the U.S. and:

- They wish to receive flight training in the U.S. or its territories, regardless of whether training will lead to an FAA certificate or type rating; and/or
- They wish to receive flight training from an FAA-certificated facility, provider, or instructor that could lead to an FAA rating whether in the U.S. or abroad.

(NOTE-Certain exemptions to AFSP published in 2004 and 2005 are still in effect. To view those exemptions, please see When is a flight student exempt from the TSA security threat assessment? in the Candidate Frequently Asked Questions section.)

3. **What is the Alien Flight Student Program (AFSP) Process?**

Candidates must create an AFSP account and log into the AFSP Candidate Website www.flightschoolcandidates.gov to submit their background information and required documentation. The Candidate then submits Category 1-3 flight training request(s), and/or selects Flight Training Provider(s) to submit Category 4 training request(s) on their behalf. Once a training request has been submitted and successfully paid, the Candidate will then receive an email with detailed instructions on how to complete the application process. Each step must be completed before a Candidate advances to the next step. Once these items are completed, the AFSP performs a security threat assessment to determine whether the Candidate poses a threat to aviation or national security.

Flight Training Providers log onto the AFSP website to enter flight training requests for Candidates who qualify for Category 4 processing. In addition, Providers may log onto the AFSP website to validate category 1-3 flight training requests, upload a photograph

of a Candidate taken on the first day of flight training, and indicate whether a Candidate's training has been completed or not completed. Students must create their own AFSP accounts. Each Candidate may only create one account and may not share the account with other Candidates. Providers and employers may not submit a training request for Candidates in categories 1-3. Failure to follow these account procedures will result in delay of the training request.

4. **How does the Alien Flight Student Program (AFSP) communicate with Candidates and Flight Training Providers?**

   The AFSP primarily communicates with Candidates and Flight Training Providers via e-mail. Please ensure that your e-mail address is valid and accurate. Candidates may change their e-mail address by logging onto the AFSP website, and selecting "Assistance" > "Change your Email Address" from the folders presented on the left task bar. Candidates may view all e-mails sent to their e-mail address by logging onto the AFSP website, and selecting "Assistance" > "View Your AFSP Emails" from the folders presented on the left task bar. Candidates should include their training request ID number when corresponding with the AFSP.

5. **How do Federal Aviation Administration (FAA) regulations relate to the Alien Flight Student Program (AFSP)?**

   For questions related to FAA regulations and how they fit into the AFSP, please contact your Flight Training Provider or the FAA through your local Flight Standards District Office (FSDO).

6. **What is the best way to find assistance with the AFSP process?**

   Business Hours: The AFSP Help Desk is available to assist you between the hours of 8AM and 5PM (0800-1700) EST Monday-Friday (except U.S. federal holidays or weather closures).

   So we can provide you with even better service, please follow these tips for contacting us:

   - **Always check the resources on our website first for answers to your questions.** We commonly receive questions that are already answered in our Frequently Asked Questions page https://www.flightschoolcandidates.gov/afsp_faq.htm) or in our Application Guidehttps://www.flightschoolcandidates.gov/student_help.htm). These comprehensive resources were designed by AFSP to answer the majority of the inquiries we receive and should be the first stop for anyone with questions about the AFSP.

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7. **How do I create and manage my AFSP account?**

   To access the AFSP website, you must have a valid UserID and password.

   Flight School Candidates

   - To receive a UserID and password, go to the AFSP site, and click on the Candidate "New Account" link near the top of the login page. This will send you to a page where you can enter the appropriate information to create a new account.

        ** When creating a new account, you must write the anglicized version of your name. AFSP will not accept special characters (e.g. ñ,',-,á,ö) in the name fields. AFSP suggests using the machine readable zone at the bottom of most passports.

   - Once the account is created, you will receive two emails from AFSP, one with your UserID and another with a temporary password.

   Students must create their own AFSP accounts, through which they submit Category 1-3 flight training request(s), and/or select Flight Training Provider(s) to submit Category 4 training request(s) on their behalf. Each Candidate may only create one account and may not share the account with other Candidates. Providers and employers may not submit a training request for Candidates in categories 1-3. Failure to follow these account procedures will result in delay of the training request.

8. **What category do I qualify for?**

   Candidates seeking flight training are separated into one of four different categories. A brief explanation of the categories follows:

   - **Category 1** - Candidates who seek flight training in the operation of aircraft with a maximum certificated takeoff weight (MTOW) greater than 12,500 pounds, but who do not fall into Category 2.

   - **Category 2** - Candidates who seek flight training in the operation of aircraft with a maximum certificated takeoff weight (MTOW) greater than 12,500 pounds, and who:

        o Are employed by a foreign air carrier that operates under 14 CFR part 1546;

- o Have unescorted access authority to a secured area of an airport under U.S.C 44936(a)(1)(A)(ii),49 CFR 1542.229;
- o Are a flight crew member who has successfully completed a criminal history records check in accordance with 49 CFR 1544.230; or
- o Hold an airman's certificate that is recognized by the FAA or appropriate US military agency, with a type rating for a multi-engine aircraft that has a certificated takeoff weight of 12,500 pounds or more.
  - o

- **Category 3** - Candidates who seek flight training in the operation of aircraft with a maximum certificated takeoff weight of 12,500 pounds or less for the following training events:

  - o Single Engine Land (SEL)
    -- Includes initial Airman's Certificate, including a private, recreational, or sport pilot certificate. If a private and/or commercial license is the candidate's initial FAA license, it is considered an initial airman's certificate and is not exempt.
  - o Instrument Rating (IR)
  - o Multi Engine Land (MEL)

  Each of these training events requires a <u>separate</u> training request. Clarification regarding Category 3 exemptions is covered in the next Frequently Asked Question.

- **Category 4** - Candidates who seek recurrent training in the operation of aircraft with a maximum certificated takeoff weight (MTOW) greater than 12,500 pounds, and are current and qualified on the aircraft for which they are requesting training. These training requests are submitted by the flight training providers -- Candidates need to "Select Providers for Recurrent Training" from the AFSP Candidate account.

If you have further questions regarding your category, please contact your Flight Training Provider.

9. **When is a flight student exempt from the TSA security threat assessment?**
   There are currently six exemptions to the required TSA security threat assessment:

   - **U.S. Citizens and Nationals** are exempt from the TSA security threat assessment. Flight students must provide the flight school with one of the following options as proof of U.S. citizenship:
     - o Valid, unexpired U.S. passport; or
     - o Certified birth certificate **AND** government-issued photo ID; or
     - o U.S naturalization certificate with raised seal **AND** government-issued photo ID; or

- o Certificate of U.S. citizenship with raised seal **AND** government-issued photo ID; or
- o (**For federal or military employees only**) Employer's official proof of U.S. citizenship **AND** federal- or military-issued photo ID, pursuant to a contract between the federal agency and the flight school. **Please Note:** Federal or military employees who are non-U.S. citizens are NOT exempt from TSA.

This clarification is available on page 56332-56333 in the Interim Final Rule at IFR_Alien_Pilot.pdf.

10.

- **Category 3 Clarification** - For flight training in the operation of aircraft with a maximum certificated takeoff weight of 12,500 lbs. or less, Candidates must obtain AFSP approval for the following three training events:

  - o Single Engine Land (SEL)
    -- Includes initial Airman's Certificate, including a private, recreational, or sport pilot certificate. If a private and/or commercial license is the candidate's initial FAA license, it is considered an initial airman's certificate and is not exempt.
  - o Instrument Rating (IR)
  - o Multi Engine Land (MEL)

  Each of these three events requires a separate training request.

  All other training events on aircraft with MTOW of 12,500 lbs. or less are exempt from AFSP regulations, including Commercial Pilot License (CPL), Airline Transport Pilot License (ATPL), and Certified Flight Instructor (CFI). **These events are exempt only if the candidate holds an FAA stand-alone pilot certificate.**

  This clarification is available at TSA-2004-19147-0337.pdf.

- **Category 3 Rotorcraft Requirements** - Candidates who seek flight training in the operation of rotorcraft with a maximum certificated takeoff weight of 12,500 pounds or less are subject to the above Category 3 clarification. Candidates must obtain approval for the Single Engine Land (SEL) rating or initial license, Instrument Rating or Multi Engine Land (MEL) rating if the pilot does not hold a fixed-wing equivalent.

  This clarification is available at TSA-2004-19147-0337.pdf.

- **DOD Endorsements** - Aliens who have been endorsed by the **U.S. Department of Defense (DOD)** are exempt from the TSA security threat assessment. To verify that the alien has been endorsed by the U.S. DOD, a letter from the DOD Attaché will be sent to the Provider via AFSP. The DOD attaché must log on to the AFSP DOD website and submit the relevant training information. AFSP will automatically send the letter to the Flight Training Provider and the DOD attaché for their records.

  This clarification is available on page 56328 in the Interim Final Rule at IFR_Alien_Pilot.pdf.

- **Ultralight Aircraft** - Flight training in the operation of airships, balloons, and gliders are exempted from the TSA security threat assessment.

  This clarification is available at TSA-2004-19147-0324.pdf

- **Demonstration and familiarization flights** - Demonstration flights for marketing purposes, and familiarization flights (also called "intro" or "discovery" flights) are also exempted from the TSA security threat assessment.
  This clarification is available on page 56329 in the Interim Final Rule at IFR_Alien_Pilot.pdf

  These are documented exemptions to the TSA assessment through AFSP. If you do not see your situation described above, but believe that it may still qualify as an exemption, please send an email with a description of your situation to AFSP.Help@dhs.gov for review.

11. **How do I create a category 1-3 training request?**

    You must first have a UserID and password for this website. For questions regarding obtaining a UserID and password please visit the How do I create and manage my AFSP account? link under the Login Frequently Asked Questions section.

    There are two parts to a training request, the Candidate's identifying information and the details of the training request. Both must be completed to successfully submit a Category 1-3 training request. Students must create their own AFSP accounts, through which they submit a Category 1-3 training request. Each Candidate may only create one account and may not share the account with other Candidates. Providers and employers may not submit a training request for Candidates in categories 1-3. Failure to follow these account procedures will result in delay of the training request.

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The pages for your personal information are found under the "Part: 1 -- Candidate Information" folder after login. Please note that the name on the application must match the name found in the account information.

The pages for the training request details are found under the "Part: 2 -- Request for Training" folder after login. These pages are only for candidates submitting Category 1-3 training requests. To avoid delays, Candidates should contact their intended Flight Training Providers for detailed information on the timing and content of the course prior to completing their training request. Candidates may only apply for one rating at a time (for Category 3: Single Engine Land (SEL) rating or an initial license of any type, Instrument Rating, and Multi Engine Land (MEL) rating) and training requests may not cover more than a one year period. Candidates must reapply for each rating.

You may create several training requests (to the same or different flight training Providers or for different courses). Each request will be submitted under the same account; Candidates should not have more than one account.

12. **What happens after I submit a category 1-3 training request?**

After you have created a training request and completed your biographical information in the application, you must submit the training request. Return to the home page, the first screen in your account, and click on the "Submit" icon located in the "Review Training Request" column. Once you have submitted the application the following steps will occur:

0. After you submit your request for flight training, your Flight Training Provider will be notified via email and required to validate or reject your intent to receive flight training with them.
1. If the Flight Training Provider validates your request, you will receive e-mail notification and must submit the $130 application fee via the AFSP website.
2. If insufficient or erroneous information is supplied or additional information is required, you will be asked to correct the information and re-submit the training request.
3. A security threat assessment will be conducted based on the information submitted on the website.
4. Once your training request is submitted correctly and your documents are accepted, you will receive an email containing detailed fingerprint instructions. You must follow these instructions explicitly to avoid processing delays. Fingerprints submitted without the appropriate tracking numbers (included in the fingerprint instruction email) are invalid and the associated training request will be CANCELLED.

5. Candidates in Categories 1 and 2 are required to wait until Permission to Initiate Training from AFSP, or until the applicable waiting period has expired, before commencing training. The waiting period for Category 1 is 30 calendar days after AFSP has received all of the required information, including fingerprints and the fee. The waiting period for Category 2 is 5 business days after AFSP has received all of the required information, including fingerprints and the fee. You and the Provider will both be notified when permission to train is granted.

6. Candidates in Category 3 may begin training as soon as AFSP receives all the required information, including the Candidate' s passport, fingerprints, and fee. You and the Provider will both be notified once AFSP receives the fingerprints and you have permission to initiate training.

7. You and the Flight Training Provider will be notified of any determination made regarding the training request.

   If you have further questions regarding the AFSP process, select the "Help" link on any page of the AFSP website.

13. **How do I create a category 4 training request?**

The Candidate does not create the Category 4 training request. The Candidate provides their personal information, and then selects Flight Training Providers to submit Category 4 training requests on their behalf.

You must first have a UserID and password for this website. For questions regarding obtaining a UserID and password please visit the "How do I create and manage my AFSP account?" link under the Login Frequently Asked Questions section.

There are two parts to a Category 1-3 training request, the Candidate's identifying information and the details of the training request. Only the Candidate's identifying information must be filled out for a Category 4 training request. Students must create their own AFSP accounts, through which they provide their identifying information. Each candidate may only create one account and may not share the account with other Candidates.

The pages for your personal information are found under the "Part 1 -- Candidate Information" folder after login. Please note that the name on the application must match the name found in the account information. These pages must be filled out before a Candidate can select Flight Training Providers to submit Category 4 training requests on their behalf. After filling out the "Candidate Information" pages, the Candidate then selects Flight Training Providers to submit Category 4 training requests on their behalf.

Providers will be able to view the Candidate's name, employer, and type ratings, and can submit any number of Category 4 training requests on the behalf of the Candidate

unless the Candidate later chooses to remove the Flight Training Provider from their account information.

When a Candidate selects a Provider to submit a Category 4 training request on their behalf, the Provider will receive email notification.

14. **What happens after a Provider submits a Category 4 training request on my behalf?**

After your Flight Training Provider creates and pays for a Category 4 training request on your behalf the following steps will occur:

0. If insufficient or erroneous information is supplied or additional information is required, you will be asked to correct the information and re-submit the training request.
1. A security threat assessment will be conducted based on the information submitted on the website.
2. You will receive an email notification of documents accepted when the training request is submitted correctly and accepted by TSA. A final determination will be sent to you and the Flight Training Provider upon completion of the threat assessment.

    If you have further questions regarding the AFSP process, select the "Help" link on any page of the AFSP website.

15. **What could delay my training request?**

Please follow these basic tips to ensure that your AFSP training request is not delayed:

- Remember to check your email for AFSP updates and follow instructions carefully.
- When uploading your passport, ensure the following information is visible: name, date of birth, photograph, passport number, issue date, and expiration date. If the passport has been granted an extension, please include all extension pages. Make sure all information is legible and clear on the uploaded document, and the photograph is clear. This may require uploading multiple images of a passport.
- When uploading an airman's certificate, ensure the following information is visible: name, airman's certificate number, and all type ratings that are on the certificate. This may require uploading multiple images of an airman's certificate.