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AFSP Application Guide

This guide is designed to provide step-by-step assistance to Candidates and Providers navigating the AFSP Flight Training Request Application process. It contains detailed, user-friendly instructions and tips to facilitate filling out the online application, choosing a category, sending documents, submitting the application and then checking the status of the training request. Simply click on the title of the section in which you are having difficulties. For help with this website, you can [contact AFSP](#):

Please review the list of common errors made when submitting a training request: [Common Errors](#) 

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Step 1: Basic Information

Application Fields:

- Candidate Name – The name should be listed as it appears on the Passport. * Exceptions: No punctuation or special characters should be included in the name fields. Hyphenated names should be written with a space instead of a hyphen. Suffixes and titles should not be included in the name fields, even if they appear on the Passport.
- Gender
- Height (in inches or cm)
- Weight (in lbs. or kgs.)
- Date of Birth (exact or approximate)
- Birth Country
- Nationality
- Eye Color
- Hair Color

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Step 2: Other Names

Candidates should provide any other names or aliases that they have used, or indicate that they have never used any other names. *Any names listed on other documentation such as an airman's certificate or driver's license should be listed here if it does not match the name on the passport. If the name on the Passport include initials, the name should be written in Step 1 as it appears on the Passport and the full name should be written out in Step 2, including the name(s) represented by the initials.*

Application Fields:

- Full Name
- Name Type — Birth Name, Maiden Name, Americanized Name, Legally Changed Name, Nickname, etc.
- Start Date
- End Date (Candidate may also choose "Current")

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Step 3: Citizenship Information

The candidate is required to provide current and historical citizenship information. If the candidate holds or held citizenship in multiple countries, they must list each instance of citizenship. Candidates may create as many citizenship records as necessary.

Application Fields: (* denotes an optional field)

- Country of Citizenship
- Type (includes: Current, Dual, Historical) *Only one citizenship record may be listed as "Current". Subsequent citizenship records should be listed as "Dual" or "Historical".*
- * Qualification for Citizenship (*i.e.* "Birth Country" or "Naturalization")
- Start Date *This is the date the Candidate became a citizen of the country listed. If they have been a citizen of the country listed since birth, the start date would be their birth date.*
- End Date *Candidate may also choose "Current".*

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Step 4: Document Information

The Candidate is required to provide information regarding the following documents: their current and expired passports, and also airman's certificate(s), U.S. Visa(s) or Lawful Permanent Resident card, if applicable. They can also provide information regarding driver's licenses and any other documents they wish. While the Candidate should list all documents that they hold, they only need to have a current and valid passport to submit a training request. *Note: Candidates with refugee or asylee status can submit a copy of their refugee or asylee documents and two forms of photo identification, such as a legal permanent resident card or driver's license, in lieu of a passport.*

The Candidate can upload images of each document as the information is entered. While only the passport upload is required to submit any training requests, uploading an image of the other documents may expedite processing. If the Candidate has trouble uploading a document, they can [follow this helpful guide](#).

Using the drop-down box at the bottom of the screen in Step 4, choose each document type and then select the "Add New Entry" button. The Candidate can add as many document entries as necessary.

Document Types (* denotes optional documents / fields)

1. **Passport:** Candidate must provide their current and expired passport information for all countries they have held passports, each as a separate RECORD. All candidates are required to list a current, unexpired passport in this section, and to upload an image of that passport.

NOTE: Candidates with refugee or asylee status should enter their "A" number in the passport number section and provide the date that they received refugee/asylee status, the Issuing Country and the City of Issuance. Refugees/asylees are required to submit a copy of their

refugee or asylee documents and two forms of photo identification, such as a Lawful Permanent Resident card or U.S. Driver's License.

Application Fields: (* denotes an optional field)

- Passport Type — options are: Regular, Diplomatic, Official or Refugee/Asylee Documentation
- Passport #
- Date Issued — select from calendar
- Expiration Date — select from calendar
- Status — options are: Current, Cancelled, Expired, Pending, Revoked, Suspended
- Country of Issuance — select from drop-down menu
- City of Issuance
- Identification was issued outside the country of issuance. — select Yes or No. *(For example, if it is a Chinese passport that was issued from a consulate outside of China, choose Yes).*
- Identification has been granted an extension — select Yes or No. *Note: If the passport has been granted an extension, make sure to upload all extension pages.*

Candidate may also upload image(s) to this Document Record.

2. * **Airman's Certificate:** This field is required for Candidates applying for Category 2, subcategory 1, and also for Candidates who fall under Category 4 (recurrent training on an aircraft with MTOW over 12,500 lbs.) The Candidate must also provide a copy of the airman's certificate indicating they hold a rating for an aircraft with MTOW over 12,500 lbs.

If the Candidate has an FAA Airman's Certificate, they should enter this information and select "United States of America" for the Country of Issuance. If the Candidate has a non-FAA Airman's Certificate, they should enter this information as a Foreign Based Airman's Certificate and select the appropriate country for the Country of Issuance.

Application Fields:

- Airman's Certificate Type — options are:
 - (P A) Pilot Airline Transport Pilot
 - (P C) Pilot Commercial
 - (P P) Pilot Private
 - (P S) Pilot Student
 - (P T) Pilot Sport
 - (P V) Pilot Recreational
 - (Y X) Pilot (Foreign Based) Historic
 - (Y Y) Pilot (Foreign Based) Private
 - (Y Z) Pilot (Foreign Based) Commercial, or Flight Engineer
- Airman's Certificate #
- Date Issued — select from calendar
- Country of Issuance — select from drop-down menu

- Type Rating(s) — select from drop-down menu. *If Candidate does not hold any specific ratings for aircraft over 12,500 lbs., select NONE as the rating. If the Candidate holds multiple type ratings for aircraft over 12,500 lbs., they can choose "Add" to list more than one rating.*

Candidate may also upload image(s) to this Document Record. While only required for Category 2, subcategory 1 and Category 4 Training Requests, uploading an image may expedite the processing of all Training Requests.

3. * **Visa:** If Candidate has a U.S. Visa, please enter this information. Do not list visas for travel to non-U.S. countries.

Application Fields: (* denotes an optional field)

- Visa Type — options are: A1, B1, B2, etc.
- Visa #
- Date Issued — select from calendar
- Expiration Date — select from calendar
- Status — options are: Current, Cancelled, Expired, Pending, Revoked, Suspended
- Country of Residence when Issued — select from drop-down menu
- SEVIS ID (for F1, J1 and M1 visas only)

Candidate may also upload image(s) to this Document Record. While not required, uploading an image may expedite the processing of Training Requests.

4. * **Lawful Permanent Resident Card:** If Candidate has a green card and is a U.S. lawful permanent resident, they can list this information here.

Application Fields: (* denotes an optional field)

- A #
- Date Issued — select from calendar
- Expiration Date — select from calendar — if no expiration is listed on the card, list 20 years from today's date as the expiration date

Candidate may also upload image(s) to this Document Record. While not required, uploading an image may expedite the processing of Training Requests.

5. * **Driver's License:** Only list current Driver's License(s).

Application Fields:

- Driver's License Type — Options are: Non-U.S. Driver's License, and U.S. State Driver's License, or International Driver's License

- Country — select from drop-down box — this only appears if Non-U.S. Driver's License is selected for previous field
- State — select from drop-down box (only appears if U.S. State Driver's License is selected for previous field)
- Identification #
- Date Issued — select from calendar
- Expiration Date — select from calendar

Candidate may also upload image(s) to this Document Record. While not required, uploading an image may expedite the processing of Training Requests.

Editing and Deleting Document Entries in the "Document Information" Menu

If you save a document entry and need to edit or delete it, choose "Edit / Delete" for that entry. You can then edit the information in the entry and save the record, or delete the document entry altogether.

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Step 5: Address Information

Please provide ALL U.S. or foreign residences/addresses held for over 30 days, for the past 5 years. There cannot be any time gaps in the address history. After entering an address, hit the "Save Record" button. Enter your next address and hit the "Save Record" button again. Candidates can add as many addresses as necessary. Each address should appear in a box on the top of the screen.

NOTE: Please include address apartment or room number when applicable.

Application Fields: (*denotes an optional field)

- Type — (options are: Current or Historical). Only one address can be marked as Current in the Address Type field. All other addresses should be marked as Historical.
- Start Date
- End Date — *If Candidate still lives at this address, select "Current".*
- Street Address — *Include an address apartment or room number when applicable. P.O. Boxes are not an acceptable form of address. Candidates must use a physical address.*
- Country / Passport Authority
- City
- State / Province
- * Zip / Postal Code
- Phone Number — *Include the country code for residences outside of the United States.*

To enter another address, click on the "Save Record" button and enter the next address in the boxes provided. *If you save an address and need to either edit or delete it, choose "Edit" for that address at*

the top of the page. You can then edit it or select "Delete Record".

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Step 6: Employment

Candidate should provide information regarding their current employer. If they are currently unemployed, type the word "unemployed" in the Employer and Occupation fields. Candidates are not required to provide information on previous employers. If Candidate is unemployed, self-employed, or a student, please state this in the Employer and Occupation fields, and list contact information for someone who can verify that status.

Application Fields:

- Occupation
- Employer
- Contact Name — *Person who can verify Candidate's status*
- Employer Phone Number — *Include country code for residences outside of the United States*
- Employer Email

Category 1–3 Training Requests: Candidates go to [Step 7: Training Details](#).

Category 4 Training Requests: Candidates go to [Select Providers for Recurrent Training](#).

A description of the different Categories is available at [Step 8: Request Category](#).

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Step 7: Training Details (Categories 1–3 only)

It is possible for a Candidate to have several active training requests at a given time. These requests may be for the same or different flight training providers. Each training request form will be processed separately; AFSP approval is valid only for the Provider listed in the application.

For Category 1–3 training requests, the Candidate is required to provide the following information for each flight training Provider and course they are attending. After entering the first flight training Provider, hit the "Save Record" button. If applicable, enter the next flight training Provider and select the "Save Record" button again. Candidates can add as many Providers as necessary. Each Provider will appear in a box on the top of the screen under "Saved Requests — Not yet submitted." For tips on navigating the "Saved Requests" menu, see "Editing and Deleting Training Requests from the 'Saved Requests' Menu" below.

Application Fields: (* denotes an optional field)

- State — *If your Provider is international, ask them which state to select.*
- Provider Name — *If the Provider is not listed, they may not be registered yet. Please ask them to contact the AFSP Help Desk.*
- * Student Identification # from school — *If the PROVIDER does not assign a Student ID # the Candidate should leave this field blank.*
- Course ID # — *If the Provider does not assign a Course ID #, enter "101".*
- Class Name — select from drop-down box:
 - Training on aircraft with MTOW of 12,500 lbs. or less is Category 3.
 - Training on aircraft with MTOW over 12,500 lbs. is Category 1 or 2.*If you choose "Category 1 or 2 Training Event," another field will appear. Enter the make and model of the aircraft on which you will train in this field, as well as the Aircraft Type field.*
- Aircraft Type — *Must list specific aircraft including make and model. Category 3 requests can list more than one aircraft type for a specific training event.*
- Estimated Start Date
- Estimated End Date

*** Be careful when selecting your Provider. Once a training request has been submitted you cannot change the Provider. If you submit a training request and later realize you will need to go through training with a different Provider, you will need to submit a new training request. AFSP will not grant refunds in these cases and will not transfer the initial payment to the second training request. ***

NOTE: Candidates must initiate training within 180 days of receiving permission to initiate training.

Candidates must complete training within 365 days of receiving permission to initiate training.

Editing and Deleting Training Requests from the "Saved Requests" Menu

- Editing a Training Request: If you save a training request application and need to either edit or delete it, choose "Edit" for that training request at the top of the page. You can then edit the information in the application.
- Deleting a Training Request: If you would like to delete, or cancel, an application you have not paid for yet, select "Edit" for the training request you wish to delete. Then, select the "Delete Record" button.
- The "Cancel" button will return you to the previous page without making any changes or deleting the record.

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Step 8: Request Category (Categories 1–3 only)

In this section, the Candidate must select the category for which they qualify from Categories 1–3. Please see the "AFSP Category Information" section below for a description of Categories, **including Category 4**. If the Candidate selects a category for which they do not qualify, the AFSP will contact them via email. For each training request under Categories 1–3, there is a processing fee of \$130 (USD) and the submission of fingerprints is required. If you have further questions regarding the AFSP Candidate Categories please view the [Frequently Asked Questions](#) section or contact [AFSP Help Desk](#)

AFSP Category Information

- Category 1: For Candidates pursuing training in aircraft with a maximum certified takeoff weight (MTOW) of over 12,500 lbs. who do not qualify for Category 2. Category 1 is generally for pilots who do not have a type rating for ANY aircraft with MTOW over 12,500 lbs., and have never filled out a training request with the AFSP.
NOTE: After the AFSP emails a Fingerprint Receipt to the Candidate, there is a wait period that may take up to 30 days.
- Category 2: Candidates pursuing training in aircraft with a maximum certified takeoff weight (MTOW) of over 12,500 lbs. must choose one of the following subcategories
NOTE: After the AFSP emails a Fingerprint Receipt to the Candidate, there is a wait period that may take up to 5 business days.
 1. Candidate holds an airman's certificate from a foreign country (or the U.S.) recognized by the FAA or a U.S. military agency.
 - *This sub category is for Candidates who have either an FAA or foreign airman's certificate that is recognized by the FAA with a type rating for an aircraft with MTOW over 12,500 lbs.*
 2. Candidate is employed by a foreign air carrier with a security program approved under the CFR.
 - *This sub category is for Candidates who work for a foreign airline that is considered a Security Approved Foreign Air Carrier by the TSA. Candidate must list accurate contact information for their employer, as we will need to contact them to verify employment.*
 3. Candidate has unescorted access to a secure airport area under the CFR.
 - *This sub category is for Candidates who are on the Master Crew List*
 4. Candidate is a flight crew member with a criminal history check under the CFR.
 - *This sub category is for Candidates who have submitted fingerprints to AFSP in the past.*
- Category 3: For Candidates pursuing training in aircraft with a maximum certified takeoff weight (MTOW) of 12,500 lbs. or less.
Candidates are only required to obtain AFSP approval for the following training events:
 1. 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.
 2. Instrument Rating (IR)
 3. Multi Engine Land (MEL)

Each of these training 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.**

- Category 4: Candidates pursuing RECURRENT training in aircraft with a maximum certified takeoff weight (MTOW) of over 12,500 lbs. These training requests are submitted by the flight training providers — Candidates need to '[Select Providers for Recurrent Training.](#)'

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Submitting the Training Request Application (Categories 1–3 only)

Once the Candidate has completed the training request application, they must return to the "Home" page, by clicking on the "Home" folder, and go to the "Current Flight Training Applications" section. To submit the training request, Candidate must select the "Submit" icon located in the "Review Training Request" column.

If the application contains errors:

- Candidate must click on the links that describe the errors in order to correct them.
- Once there are no errors in the training request, Candidate will see the option to "Submit Application" at the bottom of the screen.

If there are no errors or all errors have been corrected:

- Candidate must read and then choose "I Agree" for the next three screens of legal documents before the training request is submitted.
- Selecting "Submit" constitutes an electronic signature. The applicant is the only person who can legally choose "I Agree".

After the application is submitted, the Provider must review it. The AFSP will send payment instructions to the Candidate via email after the Provider acknowledges the training request.

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Select Providers for Recurrent Training (Category 4 only)

Once the Candidate has completed the account information in Steps 1–6, they must select Providers for

recurrent training. They can do this from the button on the bottom of the screen at Step 6: Employment, or from the button at the top of the screen at Home, or the folder on the left-hand side of the screen that says "Recurrent Training."

If the account information has problems:

- Candidate must select the link to fix the stated problem.
- Once there are no problems in the account information, Candidate will see the option to select providers to submit Category 4 training requests on their behalf.

If there are no problems or all problems have been corrected:

- Candidate can enter:
 - Any part of the school's name, and/or
 - Select the state.The Candidate would then choose Search. Any schools matching the entered information will appear.
- Candidate can then choose Add Provider for each additional Provider to submit Category 4 training requests on their behalf. Providers will be able to view the Candidate's name, employer, and type ratings, and submit any number of Category 4 requests for the Candidate.
- The Provider will have access to continue submitting Category 4 training requests on the behalf of the Candidate, unless the Candidate later chooses to Remove Provider from the same Recurrent Training page.
- When a Candidate selects a Provider to submit a Category 4 training request on their behalf, the Provider will receive email notification.

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Training Request History: What Does the Status Indicate?

Candidates can view their training request status online. After logging in, each of the Candidate's training requests is shown in the "Current Flight Training Applications" section of the account at the top of the "Home" page. This information can also be found in the "Assistance" folder under "Request Status Report".

- Draft: The Candidate has begun filling out the training application but has not yet submitted it.
 - The Candidate should login to the account, and click on the "Submit" icon located in the "Review Training Request" column.
 - The Candidate will then see any errors in the application. After correcting the errors they must go back to the home page, by clicking on the "Home" folder, and select "Submit" again.
 - If there are no errors, the Candidate must indicate "I Agree" to a series of legal statements before the application is fully submitted.

- Submitted: The training request has been fully submitted and is awaiting review by the Provider.
 - The Provider logs into their account to accept or reject the training request. At this time, the Candidate may contact the Provider and ask them to review the training request application.
- Provider Rejected: The Provider rejected the Candidate's request because there were mistakes in the application or the Provider did not recognize the Candidate's request.
 - The Candidate should then contact the Provider to inquire about the training request. "Provider Rejected" does not mean that the training request was denied by the AFSP.
- Provider Accepted: The Provider has accepted the Candidate's training request.
 - **Category 1–3:** The Candidate receives payment instructions via email. The Candidate then submits payment through his or her account online. On the "Home" page at the top of the page the Candidate will find a green dollar icon that will disappear when they complete the payment.
 - **Category 4:** The training request has already been paid by the Provider as part of the "Provider Accepted" status update.
 - After the AFSP processes the fee, the Candidate and Provider receive notice via email that the training request is being processed.
- Insufficient Information: The Candidate has submitted a training request with incomplete or inaccurate information. The application is now returned to "Draft" status and they must correct the application as requested and resubmit it in order to continue processing.
 - Candidates should carefully follow the instructions in the email to edit their account information and/or training request application.
 - After making the requested corrections, the Candidate must resubmit the application by going to their AFSP home page and selecting the "Submit" icon located in the "Review Training Request" column.
 - **Categories 1–3:** The training request may require the Flight Training Provider to revalidate the updated information. However, the Candidate will **NOT** have to pay the fee again.
- Documentation Accepted:
 - **Categories 1–3:** This indicates that the Candidate's application, fee, and documents have been successfully received and AFSP is ready to process the fingerprints. If the Candidate has not had a training request approved previously, he or she will receive Fingerprint Instructions at this time. If the Candidate has been approved for flight training previously, he or she will receive notice that AFSP is transferring the fingerprints on record. In some cases, the fingerprints on file for a Candidate are no longer viable. If this is the case, the Candidate and the Provider will receive a separate email titled "Fingerprint Issues."
 - **Category 4:** 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.
- Fingerprint Receipt: Only Category 1 and 2 Candidates will receive this email, which indicates that the AFSP has received the Candidate's fingerprints.

NOTE: A delivery tracking receipt does not constitute fingerprint confirmation — the only valid confirmation notice is the AFSP Fingerprint Receipt email.

 - Category 1 Candidates now enter the 30 day wait period for approval
 - Category 2 Candidates enter the 5 business day wait period
 - Category 3 Candidates will receive a "Permission to Initiate Training/Fingerprints Received" email message after the AFSP receives fingerprints and all other documents.

- Final Approval Granted: The Candidate has been granted final approval for the training request.
 - Training must commence within 180 days of approval and finish within 365 days of approval.
- Final Approval Rejected: The Candidate has been denied flight training by the AFSP.

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AFSP Contact Information

Contact Information

Comments? Questions? Praise?

Feel free to contact us in one of the following ways:


- Email: AFSP.Help@dhs.gov (preferred)
- Phone: (571) 203-8470

Our help desk hours are Monday-Friday (excluding [federal holidays](#)) from 8:00 AM (08:00) to 5:00 PM (17:00) Eastern Standard Time. Emails may be sent at any time, and will be responded to during help desk hours.

If you reach our voicemail, please leave a message and we will return your call within a few hours. If you leave a voicemail after business hours, we will return your call the next business day.

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