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## TSA FTSP Enrollment Process

Call 973-922-3950 or email [info@alpha-aviators.com](mailto:info@alpha-aviators.com) for more information.

### Notes Prior to Starting

Non-US Citizens that want to become pilots:

- You ARE ALLOWED to take an Introductory Lesson prior to a TSA application!
- Introductory flights are not considered "flight training"
- The process described here may appear very complicated, but...We had an applicant complete the ENTIRE process in 5 days (started on Monday - approved on Friday)!

### Who must participate in the Alien Flight Student Program (AFSP)?

Persons seeking flight training must submit a request if they are not citizens or nationals of the U.S. (even if you have a green card) 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.

*You must already be legally in the United States! We at Alpha Aviation, Inc., do not have the resources to help you attain a VISA to enter or remain in the country.*

### Basic Summary of the Steps Involved:

1. Create an Alien Flight Student Program Account on the the AFSP Candidate Registration page: <https://www.flightschoolcandidates.gov/home/candidateregistration>
2. Submit the required information, and you will get a Temporary Password via email.
3. After receiving a password, you will return to the AFSP website, and you will have to change your password.
4. Then you will fill out the application. **We suggest you read the "more detailed" explanation below before starting, as it will tell you exactly what to enter in a number of required fields.**
5. Alpha Aviation, Inc. will have to Validate your application (we get an automated email)
6. You will have to pay the application Fee to the TSA (approximately \$130)
7. You will receive instructions on how to properly submit fingerprints to the TSA
8. After the TSA receives your fingerprints, we may begin your flight training!

## **DETAILED EXPLANATION OF APPLICATION PROCESS**

### **Step 1: Basic Information**

- Candidate Name - Must match the name on the passport EXACTLY. Ensure that any family names, middle names or maiden names listed on the passport are listed here.
- Gender
- Height (in inches or cm)
- Weight (in lbs. or kgs.)
- Date of Birth (exact or approximate)
- Birth Country
- Nationality
- Eye Color
- Hair Color

### **Step 2: Other Names** (\* denotes an optional field)

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

### **Step 3: Citizenship Information** (\* denotes an optional field)

- 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.
- 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".

### **Step 4: Identification Numbers** (\* denotes an optional field)

- The candidate is required to provide information regarding the following documents: their current and expired passports, FAA Certificate and U.S. Visa, if applicable. Please see

the Required Documents section below for clarification. Using the dropdown 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. For tips on navigating this menu, see "Editing and Deleting Entries from the 'Identification Numbers' Menu" below.

#### Passport Information:

- Candidate must provide a record of their current and expired passport information. All candidates are required to list a current, unexpired passport in this section.
- 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 legal permanent resident card or driver's license.
- Passport Type (Options are: Diplomatic, Official or Regular)
- Passport #
- Date Issued
- Expiration Date
- Status (Options are: Current, Expired, Revoked, Suspended or Other- Not in List)
- Issuing Country/Passport Authority
- City of Issuance
- \* Check here if passport was issued inside the country Select this box if the passport was issued inside the U.S.
- \* Check here if passport has been re-validated Select this box if the passport has been renewed. Note: Make sure to send a copy of the passport page showing the renewal dates.
- \* Certificate Number Information: Candidate should list information regarding their U.S. or foreign airman's certificate (if applicable).
- \* U.S. Visa: If Candidate has a U.S. Visa, please enter this information. Do not list visas from non-U.S. sources.
- Visa Type (Select from drop-down box. Options are: A1, B1, B2, etc.)
- Permanent Residents should select "Xb- Lawfully Admitted for Perm Resident" as their visa type.
- Visa Number
- Date Issued
- Expiration Date
- Status
- Country of Residence when Issued
- \* SEVIS ID

#### **Step 5: Address Information** (\* denotes an optional field)

- 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.
- Type (Options are Current or Historical). Candidates cannot list two addresses for the same time frame.
- 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".

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

#### **Step 7: Training Details** (\* denotes an optional field)

- 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.

- 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. •
- State Find and Select **NEW YORK**
- Provider Name Find and Select **Alpha Aviators, Inc.**
- Student Identification # Leave Blank
- Course ID # Enter "Private Pilot"
- Course Name Enter "Initial"
- Course Description Enter "Private Pilot"
- Aircraft Type Enter "Cessna 172"
- Start / End Date The AFSP considers these dates an estimate. Once a Candidate receives approval, they have 180 days to begin training and 365 days to finish.

### **Step 8: Request Category**

AFSP Category Information

Category 1: Candidates pursuing training in aircraft over 12,500 lbs. - DO NOT SELECT THIS CATEGORY

Category 2: Candidates pursuing training in aircraft over 12,500 lbs. - DO NOT SELECT THIS CATEGORY

Category 3: Training in aircraft of 12,500 lbs. or less. - SELECT THIS CATEGORY

For the following training events: Initial airman's certificate; Instrument Rating (IR); OR Multi-Engine Rating (MEL)

### **Step 9: Upload Documents**

In this step, Candidates should select their training request. They must either upload or indicate that they will fax or email the following required document(s):

- A copy of their current, unexpired passport. Candidate must provide all pages of their passport that show their name, date of birth, the date of issuance, expiration date, passport number, and photograph.
- Candidates with refugee or asylee status must submit a copy of their refugee or asylee documents and two forms of photo identification in this section, such as a permanent resident card or driver's license.

Options and Tips for Submitting Documents:

- Uploading: AFSP strongly recommends submitting documents via upload or email as these methods are more reliable and result in a higher quality image. The Candidate can

upload a scanned copy of their document directly into the application. AFSP accepts the following file extension types: BMP, DOC, GIF, HTML, JPEG, JPG, PDF, and TIF.

- The file size must be less than 5 MB.
- Email: If the Candidate chooses to email documents, they should indicate in this step that their documents will be emailed. The Candidate should include their training request ID number in the subject line. Email documents to AFSP.Help@dhs.gov after paying for the training request. AFSP accepts the following file extensions: BMP, DOC, GIF, HTML, JPEG, JPG, PDF, and TIF. The file size must be less than 5 MB.
- Fax: If faxing, please select "I will fax a copy of this document instead of uploading." The Candidate should print the fax cover sheet or list their training request ID number on their document. The text in faxes must be legible and the photographs clear; All faxes that are too dark or illegible will be rejected. AFSP fax numbers are (571) 227-4532 and (571) 227-4534. The AFSP Help Desk cannot confirm receipt of faxes.

### **Submitting the Training Request Application**

- After the Candidate has completed the training request application, they must return to the "Home" page and go to the "Current Flight Training Applications" section at the top of the page.
- To submit the training request, Candidate must select "Validate and Submit Application."

If the application contains errors:

- Candidate must choose to "view errors" to see the specific errors and correct them.
- Once there are no errors in the training request, Candidate will see the option to "Submit Application" on the "Home" page.

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 "Validate and 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.

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, select the "Home" folder and click on the "Validate and Submit" icon at the top of the screen. The Candidate will then see any errors in the application. After correcting the errors they must go back to the "Home" folder and select "Validate and 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 and the Candidate will receive payment instructions via email. The Candidate 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.
- ***After the AFSP processes the fee***, the Candidate receives fingerprint instructions via email and should be fingerprinted by an authorized fingerprint collector in accordance with the fingerprint instructions email. If the Candidate or Provider has questions about the fingerprint process, they can go to the [Fingerprint Process Frequently Asked Questions](#)

#### **Other Terms and Potential Issues to Prepare for:**

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".

- **Preliminary Approval Granted**: The Candidate has received Preliminary Approval. This indicates that the Candidate's application, fee, and documents have been successfully processed and the AFSP is ready to process the fingerprints. The Candidate is also eligible to obtain an I-20 form to apply for a visa
- **Final Approval Granted**: The Candidate has been granted final approval for the training request. Training must commence within 180 days of approval and finish before the expiration date of the application. If you do not finish, it is VERY easy to renew!
- **Fingerprint Receipt**:
  - 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.

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

- Illegible Passport/Security Document Received: The Candidate's passport and/or airman's certificate has either not been received by the AFSP or the copy sent was illegible.
  - The Candidate should resend the documents via email to AFSP.Help@dhs.gov or fax them to (571) 227-4532 or (571) 227-4534.
  - Be sure to include the training request ID number with the resubmitted documents to ensure proper filing.
  - For Category 2 Candidates: If an "Illegible/ Unreceived Security Document" email is received, follow the instructions in the email carefully. The email will indicate that AFSP does not have the Candidate's airman's certificate, passport or both.
- Insufficient Information: The Candidate has submitted a training request with incomplete or inaccurate information. The application is now in "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 training request application.
  - After they make the requested corrections, the Candidate must resubmit the application by going to the "Home" folder and selecting "Validate and Submit". The Candidate will not have to pay the fee again.