



1: Flight training candidate requests an account to access the Alien Flight Student Program by completing the account request form. You will access the TSA website: <https://fts.tsa.dhs.gov/>

Once there, you will go the section in the top right corner that says Create A New Account. Click 'ENTER', and this will take you through the instructions on how to set up your account with TSA. Remember to always submit personal information exactly as it appears on your passport.

2: A User ID and password are automatically emailed to the flight-training candidate by TSA. This allows the candidate to access the web site and complete the application.

3: The candidate completes online forms with the following information:

- A. Residence and citizenship;
- B. Places and terms of employment;
- C. Details of the requested training; (See A & B below)
- D. Other background information

A. Candidate must select Florida, then Ocala Aviation Services, Inc.

B. Additional information such as:

(You are only allowed to apply for one course at a time. If you plan on attending more than one course, then we will apply for the next course once you are here)

Course ID – Private101, Instrument101 or Multi101

Course Name – Private, Instrument or Multi

Student ID – Applicants date of birth (example 12311974)

Aircraft – Cessna 172

Category – 3

4: When candidate completes the application, they will be redirected to the home page where they will need to go to the bottom of the page and select the “Validate & Submit” button. If there are any errors in the application, they will need to be corrected before continuing. The “Validate & Submit” process may have to be repeated if errors continue to appear on the application.

Note: The application will not be considered submitted until this process is completed.

Step 5: Upon submission of the completed forms, the training provider will be able to validate the candidate’s application on the AFSP web site.

6: Upon validation of the candidate by the training provider, the candidate will receive an email from TSA advising them to pay the **\$130** processing fee. They will be able to do so by going to the bottom of the application form. (Last button on the right with a \$ dollar sign in it). This will take them to fee payment form. Credit Card required for payment.

7: The AFSP will then send confirmation of payment along with instructions for the candidate's fingerprinting process. There is a one time fee of **\$99** for fingerprints. You can check if there is a fingerprint processing facility close to by going to, <https://natacs.aero/AFSP>. If there are not locations close to you, then we will get your fingerprints once you arrive at Ocala Aviation.