

Flight Training Security Program

Candidate Guide

Version 2.1

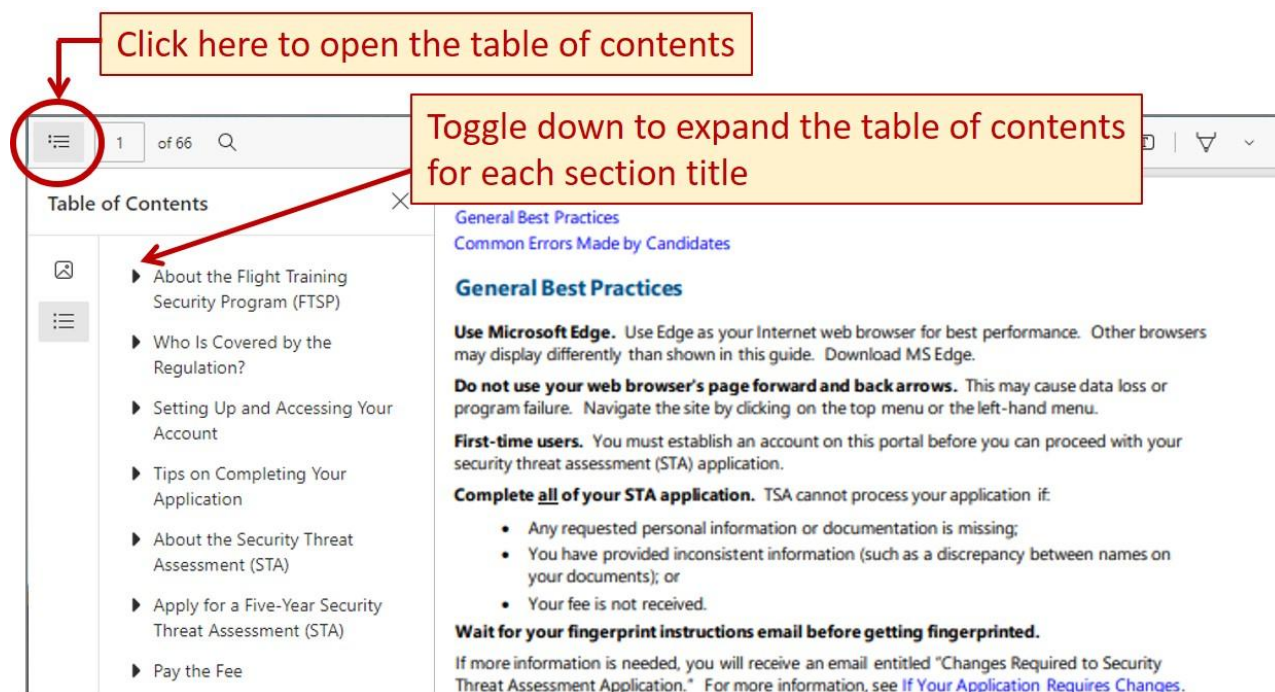


HOW TO NAVIGATE THIS GUIDE

This guide is your “one-stop-shop” for all information you need to comply with the FTSP regulation.

To use the guide while you are logged into the FTSP Portal, open it up in a separate tab **before** you log in, then keep that tab open while you log into the portal using another tab. You can then toggle back and forth to this guide without leaving the portal.

The PDF toolbar at the top of this guide allows you to download the PDF file and annotate your version or print it. You can also pull down a full table of contents as shown below, and you can increase or decrease the screen view.



For convenience, a full table of contents follows this page (click on a title to go to that page) and “Back to Contents” links are provided throughout to help you find what you need.

If you download and use your own annotated version of this guide, keep in mind that TSA may amend the guide to accommodate policy or procedural changes. Any significant change to this guide will be announced on the “What’s New” board on the FTSP portal home page.

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ABOUT THE FLIGHT TRAINING SECURITY PROGRAM (FTSP)

Flight Training Events Covered by TSA Regulation

The FTSP Process for Candidates

Under U.S. law and regulation, all aliens seeking flight training are defined as “candidates” and must undergo a security threat assessment (STA). TSA’s Flight Training Security Program (FTSP) oversees implementation of the [Flight Training Security regulation](#), which is intended to prevent an individual who is not a U.S. citizen from receiving flight training unless they have been adequately vetted to ensure they are not a security threat.

If you are a candidate for flight training, you must create an account on this portal and complete the application process in order for TSA to conduct the STA. This guide can assist you in this process.

If you qualify, you will be granted a Determination of Eligibility, valid for up to five (5) years.

Once you are granted a Determination of Eligibility, you must use this portal to select one or more flight training providers for your flight training. The provider you select will work with you to schedule your training. You may train as often as you like without additional cost for the duration of your Determination of Eligibility.

TSA conducts continuous vetting during this five-year period and may suspend or cancel your Determination of Eligibility. If your account information is not up to date, for example, if your visa or other immigration document expires, will result in being ineligible for training. You must submit a new STA application every five (5) years.

Flight Training Events Covered by TSA Regulation

The following flight training events are covered under the flight training regulation:

- **Initial pilot certification**, whether private, recreational, sport pilot, fixed-wing, rotorcraft, on land, on sea, etc., because such training provides a pilot with basic piloting skills.
- **Instrument rating**, because such training enhances a pilot’s abilities to pilot an aircraft in bad weather or at night and enables a pilot to better understand the instruments and physiological experiences of flying without reference to visual cues outside the aircraft.
- **Multi-engine rating**, because such training enhances a pilot’s ability to pilot larger aircraft with more than one engine.
- **Type rating**, which is a specific certification a pilot obtains to operate a certain type of aircraft, because this training is required beyond the initial, multi-engine, and instrument certifications.
- **Recurrent training for type rating**, required to maintain or renew a type rating already held by a pilot.

See [About the Regulation](#) for a list of flight training events that are not covered by this regulation.

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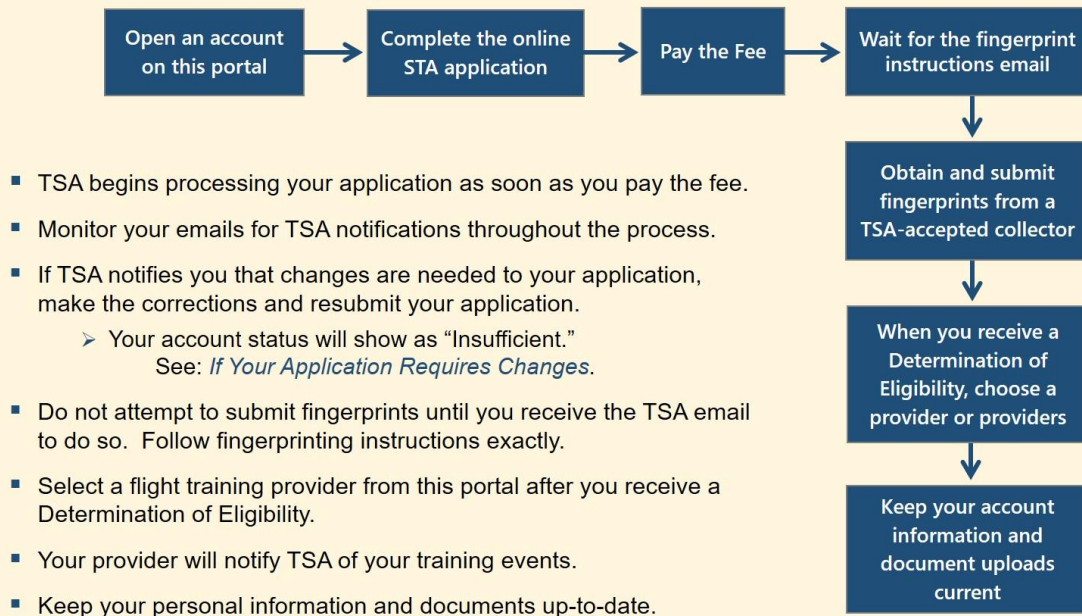
The FTSP Process for Candidates

An individual who is not a U.S. citizen and who seeks to take flight training covered by TSA regulation is considered a “candidate.”

If you are a candidate, you must use this portal to apply for a security threat assessment (STA) and receive a Determination of Eligibility from TSA before you can participate in flight training.

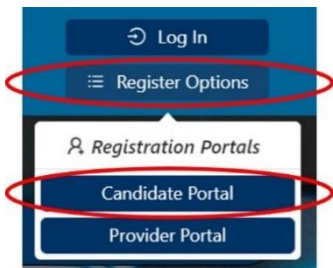
After you receive a Determination of Eligibility, you must use this portal to select your flight training providers. Providers you choose will work directly with you to arrange your flight training. Your providers are required to report your flight training events to TSA via this portal.

The FTSP Process at a Glance



The steps to follow in the process of applying for an STA are:

1. **Open an account on this portal.** Select “Register Options” at the top of the page, then “Candidate Portal.” See [Register an Account](#) for more information.
2. **Complete the online STA application.** Fill in all biographic information and upload all specified document images.
3. **Pay the fee.** Use Pay.gov (accessed through this portal) to pay the fee for TSA to conduct your STA.
4. **Obtain and submit fingerprints.** Follow emailed instructions to obtain and submit fingerprints through a TSA-accepted collector. *Do not* get fingerprinted until you receive the fingerprint instructions email.



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5. **Track the status of your STA application.** Monitor your emails. TSA only communicates with you through email.
6. **Choose a flight training provider when you receive a Determination of Eligibility.** This is the only way you can initiate flight training. The portal allows you to choose providers by location.
7. **Keep your account information current.** TSA conducts continuous vetting of persons who receive a Determination of Eligibility. If your personal information becomes out of date, or your qualifying documents expire, your Training Eligibility could be suspended or cancelled.

Use this guide to help you with the process – details for each step of the application are described in [How to Complete the STA Application](#).

Use this portal to stay informed of your account status and training events.

The chart below summarizes the FTSP process for candidates. For a detailed description of flight training regulation requirements for candidates, see [FTSP Final Rule Candidate Guidelines Summary](#).

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WHO IS COVERED BY THE REGULATION?

Aliens, Lawful Permanent Residents, Asylum Seekers, and Refugees

U.S. Citizens and Nationals

U.S. Department of Defense (DOD) Endorsees

Candidates Training Outside the United States

Aliens, Lawful Permanent Residents, Asylum Seekers, and Refugees

Under the flight training security regulation, if you are not a U.S. citizen or U.S. national, you are a candidate and must apply for a security threat assessment (STA) and receive a Determination of Eligibility before you can take flight training. Lawful permanent residents, asylum seekers (asylees), parolees, and refugees are considered candidates.

As a candidate for flight training, you must:

1. Create a new account on the FTSP Portal or use your current account. This account is permanent, and you will continue to use it as long as you train. [Register an FTSP account](#).
2. [Apply for your security threat assessment \(STA\)](#) on this portal. Follow the instructions on the application. Save your application and return to it as often as needed.
3. [Select a flight training provider](#) through this portal, after you receive a Determination of Eligibility.
4. [Keep your account information current](#) to maintain your Training Eligibility.

Use this guide for assistance with your application. [Tips on Completing Your Application](#).

If you are a lawful permanent resident, you must apply for a STA and upload images of your Permanent Resident Card.

If you are an asylee or a refugee, you may have to provide alternate documentation. See [For an Asylum Seeker or a Refugee Only](#).

U.S. Citizens and U.S. Nationals

If you are a U.S. citizen or U.S. national seeking flight training, you are **not** required to undergo a security threat assessment. However, you must provide current photo identification or a combination of identity documents to the flight training provider when you arrive for training.

See "Options for Validating U.S. Citizenship" in [About the Regulation](#) for a list of acceptable identification documents for U.S. citizens and nationals.

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U.S. Department of Defense (DOD) Endorseees

A U.S. DOD attaché may endorse an alien who is employed as a pilot by a foreign military for flight training. If you qualify as a U.S. DOD endorsee:

- The U.S. DOD attaché in your home country will notify TSA through this portal and coordinate with your flight training provider.
- A security threat assessment will be conducted through the U.S. DOD attaché.

If you are a U.S. DOD attaché, click [here](#) to begin the process.

Do not attempt to gain DOD access if you are not the U.S. Department of Defense attaché or their delegated representative.

Candidates Training Outside the United States

If you are a candidate participating in training outside the United States, you do not need to obtain a U.S. visa, but if you have been issued a U.S. visa, you must list it on your application and upload an image of it to your FTSP Portal account.

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SETTING UP AND ACCESSING YOUR FTSP PORTAL ACCOUNT

[Register an Account](#)

[Account Registration Process Steps](#)

[Consent, Notices, and Information Verification](#)

[Log into Your Existing Account](#)

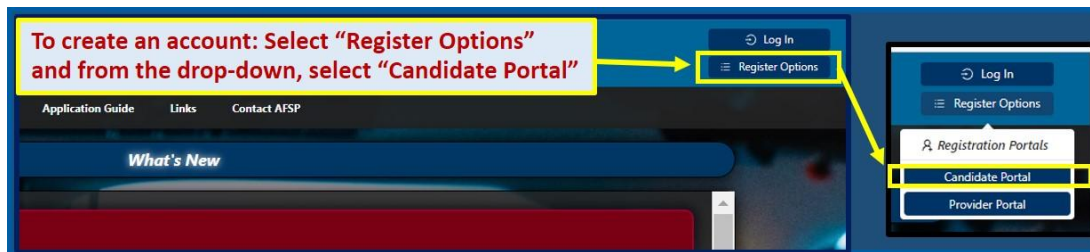
[Forgot Password, Account Locked, Password Reset, Retrieve Your User ID](#)

You must set up an account on this portal to apply for a security threat assessment (STA).

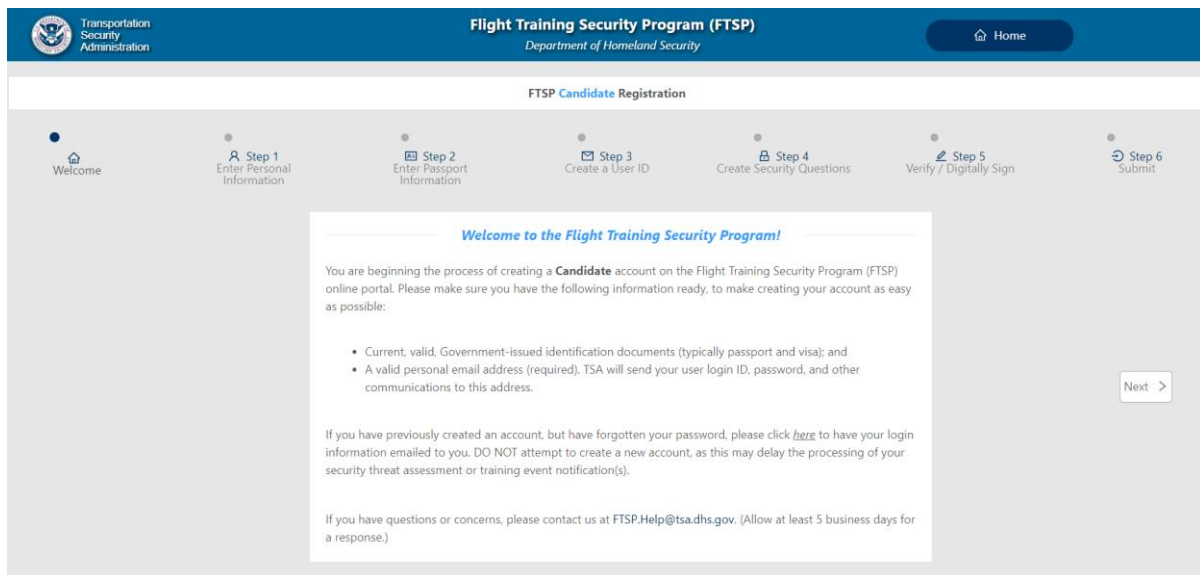
Follow the instructions on the screen and in this guide as you proceed through account registration. You can keep this guide open in a separate tab and consult it when needed. You will need your passport to register. If you do not have a passport, see [Asylum Seekers and Refugees](#).

Register an Account

You may create only one (1) account and may not share that account with other candidates or individuals. To create an account, select "Register Options," then "Candidate Portal," as shown.



Select "Candidate Portal" to open the Candidate Registration Home Page, shown below.



There are six (6) steps to complete. Select "Step 1, Enter Personal Information" to begin.

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Account Registration Process Steps

Step 1 – Provide Your Personal Information. The information you provide must match your current passport, permanent resident card (if unable to provide a valid passport) or, in the case of asylum seekers or refugees, the information on your other documentation. [Information for asylum seekers or refugees.](#)

Step 2 – Provide Your Passport Information. Your passport is your main identity document, and you should have it accessible when filling out this step.

Important: You must provide the machine-readable version of your name, that is, *do not* enter special characters (such as ñ, ' , - , á, ö) in the name fields. The FTSP system cannot accept these symbols. Enter your name exactly as it appears in the machine-readable zone of your passport. The machine-readable zone is shown in the image below and explained in this guide at Step 1 of [Provide Your Personal Information – Steps 1-3](#).



Step 3 – Create a User ID. Your User ID is permanent and cannot be changed. It must be all lower-case letters.

You must provide a personal email address. TSA will email your temporary password and instructions to your personal email address. Provide an email you can use over a 30-year career. *Do not* use a temporary email.

TSA recommends you register from a personal email service rather than a business or school's email service. A unique email address that you keep for many years, or a lifetime allows you to access FTSP communications no matter where you are in your education or professional career.

Step 4 – Create Security Questions. Provide personalized answers to three (3) security questions. These become necessary if you forget your password or want to make other changes to your account. Choose answers you can remember easily. *FTSP staff cannot supply these answers if you forget them.*

Step 5 – Verify/Digitally Sign. Verify your information is true and correct and digitally sign.

Step 6 – Submit Your Registration. This last page will show you if any element is incomplete; you must complete all steps before you can submit your account registration.

After you submit your registration, you will receive two (2) emails from TSA, one (1) confirming your UserID and another providing a temporary password. You will have up to four (4) hours to reset the temporary password. Enter this password exactly and reset that temporary password to your permanent password.

After your new password is accepted, you can begin your STA application.

If you do not reset your password within four (4) hours, you will need to start the account registration process again.

Consent, Notices, and Information Verification

Consent. TSA cannot collect and store your personal information and conduct the security threat assessment without your consent. By creating an account on this portal, you are consenting to TSA collecting your Personally Identifiable Information (PII).

Each time you log in, you will be prompted to acknowledge and consent to allowing your chosen flight training providers to view your PII and all documents you uploaded with your application.

Fraud, Falsification, or Misrepresentation Notices. When you submit information to TSA through this portal, you will be prompted to certify to the following statement:

[Section 1001 of Title 18 of the U.S. Code](#) specifies that knowingly falsifying or concealing a material fact is a felony that may result in fines of up to \$10,000 or five (5) years in prison or both. By submitting this security threat assessment application, I am certifying that the information provided in each and every electronic entry on this security threat assessment application is true and complete to the best of my knowledge and ability.

I further certify that I am the individual whose name is on this security threat assessment application being submitted. I understand that this is a legally binding document and that my agreement, made by clicking the box marked "I Agree" that appears below the declaration against perjury following this paragraph, constitutes an electronic signature, and that any false, misleading, or incomplete statements by me in response to any part of this submission constitutes a violation of U.S. federal law and may lead to criminal prosecution or other legal action.

I, *[your name]*, hereby declare that each time this security threat assessment application is submitted, including but not limited to *[today's date]*, that the information entered on this security threat assessment application is true and correct.

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Log into Your Existing Account

If you already have an account, select “Log In” to log into your account.

To retrieve your login or change your password, see the next section of this guide.

Select “Log In” to access the page below. From this page you can:

- Update your personal account information
- Submit a security threat assessment (STA) application
- Check your account status
- Check your emails
- Review your past and pending training events
- Select a provider if you have a Determination of Eligibility

Log In

Register Options

Transportation Security Administration
Flight Training Security Program (FTSP)
Department of Homeland Security

Home Manage My Personal Information User Guides FAQ View TSA Emails Help

Welcome to the Flight Training Security Program (FTSP) for Flight School Candidates!
Here, you can create an online account on TSA's online portal for the Flight Training Security Program. You will be asked to submit an application providing basic information about yourself and about the training you would like to receive. After you have submitted the application, TSA will notify the flight training provider at the location you have selected. The provider will submit a Flight Training Request on your behalf and confirm to TSA that you have made arrangements to train at that location.
Once TSA has verified your information with the flight training provider, you will receive an email with instructions on how to pay the fee to TSA. TSA will not issue any fee refunds, unless a fee was paid in error.
Do not use your web browser's page forward and backward arrows; this may cause data loss or program failure. TSA recommends you use Microsoft Edge as your browser for optimum performance on this portal.

Select to see your emails

Manage My Personal Account Information
To begin this process, select "Update Personal Information". You will be asked to provide information such as your name, birth date, citizenship, and other biographical information. To complete each step, click on the link on the right, which will take you to the next step. You must click the "Save" button at the top of the screen before you proceed to the next step. The links on the left of your screen allow you to see the progress of your application throughout the process. ✓ indicates information accepted; * indicates information still required.

Set up your account or update your personal information

Manage My Flight Training Providers
After you receive a Determination of Eligibility, you may select a flight training provider or providers. You must select at least one provider in order to train. The provider will have access to your account information and will work with you to set up your training. To select one or more providers, click on Manage My Flight Training Providers, below. For more information, see "How to Select a Provider" in the Candidate Application Guide.

After you receive a Determination of Eligibility, click here to select a Provider

Create Application **View the status of your STA application** **My Applications**

Clicking the Create Application Button submits the data in the Personal Information section. Please make sure all data is correct before submitting. When updating a previously Approved application, please note that some columns below (ex. Eligibility End Date) will not update until your submission is Approved by TSA.

Application ID	Submit Date	Status	Valid From	Eligibility End Date	Eligibility End Reason	Expiration Date	Review	Actions
3031598	2025-05-15	Approval Granted	2025-05-15	2030-05-15	STA Expires	2030-05-15	Review Application	Update Pay

See your current training events **My Training** **See past training events** **Show History**

Training Request ID	Flight Training Provider	Training Type/Category	Est./Actual Start	Est./Actual End	Status	Actions
1740143	Danmed Zursalmarik Flight School	Commercial pilot certification	2025-06-22	2025-06-30	Submitted	
1740142	Danmed Zursalmarik Flight School	Airline transport pilot certification	2025-06-15	2025-06-21	Submitted	

Forgot Password, Account Locked, Password Reset, Retrieve Your User ID

Forgot Password/Account Locked/Password Reset

If you forget your password and your account is locked, a password reset may not be required.

Do not create a new account unless instructed to do so by TSA.

After three (3) incorrect password entries, your account will be locked for one (1) hour as an account security feature. You cannot access your account during this one (1) hour.

Your account will automatically unlock after one (1) hour.

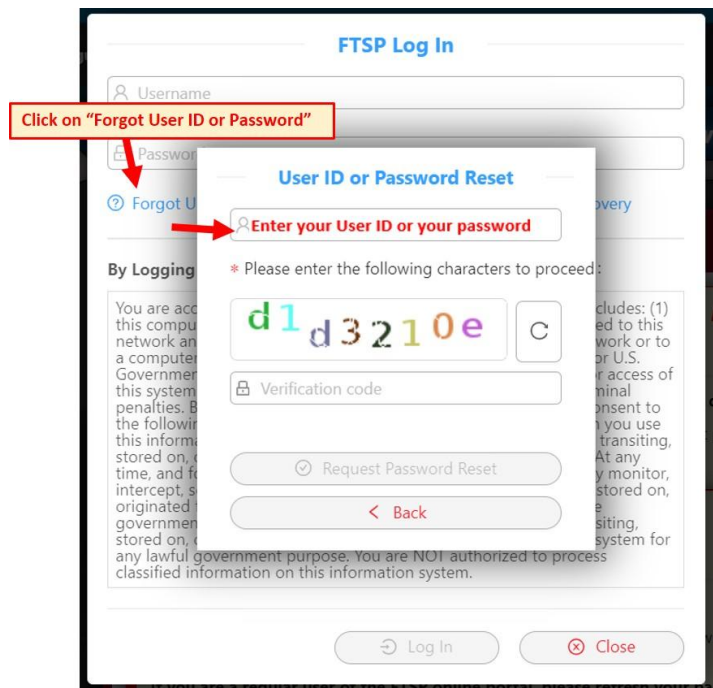
Important: Resetting your password does not unlock the one-hour clock. You must wait for at least one (1) hour to elapse before trying to log in.

If you still cannot log in after the one (1) hour has elapsed, you can retrieve your User ID or reset your password through the steps described below.

Reset Password

- To reset your password, click on  at the top of the portal home page.
- A pop-up display "FTSP Log In" will appear.
- Click on "Forgot User ID or password" to open the other pop up shown: "User ID or Password Reset." This is where you request a new password.

This second pop up prompts you to enter either your User ID or your email address and the displayed letters and numbers, as shown. Then click on "Back" and "Log In."



The screenshot shows the "FTSP Log In" interface. A red box highlights the "Forgot User ID or Password" link. A red arrow points to the "User ID or Password Reset" pop-up. The pop-up contains a text input field labeled "Enter your User ID or your password", a verification code display showing "d1 d3 2 1 0 e", a "Verification code" input field, and buttons for "Request Password Reset", "< Back", "Log In", and "Close".

After you have done this, you will receive two (2) emails:

- The first email, "Password Reset Link from FTSP," will prompt you to reset your password.
- The second email will acknowledge the password change.

This process will take a few minutes. **Do not attempt to log into your account before you receive the second email – this will cause a log in failure.**

If you do not reset your password within four (4) hours, you must start the process again.

Retrieve Your User ID

To retrieve your User ID, click on  at the top of the portal home page.

- The same pop up displayed above will appear.
- Click on "Forgot User ID or password."
- Provide the email address you have registered with FTSP and follow the prompts.

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TIPS ON COMPLETING YOUR APPLICATION

General Best Practices

Common Errors Made by Candidates

General Best Practices

Use Microsoft Edge. Use Edge as your Internet web browser for best performance. Other browsers may display differently than shown in this guide.

Do not use your web browser's page forward and back arrows. This may cause data loss or program failure. Navigate the site by clicking on the top menu or the left-hand menu.

First-time users. You must establish an account on this portal before you can proceed with your security threat assessment (STA) application.

Complete all of your STA application. TSA cannot process your application if:

- Any requested personal information or documentation is missing;
- You have provided inconsistent information (such as a discrepancy between names on your documents); or
- Your fee is not received.

Wait for your fingerprint instructions email before getting fingerprinted.

If more information is needed, you will receive an email entitled "Changes Required to Security Threat Assessment Application." For more information, see [If Your Application Requires Changes](#).

IMPORTANT:

- Your personal information must be complete and correct and match U.S. government databases.
- You must be lawfully present in the United States for the duration of your training.
 - Resolve outstanding immigration issues that can cause TSA to withdraw your Determination of Eligibility.
- TSA will not start processing your application until the fee is paid and your fingerprints are received.
- Your fingerprints will be sent to the FBI for a criminal history records check. TSA may request clarification from you if a criminal history is identified. For the list of disqualifying criminal offenses, see [49 CFR part 1544.229\(d\)](#).

Users with existing accounts. Update your account if your name, address, or employer changes. If your passport, visa, airman certificate, or any other document you have submitted has changed, update your FTSP account personal information with the new information, then upload an image or images of the new document. Be sure the new information you add to "Manage My Personal Information" matches the new document you upload.

As your personal information changes, update your information. Your Determination of Eligibility may be cancelled if current information on you is not available to TSA.

Check your email regularly. TSA communicates with you only through your personal email account. Keep your account current and check your emails regularly. To see emails TSA has sent you, sign into your account and select “View TSA Emails” from the top menu, as shown below.

Flight Training Security Program (FTSP)
Department of Homeland Security

Home Manage My Personal Information User Guides FAQ View TSA Emails Help

Search Email

Message Type:

Endorsement ID:

Message ID:

TR ID:

Date Sent:

Submit Reset

Recipient(s) Subject

One reason to check emails is that TSA will send you reminder emails at 60, 30, 15, and 5 days before your Determination of Eligibility expires.

Have a Question Not Answered in This Guide? Consult the Frequently Asked Questions by selecting FAQs at the top of the page.

FAQs are arranged by topic. Select a topic to find questions and answers related to that topic. You may be able to use your browser’s search feature by entering “Ctrl+F” or through your browser’s “Find” function. The image below shows how the search box displays in the Microsoft Edge browser. This search feature also works for this guide.

Transportation Security Administration

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Frequently-Asked Questions

| General FAQs | | Account Registration FAQs | | Candidate FAQs | | Provider FAQs | | Other Government Users FAQs |

If you cannot find what you need from this guide or the FAQs, email your question to FTSP.Help@tsa.dhs.gov. Allow five (5) business days for a response. Business days are Monday through Friday with the exception of U.S. Government holidays.

Common Errors Made by Candidates

Name entered does not match your passport.

Name on another document is different from your passport.

Incorrect U.S. Visa number.

Incorrect date(s) for your documents.

Airman certificate does not show your type rating from Section XII.

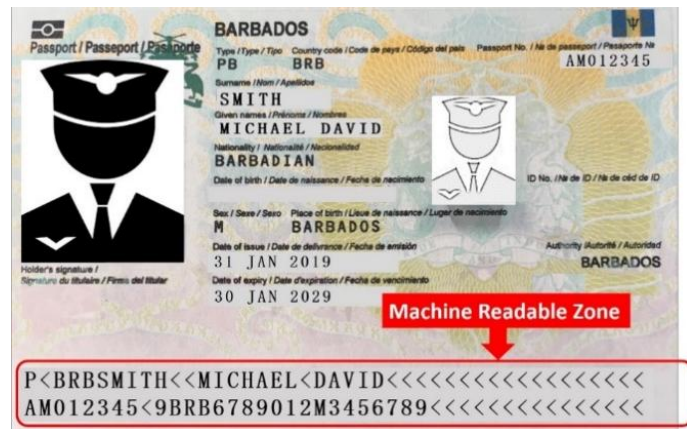
Addresses you entered are not the physical buildings where you lived.

Not clicking on "Update" after changes to the STA application.

Name entered does not match the name shown in the Machine-Readable Zone of your passport.

The image to the right shows the Machine-Readable Zone, which always appears at the bottom of the passport.

- Place all surnames from your passport in the **Last Name/ Surname** block.
- Place all given names in the **First/Middle Name** blocks.
- If your name includes an initial or initials, spell out what the initial(s) represent in Step 2 of the application, **Other Names**.
- Do not include special characters** (such as ñ, ', -, á, ö) or periods.



See Upload Images of Your Documents – Step 4: [Passport](#) for more information.

Name on another document you submitted is different from the name on your passport.

- Add that name in **Personal Information/Other Names**.
 - When entering a name in **Other Names**, you must enter the entire name exactly as it appears on the document you are uploading.
- For multiple citizenships/passports:
 - At least one (1) of your citizenships must start on your Date of Birth.
 - At least one (1) citizenship must have "Current" as Type.

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ABOUT THE SECURITY THREAT ASSESSMENT (STA)

[What Is an STA?](#)

[The STA Process](#)

[How Long Does the STA Process Take?](#)

What Is an STA?

The TSA security threat assessment (STA) consists of one (1) or more checks against immigration records, terrorist watchlists, and criminal history records, as well as other data sources. TSA conducts the STA to determine whether a candidate poses a possible threat to aviation or U.S. national security. To participate in flight training, aliens (candidates) must undergo an STA and receive a Determination of Eligibility. [Learn more about the STA.](#)

To apply for an STA, first establish an account on this portal, then complete the online application. As part of the application process, you must provide a valid identification document or documents.

TSA will begin to conduct the STA when you have:

- Provided all of your biographic information;
- Uploaded images of your qualifying documents; and
- Paid the fee.

The STA Process

After the fee is paid, TSA begins the STA by reviewing your biographic information against government records for checks against immigration records, terrorist watchlists, and criminal history records. If more information is needed or if you need to correct parts of your application, FTSP sends you an email with instructions. Your application will be placed on hold or set to "Insufficient" until the missing information is received.

When your biographic information record is complete, FTSP sends you an email with instructions on how to submit your fingerprints.

- Follow these fingerprint instructions exactly.
- ***Do not attempt to submit fingerprints before you are instructed to do so.***

When your fingerprints are received, TSA continues the STA by conducting checks as to whether you have permission to remain in the United States and whether you have a criminal record including one (1) or more of the disqualifying offenses listed in [49 CFR part 1544.229\(d\)](#).

In most cases, when TSA completes the STA, you are issued a Determination of Eligibility for up to five (5) years. You may then choose a flight training provider on this portal.

During the period of your Determination of Eligibility, TSA conducts continuous vetting to review that you are legally/lawfully present in the United States and that you have not become ineligible through criminal or other disqualifying conduct. The chart below shows more details on the STA process.

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The Security Threat Assessment Process

TSA uses your application and fingerprints to conduct a Security Threat Assessment (STA), which looks for:

- Ties to terrorism.
- Disqualifying criminal activity.
 - Disqualifying crimes will delay processing or may result in TSA issuing a *Preliminary Determination of Ineligibility* (stating that you are ineligible for an STA and why).
- Your permission to remain in the United States.
 - Your STA will be denied or suspended if your permission expires.
 - You must maintain permission to remain in the United States.
 - If you have ever been denied a visa, processing will be delayed.

If you have provided incomplete information, you will be required to submit the missing information. TSA will request more information by email.

When TSA determines you are eligible for flight training, TSA issues you a *Determination of Eligibility*.

- You may participate in training for up to five (5) years from the date the Determination of Eligibility was issued.
- TSA conducts continuous vetting as long as you hold your Determination of Eligibility.

If TSA issues you a *Preliminary Determination of Ineligibility* and your STA is suspended or terminated:

- You may submit new documentation to correct or update information you have provided.
 - If the issue is a criminal offense, you must correct the record with the law enforcement agency that reported the criminal activity, then inform TSA of the correction.
- A Final Determination of Ineligibility disqualifies you from participating in flight training.

How Long Does the STA Process Take?

The STA process may take up to 30 days from the date TSA receives your fingerprints.

To facilitate the process:

- Ensure that your name, address(es), passport number, and other information you entered match your identification and other pertinent documentation exactly.
- Ensure that the images you upload are clear and display all information you have entered into the application (this could require uploading more than one (1) image for a single document).
- Provide complete employment information and any explanations that may be required.
- Follow the prescribed process for submitting fingerprints.
- Check your email frequently for FTSP messages.

TSA begins processing your STA when you have provided all required personal information, uploaded all required document images, and paid the fee.

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APPLY FOR A FIVE-YEAR SECURITY THREAT ASSESSMENT (STA)

[How to Complete the STA Application](#)

[Provide Your Personal Information – Steps 1, 2, and 3](#)

[Upload Images of Your Documents – Step 4](#)

[How to Upload a Document](#)

[Qualifying for a Reduced Fee or Expedited Processing](#)

[Guidance for Specific Documents](#)

[Editing, Updating, and Deleting Your Uploaded Records](#)

[Provide Your Address Information – Step 5](#)

[Provide Your Employment Information – Step 6](#)

[Submit the Application](#)

How to Complete the STA Application

The STA application is completed entirely on this portal. Login to your account to begin.

After you log in, click on the “Manage My Personal Information” link (at the top of the page) or on the “Update Personal Information” button. This opens the Personal Information page linked to your application. You must complete every field marked by a red asterisk (*).

You may save and return to your application as often as needed.

The application has six (6) steps:

- [Provide Your Personal Information – Steps 1, 2, and 3](#)
- [Upload Images of Your Documents – Step 4](#)
- [Provide Your Address Information – Step 5](#)
- [Provide Your Employment Information – Step 6](#)

Each step is described in detail below. We recommend that you open this guide in a separate browser tab before you log into your account; then log into this portal using another tab. Then you can toggle back and forth to that tab without losing your place in the application.

Provide Your Personal Information – Steps 1, 2, and 3

Step 1

1

Basic Information

Step 1 collects basic information about you. Some fields will already be filled in from creating your account. A red asterisk (*) indicates a required field.

Step 2

2

Other Names

Step 2 collects names listed on your additional documents, such as an airman certificate. This step also collects the details for the initials from your passport.

Personal Information [Home](#)

Basic Information

2 Other Names

Citizenship(s)

Upload Documents

Addresses

Employment

Add an additional name or alias

Current	Full Name	Type	Start Date	End Date	Edit	Remove
No Data						

On the **Other Names** page shown above, select “Add an additional name or alias.” This brings up the entry screen shown below.

Complete this section if:

- Your name has variations that appear on other document(s) you provide, such as an alias or other name you may use.
- The name on your passport includes an initial or initials.

In Step 1, you should have listed your name exactly as it appears in the machine-readable zone on your passport. If that entry included an initial or initials, you must spell out these names in Step 2.

Some other examples for when to complete Step 2 are:

- You changed your name because you were adopted, got married, or some other reason.
- You have been arrested under a different name.
- You have adopted a name to help English speakers spell or pronounce your name, or you commonly use a familiar name such as Rick for Richard, Betty for Elizabeth, Fred for Fahad, etc.

Check if this is a current alias:

☐

* Full Name:

* Name Type:

* Start Date:

* End Date:

* Start Date Type: ☐ Approximate ☐ Exact

* End Date Type: ☐ Approximate ☐ Exact

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How to complete Step 2:

A red asterisk (*) indicates a required field.

- ***Full Name** – This is a free-form text field. Provide your full name here if the name on your passport includes initials.
 - Do not include special characters (periods, hyphens, umlauts, etc.).
- ***Name Type** - Select from the drop-down list.
- ***Start Date** - When did you, or others, start using this name for you?
 - Select either "Exact" or "Approximate" to indicate when this name started being used.
- ***End Date** - When did you, or others, stop using this name for you?
 - Select "Current" if you or others are still using this name.
 - Select either "Exact" or "Approximate" to indicate when you stopped using this name.
- Click on "Save."

You can now move on to Step 3.

Step 3



Step 3 collects your current and historical citizenship information. If you hold or have held citizenship in multiple countries, you must list each instance of citizenship. You may create as many citizenship records as necessary.

A screenshot of a web form titled "Personal Information". On the left is a sidebar with navigation links: "Basic Information", "Other Names", "Citizenship(s)", "Upload Documents", "Addresses", and "Employment". The "Citizenship(s)" link is highlighted with a red circle and contains a blue circle with the number "3". The main content area has a header "Create or add a citizenship entry or entries" with a plus icon. Below this is a table with columns: "Country of Citizenship", "Type", "Qualification", "Start Date", "End Date", "Edit", and "Remove". The table contains two entries: one for "Albania" (Historical, 2012-11-01 to 2017-11-01) and one for "Afghanistan" (Current, 1980-02-13). At the bottom right of the table area, it says "Showing 1-2 of 2 items" with a pagination control showing "1".

Country of Citizenship	Type	Qualification	Start Date	End Date	Edit	Remove
Albania	Historical		2012-11-01	2017-11-01		
Afghanistan	Current		1980-02-13			

To begin, click on "Create or add a citizenship entry or entries" on the screen shown above.

Provide the information shown below. A red asterisk (*) indicates a required field.

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* Type:

* Start Date:

* End Date:

* Country Of Citizenship:

Qualification for Citizenship:

+ Save

How to Complete Step 3:

- ***Type** (Current, Dual, and/or Historical) –
 - If you have only ever had one (1) citizenship, select "Current" from the drop-down list.
 - If you claim or have held more than one (1) citizenship, list only one (1) citizenship record as "Current."
 - If you currently claim more than one (1) citizenship, select "Dual" when you create the other citizenship records.
 - If you had citizenship from a nation state that no longer exists or if you have renounced a citizenship, list it as "Historical" and provide an explanation under "Qualification for Citizenship." Examples of explanations:
 - *I was born in the former Socialist Federal Republic of Yugoslavia but am now from Croatia.*
 - *To become a Canadian citizen, I had to renounce my previous citizenship.*
- ***Country of Citizenship** –
 - Select the country for which you are claiming that you are or were a citizen.
 - If you do not see the country that you are claiming, email FTSP.Help@tsa.dhs.gov and request that TSA add that country.
- **Qualification for Citizenship** –
 - Use this free-form text field to describe how you qualify for the citizenship claimed. Common entries are:
 - *Birth Country*
 - *Naturalization*
 - *My parent(s) were citizens of _____ and were residing in _____ when I was born.*
- ***Start Date** –
 - Enter the date you became a citizen of the country you selected (cannot be before your date of birth).

- If you have been a citizen of the country listed since birth, the start date should match your date of birth.
- ***End Date** –
 - Enter the date you stopped being a citizen of the selected country; or,
 - Select "Current" or "Dual" if you are still a citizen of the selected country.
- Click "Save."

You can now move on to Step 4.

Upload Images of Your Documents – Step 4

Step 4



Step 4 is where you upload images of your identification and other documents so that TSA can conduct the security threat assessment (STA).

Step 4 allows you to first enter information from your document, then upload the document. Save after each document upload. This creates a record for each document.

Personal Information

✓ Basic Information

✓ Other Names

✓ Citizenship(s)

4 Upload Documents

✓ Addresses

✓ Employment

Professional Candidates: If you are eligible for Expedited Processing (see guide for details) upload your:

- Airman certificate(s), with your type ratings
- Aircraft Operator Badge (recognized by TSA)
- U.S. SIDA Badge
- U.S. Permanent Resident Card

All Candidates: If you are eligible for a Reduced Fee (see guide for details) upload your:

- TSA PreCheck® letter
- Global Entry/NEXUS/SENTRI card
- TWIC® Card
- U.S. Commercial Driver's License with HME Endorsement

Select a document type to add:

Passport

Identification	Status	Type	Expiration	Number
Passport	Current	---	2035-04-29	A1234567890

My Ratings:

Select a document type from the drop down list

Do not combine images for different documents into one (1) record. For example, if you submit a passport and a U.S. visa, first fill out the passport section of the application, then upload the passport image or images, then click "Save". That creates a passport record. Add the information about your visa as a second, separate record.

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Ensure you have entered all information properly and uploaded images that are clear and show all the requested information. Incorrect, incomplete, or insufficient entries in Step 4 will delay your STA application.

See [Guidance for Specific Documents](#) for instructions on how to enter and upload specific documents.

Professional Pilots: This step is where you upload new documents as your career develops. Regularly update your documents and account information to ensure TSA and flight training providers have your most current information. The system automatically flags your expired documents under *Manage My Personal Information*.

How to Upload a Document

To properly create your document records in Step 4:

- Select the document you are submitting from the drop-down menu, shown below.

IMPORTANT: If your document is not an airman certificate, passport, U.S. driver's license, U.S. Permanent Resident Card, or U.S. visa, select "Other Documents."

- To create a record for the document you select, enter the required document details.

Personal Information

- Basic Information
- Other Names
- Citizenship(s)
- 4 Upload Documents**
- Addresses
- Employment

Professional Candidates: If you are eligible for Expedited Processing (see guide for details) upload your:

- Airman certificate(s), with your type ratings
- Aircraft Operator Badge (recognized by TSA)
- U.S. SIDA Badge
- U.S. Permanent Resident Card

All Candidates: If you are eligible for a Reduced Fee (see guide for details) upload your:

- TSA PreCheck® letter
- Global Entry/NEXUS/SENTRI card
- TWIC® Card
- U.S. Commercial Driver's License with HME Endorsement

Select a document type to add:

- Passport
- Aircraft Operator Badge
- Airman Certificate
- I-20 – Certificate of Eligibility for Nonimmigrant Student Status
- I-797 – Notice of Action
- I-94 – Arrival/Departure Record
- Other Documents
- Passport
- Secure Identification Display Area (SIDA) Access Badge

Select if you do not have one of these 11 documents in the drop down list

Create Application

For more guidance, find the document you plan to enter and upload in [Guidance for Specific Documents](#).

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After you save, you will be returned to your Personal Information page, which will now show that your document has been entered, but not yet uploaded (in the example below, an I-20 Certificate of Eligibility for Non-immigrant Student Status). A small **red** circle with "0" prompts you to upload that document.

Personal Information Home

- Basic Information
- Other Names
- Citizenship(s)
- Upload Documents**
- Addresses
- Employment

Professional Candidates: If you are eligible for Expedited Processing (see guide for details) upload your:

- Airman certificate(s), with your type ratings
- Aircraft Operator Badge (recognized by TSA)
- U.S. SIDA Badge
- U.S. Permanent Resident Card

All Candidates: If you are eligible for a Reduced Fee (see guide for details) upload your:

- TSA PreCheck® letter
- Global Entry/NEAUS/SENTRI card
- TWIC® Card
- U.S. Commercial Driver's License with HME Endorsement

All documents must have a corresponding image attached.

Select a document type to add:

I-20 - Certificate of Eligibility for Nonimmigrant Student Status

Identification	Status	Type	Expiration	Number	Country	Image	Upload	Edit	Remove
Passport	Current	---	2035-04-29	A1234567890	Algeria	1			
I-20 - Certificate of Eligibility for Nonimmigrant Student Status	Current		2028-05-20	N1234567890		0			

Showing 1-2 of 2 items 1

- Upload the necessary number of images for your document and click "Save" to create a record.
 - **IMPORTANT:** If data you entered appears on the back of the card or on a second sheet in your documentation, you must upload that image as well as the front of the card or the front sheet.
- *Do not* combine records. Upload a separate image or set of images for each record you create. For example, if you are uploading a passport, a visa, and an airman certificate, you will create three (3) separate records.
- Images must be clear and display all information requested by this application.

The upload process is the same for each document or record, whether you selected that document from the drop-down list or selected "Other" to find your document.

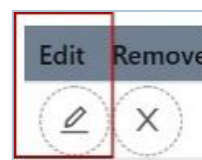
For specific instructions on what to enter into the application and what should appear on your uploaded image for the qualifying documents you are submitting, see [Guidance for Specific Documents](#).

To upload images of your document:

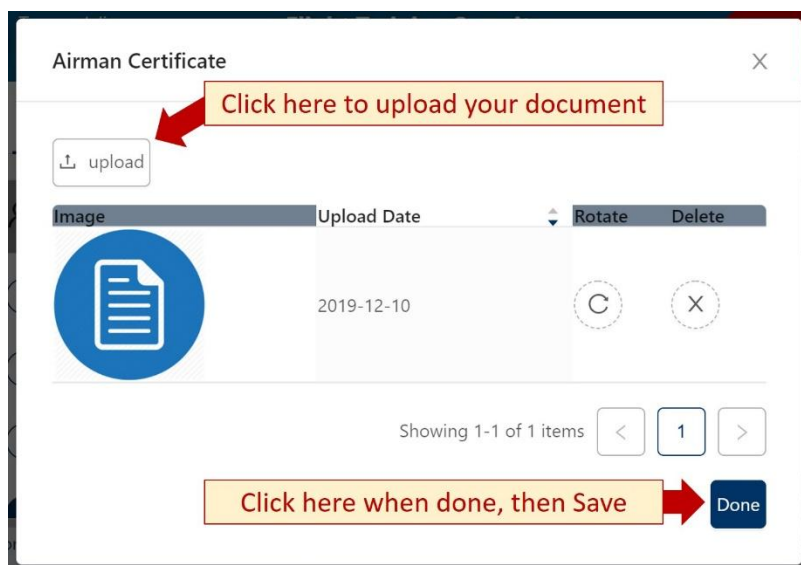
Click on the pencil icon under "Edit."

This will take you to the pop-up screen below.

Click "upload" to upload your document images.



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TSA accepts the following image types:

- JPG or JPEG – **Preferred**
- GIF – Acceptable; not preferred
- MS Word – Acceptable; not preferred
- PDF – Acceptable; not preferred

Images should not exceed 10 MB.

Qualifying for a Reduced Fee or Expedited Processing

Some documents could qualify you for a reduced fee and/or expedited processing.

Reduced Fee. Candidates who have received a security threat assessment (STA) under another, comparable TSA or DHS program may be eligible for a reduced fee (see 49 CFR part 1552.37).

The only way to qualify for a reduced fee is to select one (1) of the following qualifying documents on the STA application and upload an image or images of that document.

Qualifying Comparable STA	Upload Image to Your Account:
TSA PreCheck® KTN	The PreCheck® letter
Global Entry, SENTRI, or NEXUS Card	Front and back images of your card
TWIC® Card	Front and back images of your card
HME Endorsement	Your Commercial Driver's License (CDL) showing the endorsement

These are the **only** documents that qualify for a reduced fee.

If you upload other documents to try to falsely obtain a reduced fee, your application will be rejected without refund.

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Be sure the document you upload is current and unexpired. If your KTN, card, or endorsement is no longer valid (for example, if it has expired), your application will be rejected, you will not receive a refund, and you must reapply.

FTSP will automatically calculate your reduced fee if you qualify.

See [Pay the Fee](#) for more information about reduced fees.

Expedited Processing. TSA may expedite processing for certain individuals specified in the regulation (see 49 CFR part 1552.51(f)). To qualify for expedited processing, you must upload one (1) of the following documents:

- Permanent Resident Card (also known as a “green card;” issued to lawful permanent residents of the United States)
- Airman Certificate with a Type rating from Section XII of the certificate
- Aircraft Operator Badge (for operators covered under 49 CFR parts 1544 and 1546)
- SIDA Badge (for U.S. airport employees covered under 49 CFR part 1542)

These four (4) credentials are the **only** documents that allow for expedited processing.

If you upload a document that is not valid for expedited processing, your application will be processed in the regular timeframe.

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Guidance for Specific Documents

Passport

- For an Asylum Seeker or Refugee Only

U.S. Visa

U.S. Permanent Resident Card (PRC/Lawful Permanent Resident)

U.S. Employment Authorization Card (EAC/EAD)

I-797 – Notice of Action

I-20 – Certificate of Eligibility for Nonimmigrant Student Status

I-94 – Arrival/Departure Record

U.S. Driver's License or U.S. State-issued Identification Card

Airman Certificate

Aircraft Operator Badge

Secure Identification Display Area (SIDA) Access Badge

Other Documents

- TSA PreCheck® KTN
- Global Entry, SENTRI, or NEXUS Card
- TWIC® Card
- Other

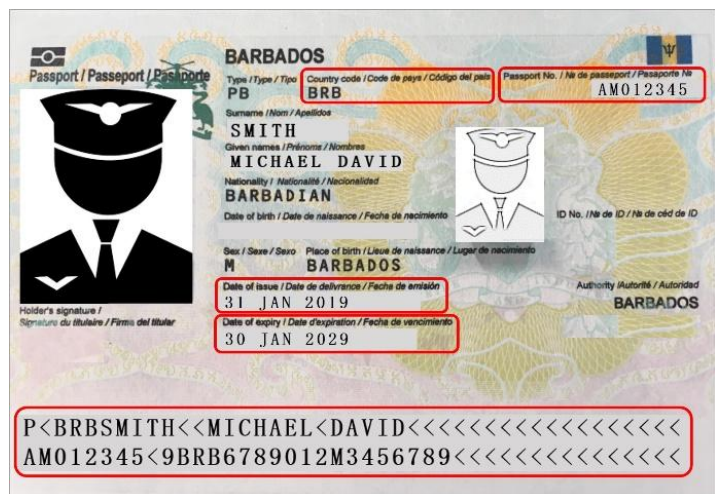
Passport

A current passport is your primary identity document.

If you do not have a passport, see directions under ["For an Asylum Seeker or Refugee Only."](#)

The passport image you upload must show the key data elements highlighted on this passport image:

- Country code;
- Passport number;
- Date issued;
- Date of Expiry; and
- Your name exactly as shown in the Machine Readable Zone (the two (2) lines of data at the bottom of the passport).



This example shows where the Machine-Readable Zone is located for every passport in the world, but the location of the other key data elements varies from passport to passport.

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Passport



Add all passports issued to you.

If applicable:

- Add a document explaining why you do not hold a passport for a claimed citizenship.
- Provide documentation supporting your U.S. refugee or U.S. asylee status.

Passport Type:

* Passport Number:

* Date Issued:

* Date of Expiry:

* Status:

* Country of Issuance:

City of Issuance:

Document was issued outside the country of issuance:

☐

Document has been granted an extension:

☐

Enter the following data from your passport:

- ***Country of Issuance** (Select a country from the drop-down menu.) –
 - Select the country that issued the passport, not the country you were living in when the passport was issued. For example, if you are an Italian citizen living in the United States and you went to the Italian consulate in Chicago to renew your passport, the country that issued the new passport is Italy, not the United States.
 - Asylum seeker or refugee: Select the country of your previous citizenship or residence, even if you do not have a passport.

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- ***Passport Number –**
 - This number is usually in the upper right-hand corner of the passport. It is also the first number on the second line of the machine-readable zone on your passport (see above image).
 - Asylum seeker or refugee: Enter your "A" number or your USCIS number here.
- ***Date Issued –**
 - Use the calendar tool to select the date your passport was issued; or,
 - If you are an asylum seeker or refugee:
 - If you have a Lawful Permanent Resident Card, select the "Resident Since" date, or
 - Select the date you became a U.S. refugee or asylum seeker.
- ***Date of Expiry –**
 - Use the calendar tool to select the expiration (expiry) date indicated on your passport, or
 - If you are an asylum seeker or refugee and are not submitting a passport:
 - If you have a Permanent Resident Card, select the "Card Expires" date.
 - If you have an Employment Authorization Card, select the expiration date for that card.

Click on "Save" and upload an image of your passport, as described in [How to Upload a Document](#).

If you are submitting a passport with an extension, check the box on the application and upload the extension page.

For an Asylum Seeker or Refugee Only

A false claim as a refugee or asylum seeker will result in denial of your application.

If you do not have a valid passport, you must submit two (2) government-issued photo identification documents. Select each document from the drop-down list and upload each separately. Most asylees and refugees provide one of the following two (2) sets of documents:

- U.S. Employment Authorization Document (EAD) card and a U.S. state driver's license; or
- U.S. Lawful Permanent Resident Card (PRC) and a U.S. state driver's license.
- **Note:** Please be sure you are asylee/refugee status to apply in lieu of a valid passport. Submitting an EAC/PRC without the proper category code may cause delay in processing.

Enter each document as a separate record. *Do not* combine records.

For more guidance on these documents, see below.

For guidance on uploading images, see [How to Upload a Document](#).

Note: *TSA may request more information or documents to establish the identity and lawful presence of individuals claiming refugee or asylum seeker status.*

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U.S. Visa

A current U.S. visa is an identity document and is also used to determine whether you are lawfully present in the United States.

- If you have an expired passport that contains a valid unexpired U.S. visa, upload the unexpired visa here.
- Provide images of all the U.S. visas you hold, whether or not future training events are located in the United States.
- *Do not* upload images of visas used to enter other countries than the United States.
- *Do not* upload an image of your  credit card.



The U.S. visa image you upload must show the fields that match the data entered on the application.

The example card shown above is highlighted to show where the data is listed on the card.

Provide the following data from your U.S. visa:

- ***Visa Type/Class:**
 - Select the correct visa type from the drop-down list.
- ***Visa Number:**
 - Enter the number located near the bottom right, in red ink. Include all digits, both letter(s) and numbers.
- ***Issue Date:**
 - Use the calendar tool to select the date your U.S. visa was issued.
- ***Expiration Date:**
 - Use the calendar tool to select the expiration date indicated on your U.S. visa.

Click on "Save" and upload an image of your U.S. visa, as described in [How to Upload a Document](#).

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U.S. Border Crossing Card

A current U.S. Border Crossing Card (BCC) is an identity document and is also used to determine your legal presence in the United States.

When you select the BCC, a box will pop up for you to enter information from the card (see below).

This example card is highlighted to show where the data is listed on the card.



Provide the following information from your BCC:

- Card Number (#):
 - Enter the 12-character card number, including both letters and numbers. This number is located on the back of the card and is highlighted in the image.
- Date Issued or Valid from:
 - Use the calendar tool to select the date your BCC was issued.
- Expiration Date or Card Expires:
 - Use the calendar tool to select the expiration date indicated on your BCC.

Click on "Save" and upload images of both the front and the back of the BCC card.

The BCC image you upload must show the fields that match the data entered into the application.

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U.S. Permanent Resident Card (PRC)

The PRC automatically qualifies you for **expedited processing** of your application.

- To qualify for expedited process, if using your PRC in lieu of a valid passport, you must create the No Passport PRC and a Lawful Permanent Resident Card entry.

This example card is highlighted to show where the data is listed on the card. If the PRC has been extended, the back of the card may have a sticker added that shows the new expiration date. Enter this date as the expiration date.

The PRC image(s) you upload must show all fields that match the data entered into the application. For example, since the expiration date has been extended on the image shown here, upload images of both the front and the back of the card.

Provide the following data from your PRC:

- *USCIS number (#):
 - Enter this 9-digit number.
- *Date Issued:
 - Use the calendar tool to select the "Resident Since" date indicated on your PRC.
- *Expiration Date:
 - Use the calendar tool to select the date your PRC expires.
 - If no expiration date is listed, select a date no more than five (5) years from the date you complete this application.

*Click on "Save" and upload images – usually both the front and the back of the PRC.



U.S. Permanent Resident Card (PRC/Lawful Permanent Resident)

X

* USCIS#:

Required Field

* Date Issued:

Required Field. Should be in the past

* Expiration Date: ⓘ

Required Field

* Status:

Required Field

+ Save

U.S. Employment Authorization Document (Card)

An Employment Authorization Document (EAD) can serve as your identity document if you are an asylum seeker (asylee), a refugee, a parolee, or a documented victim of human trafficking.

A current, unexpired EAD establishes that you are lawfully present in the United States.

When you select the EAD card, a box will pop up for you to enter information from the card (see below).

This example card is highlighted to show where the data you must enter is listed on the card.

If the EAD has been extended, the back of the card may have a sticker added that shows the new expiration date. Enter this date for the expiration date.



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U.S. Employment Authorization Card

X

* USCIS#:

Required Field. Must be 9 digits or 9 digits and 2 dashes (nnn-nnn-nnn)

* Category Code:

Required Field

* Valid From:

Required Field

* Card Expires:

Required Field

Status:

+ Save

Click on the Image to see an example

Provide the following data from your EAD:

- USCIS Number (#):
 - List the **USCIS #** (9-digit number) where it says, "Enter the Card number here."
- Category Code:
 - Select the category code from the drop-down list.
- Date Issued or Valid From:
 - Use the calendar tool to select the **Valid From** date on the front of your card.
- Expiration Date or Card Expires:
 - Use the calendar tool to select the **Card Expires** date.

Click on "Save" and upload images of both the front and back of the EAD card, as described in [How to Upload a Document](#).

The image(s) you upload must show all fields that match the data listed on the application.

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I-797 Notice of Action

(Form I-797, Notice of Action)

Department of Homeland Security
U.S. Citizenship and Immigration Services

1-797, Notice of Action

THE UNITED STATES OF AMERICA

RECEIPT NUMBER K01123000000000	CASE TYPE 1821 / I-821D
RECEIPT DATE August 29, 2012	APPLICANT SMITH, JOHN
NOTICE DATE October 12, 2012	PAGE 1 OF 1

John Smith
Main Street
Arlow, D.C. 12345

Notice Type: Approval Notice
Valid from 10/12/2012 to 10/11/2014

Notice of Deferred Action:
This notice is in response to your pending U.S. Citizenship and Immigration Services (USCIS) decision on your Form I-821D, Conditional or Provisional Status for Citizenship Petition.

USCIS, in the exercise of its prosecutorial discretion, has decided to defer action in your case. Deferred action is an exercise of prosecutorial discretion by USCIS not to remove the removal of an individual from the United States for a specific period. Deferred action does not confer or alter any immigration status.

Once terminated, this decision to defer removal action will remain in effect for 2 years from the date of this notice. This form does not constitute employment authorization, nor may it be used in place of an Employment Authorization Document. If granted, you will receive your Employment Authorization Document separately by mail. Subsequent criminal activity after your case has been deferred is likely to result in termination of your deferred action. This notice does not provide protection to travel outside of the United States.

You are required to notify USCIS if you change your address. You may use the Alien's Change of Address Card, Form AR-11, to report a new address. That form may be found at www.uscis.gov. There is no fee for this change of address form.

NOTICE: USCIS and the U.S. Department of Homeland Security (DHS) reserve the right to verify the information submitted in this request, notice, supporting documentation to ensure compliance with applicable laws, rules, regulations, and other authoritative. Includes used for verifying information may include, but are not limited to, the review of public information and records, contact by correspondence, the Internet, or telephone, and data inspection of businesses and residences. Information obtained during the course of the verification will be used to determine whether termination of deferred action and/or removal proceedings are appropriate. For example, the information submitted in support of an application for deferred action may be used for the consideration of deferred action for continued activity, or stopped if subsequent criminal activity following the submission of his or her request. Individuals for whom removal action is deferred under Deferred Action for Childhood Arrivals may, in the sole discretion of USCIS and DHS, be provided an opportunity to address derogatory information before deferred action is terminated and/or removal proceedings are initiated.

Please see the additional information on the back. You will be notified separately about any other cases you filed.

IMMIGRATION & NATURALIZATION SERVICE
TEXAS SERVICE CENTER
P O BOX 851488 - DEPT A
MESQUITE, TX 75185-1488
Customer Service Telephone: (800) 375-5283

Form I-797 (Rev. 01/01/08) N

The I-797 Notice of Action, often called an approval notice, is an official document from the US Citizenship and Immigration Services (USCIS) that confirms the approval of an immigration petition or application. It serves as proof of certain immigration benefits and may be used as evidence in some cases.

Purpose:

The I-797 is used to communicate important information to applicants, petitioners, and beneficiaries regarding immigration applications, including receipt, approval, or denial.

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I-797 – Notice of Action



U.S. Citizenship and Immigration Services issues several types of Forms I-797 to communicate with applicants, petitioners, and beneficiaries, or to convey an immigration benefit.

Applicant Number (if applicable):

* Receipt Number:

Required if no Applicant Number

* Receipt Date:

Required Field. Should be in the past

Notice Type:

* Valid From Date (Notice Date if not present):

Required Field

* Valid To Date:

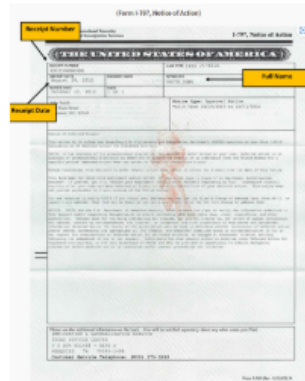
Required Field

☐ If no 'Valid To Date', check this box

Status:

+ Save

Click on the Image to see an example



Provide the following data from your I-797:

- Applicant or *Receipt Number (#):
 - List the Applicant or Receipt number. The Receipt number should be used if no Applicant number is present.
- *Receipt Date:
 - Located at the top left side of the I-797
- Notice Type:
 - This is an optional field that allows you to select notice type of your I-797 (A-F).

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- *Valid From Date (Notice Date if not present):
 - Use the calendar tool to select the **Valid From** date on the front of your card.
- Valid to Date:
 - Use the calendar tool to select the **Valid to Date**.
 - If there is no, "Valid To Date", please check the box below the Valid To Date field.

Click on "Save" and upload images of the I-797, as described in [How to Upload a Document](#).

The image(s) you upload must show all fields that match the data listed on the application.

I-20 – Certificate of Eligibility for Nonimmigrant Student Status

The Student and Exchange Visitor (SEVP) is part of the National Security Investigations Division of U.S. Immigration and Customs Enforcement (ICE). On behalf of the Department of Homeland Security (DHS), SEVP manages approved schools, nonimmigrant students in the F and M visa classifications, and their dependents. Once accepted into a SEVP-certified school F or M students, and their spouses and minor children, receive the initial Form I-20 from the schools designated school official. The SEVP-certified school in which the F or M student is enrolled issues the subsequent Form I-20 to demonstrate that the student and accompanying family member(s) are in a current nonimmigrant status.

(Form I-20, Certificate of Eligibility for Nonimmigrant Student Status)

Department of Homeland Security
U.S. Immigration and Customs Enforcement

I-20, Certificate of Eligibility for Nonimmigrant Student Status
OMB NO. 1815-0018

SEVIS ID: N0000000000

SURNAME/PRIMARY NAME Sample		GIVEN NAME Student	F-1 ACADEMIC AND LANGUAGE
PREFERRED NAME Student Sample, II		PASSPORT NAME	
COUNTRY OF BIRTH LAW		COUNTRY OF CITIZENSHIP LAW	
DATE OF BIRTH 04 MAY 1995		ADMISSION NUMBER LEGACY NAME	
FORM ISSUE REASON CONTINUED ATTENDANCE			
SCHOOL INFORMATION			
SCHOOL NAME SEVP School For Advanced SEVIS Studies SEVP School For Advanced SEVIS Studies		SCHOOL ADDRESS 8012 Baum Lane, Ft. Washington, MD 20744	
SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL Helene Robertson FPO		SCHOOL CODE AND APPROVAL DATE DALL14F4448/00 03 APRIL 2016	
PROGRAM OF STUDY			
EDUCATION LEVEL BACHELOR'S	MAJOR 1 History and Philosophy of Science and Technology 34.0105	MAJOR 2 None 00.0000	
PROGRAM ENGLISH PROFICIENCY Required	ENGLISH PROFICIENCY NOTES Student is proficient		
START OF CLASSES 01 JUNE 2016	PROGRAM START/END DATE 04 MAY 2016 - 30 MAY 2020		
FINANCIALS			
ESTIMATED AVERAGE COSTS FOR 9 MONTHS		STUDENT'S FUNDING FOR 9 MONTHS	
Tuition and Fees \$ 15,000		Stipend \$ 15,000	
Living Expenses \$ 4,000		Funds From This School \$	
Expenses of Dependents (0) \$ 0		Funds From Another Source \$	
Other \$ 0		On-Campus Employment \$	
TOTAL \$ 19,000		TOTAL \$ 19,000	
REMARKS			
SCHOOL ATTESTATION I certify under penalty of perjury that all information provided above was entered before I signed this form and is true and correct. I executed this form in the United States after review and evaluation in the United States by me or other officials of the school of the student's application, transcript, or other records of current status and proof of financial responsibility, which were reviewed at the school prior to the execution of this form. The school has determined that the above named student's qualifications meet all standards for admission to the school and the student will be required to pursue a full program of study as defined by 8 CFR 314.2(b)(5). I am a designated school official of the above named school and am authorized to issue this form.			
SIGNATURE OF: David Sample, FPO		DATE ISSUED 04 May 2016	PLACE ISSUED Ft. Washington, MD
STUDENT ATTESTATION I have read and agreed to comply with the terms and conditions of my admission and those of any extension of stay. I certify that all information provided on this form is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States temporarily, and solely for the purpose of pursuing a full program of study at the school named above. I also authorize the named school to release any information from my records needed by DHS pursuant to 8 CFR 314.2(g) to determine my nonimmigrant status. Parents or guardians, and students, under age of 18, must sign if student is under 18.			
SIGNATURE OF: Student Sample		DATE	
NAME OF PARENT OR GUARDIAN		SIGNATURE	ADDRESS (optional or previous/alternate)
			DATE

ICE Form I-20 A-B (3/31/2015) Page 1 of 3

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I-94 Arrival/Departure Record

A Form I-94 is needed by all visitors except U.S. Citizens, returning resident aliens, aliens with immigrant visas, and most Canadian citizens visiting or in transit. Travelers will be issued an I-94 during the admission process at the port of entry. If you are traveling via a land border or by ferry from selected ports, you may apply for an I-94 in advance here, saving time while at the port of entry later.

The screenshot shows the U.S. Customs and Border Protection I-94 form. At the top, the U.S. Department of Homeland Security logo is on the left, and the text "U.S. Customs and Border Protection" and "Securing America's Borders" is on the right. Below this, there are two tabs: "Get I-94 Information" and "I-94 FAQ". The "Get I-94 Information" tab is selected. The form displays the following information:

- Most Recent I-94**
- Admission (I-94) Record Number:** 54813013030
- Most Recent Date of Entry:** 2015 January 05
- Class of Admission:** F1
- Admit Until Date:** D/S
- Details provided on the I-94 form:**
 - Last/Surname: GLOBAL
 - First (Given) Name: CITIZEN
 - Birth Date: 1992 January 08
 - Passport Number: AB002000
 - Country of Issuance: Tanzania

Annotations on the form include:

- A red circle around the OMB No. 1651-0111 and Expiration Date: 07/31/2015, with a red arrow pointing to a text box that reads: "This number is the OMB form expiration date. All government forms have OMB expiration dates. This date is **NOT** the expiration of a traveler's status."
- A green circle around the Admit Until Date: D/S, with a green arrow pointing to a text box that reads: "The Admit Until Date is the date that the traveler's immigrant status expires. For students and other exchange visitors, this date is 'D/S' or Duration of Status. For other visa classifications, this will be a hard end date. For example: 04/01/2015."

At the bottom of the form, there is a blue bar with the text: "For inquiries or questions regarding your I-94, please click here." and "Accessibility | Privacy Policy".

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I-94 – Arrival/Departure Record



A Form I-94 is needed by all visitors except U.S. Citizens, returning resident aliens, aliens with immigrant visas, and most Canadian citizens visiting or in transit. Travelers will be issued an I-94 during the admission process at the port of entry. If you are traveling via a land border or by ferry from selected ports, you may apply for an I-94 in advance here, saving time while at the port of entry later.

* Admission (I-94) Record Number:

Required Field

* Admit Until Date:

Required Field
Or

☐ Duration of Status D/S - Select if no date

Status:

+ Save

Click on the Image to see an example

U.S. Customs and Border Protection
Arriving America's World

Get I-94 Information (I-94 IAS)

Next Record I-94

Admission (I-94) Record Number: 941010101010

Next Record Date of Entry: 2010 January 01

Class of Admission: F1

Admit Until Date: D/S

Details provided on the I-94 form

Last Name: GLOVE
First Name: GLOVE
Birth Date: 1980 January 01
Passport Number: 123456789
Country of Issuance: Canada

This number is the OMB form expiration date. All government forms have OMB expiration dates. This date is NOT the expiration of a traveler's status.

The Admit Until Date is the date that the traveler's immigrant status expires. For students and other exchange visitors, this date is "D/S" or Duration of Status. For other visa classifications, this will be a fixed end date. For example: 04/01/2015.

Provide the following data from your I-94

***Admission (I-94) Record Number:**

List the I-94 record number.

***Admit Until Date:**

Use the calendar tool to select the Admit Until Date from the I-94.

Select the checkbox if your I-94 shows Duration of Status D/S next to the Admit Until Date

Click on "Save" and upload images of the I-94, as described in [How to Upload a Document](#).

The image(s) you upload must show all fields that match the data listed on the application.

Airman Certificate

Your airman certificate is only required if you wish to participate in recurrent training or to qualify for [expedited processing](#). It must include at least one (1) type rating that is recognized by the FAA or a U.S. military agency. You may upload an expired certificate.

If you do not have a type rating on your airman certificate, you can still upload an image and select the Not Type Rated checkbox. Please note only type rated airman certificates qualify for expedited processing.

Not Type Rated:



Note: Only Type-Rated Airman Certificates qualify for Expedited Processing

Before you begin, note the following:

- Certificate information must include all of the requested document number(s), issuance date(s), and rating(s). If you provide incomplete information, your application will be delayed.
- Select only type ratings found in the image(s) of your airman certificate and enter all type ratings. All type ratings must match what is listed on your airman certificate. If you enter a type rating that is not displayed, your application will be delayed and possibly cancelled.
- *Do not* upload an image of your medical certificate unless unavoidable. FTSP does not require medical certificates.
- *Do not* upload course completion documents.

TSA collects the same information from U.S. and non-U.S. airman certificates. This information is indicated by Roman Numeral numbered sections on the certificates:

- I. Country of Issuance
- III. Airman Certificate Number
- X. Date Issued
- XII. Type Rating or Ratings on that certificate

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Airman Certificate

×

* Airman Certificate Type :

▼

Required Field

* Airman Certificate Number :

Required Field

* Country of Issuance :

▼

Required Field

* Date Issued :

Required Field. Should be in the past

Expiration Date :

* Status :

▼

Required Field

Not Type Rated :

* Type Rating :

Required Field

+ Save

Most airman certificates do not display all four (4) of these required elements on the same side or page of the certificate. You must upload images showing all four (4) elements – in most cases, you will need to upload at least two (2) images.

Failure to upload images of all four (4) elements will delay your application.

Provide the following data from your airman certificate:

*I. Country of Issuance

Click on the box to bring up the list of countries and select the country.

*III. Airman Certificate Number (#)

Enter the certificate number.

*X. Date Issued

Use the calendar tool to select the date this certificate was issued.

*XII. All Type Rating(s) on This Certificate

Click on the box to bring up the list of ratings and select the appropriate rating(s).

Do not select a type rating not listed on the certificate. This will delay your application.

Click on "Save" and upload images of your certificate(s). The image(s) you upload must

show all fields that match the data listed on the application. See [How to Upload a Document](#).

Amendments and Updates to Your Type Ratings

To amend or update a type rating on your account, go to the previously uploaded airman certificate and upload a new image of your certificate or upload a new image of the certificate's Roman numeral XII section and its associated type ratings.

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U.S. State Driver's License or U.S. State-issued Identification Card

Refugees and asylum seekers (asylees) who do not have a passport should upload their U.S. state driver's license or U.S. state-issued identification card. Candidates with a commercial driver's license (CDL) who also have a Hazardous Materials Endorsement (HME) should upload their CDL showing the HME endorsement. An HME endorsement may qualify you for a [reduced fee](#).

A **REAL ID** **REAL ID** card is either a U.S. driver's license or a U.S. identification card.

Do not provide a non-U.S. driver's license.

In Step 5, you must include all U.S. addresses where you have resided within the last five (5) years.

The screenshot shows a form titled "U.S. Driver's License" with a close button (X) in the top right corner. The form contains the following fields and annotations:

- Driver's License Type:** A dropdown menu with "U.S. State" selected. A yellow box with the text "Place below Driver's License Number" has an arrow pointing to this dropdown.
- * Driver's License Number:** A text input field with a red border and the label "Required Field" below it.
- * HME Endorsement Number:** A dropdown menu with options "None", "H", and "X". A yellow box with the text "Dropdown" has an arrow pointing to this dropdown. The label "Required Field" is also present below the dropdown.
- * Date Issued:** A date picker field with a red border and the label "Required Field. Should be in the past" below it.
- * Expiration Date:** A date picker field with a red border and the label "Required Field" below it.
- * Status:** A dropdown menu with a red border and the label "Required Field" below it.
- A "+ Save" button is located at the bottom left of the form.

Provide the following data from your U.S. state driver's license:

- *Select the U.S. state that issued your license or identification card from the drop-down list.
- *Enter the driver's license number (#).
 - Where this number is placed on the license or card varies by state.
- *Enter the driver's license endorsement (or select "None" if not applicable).
 - The endorsement is usually found after **9a** or **END**.
 - From the drop-down, select: None, H, or X.
- *Use the calendar tool to select the date your U.S. state driver's license was issued.
- *Use the calendar tool to select the expiration date shown on your driver's license.

Click on "Save" and upload an image of:

- The front of your license or identification card.
- The back of your license *only* if you had a change of address or if your license expiration date was extended.

See [How to Upload a Document](#).

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Secure Identification Display Area (SIDA) Access Badge

A U.S.-based Secure Identification Display Area (SIDA) badge issued by an airport. The badge must display both a badge number and expiration date. A SIDA badge may qualify you for [expedited processing](#).

When you select SIDA Badge, a box will pop up for you to enter information (see image below).

This example badge is highlighted to show where the data is listed on the badge.

Secure Identification Display Area (SIDA) Access Badge ×

A U.S.-based Secure Identification Display Area (SIDA) badge issued by an airport. A qualifying SIDA badge allows you to request expedited processing. The badge must display both a badge number and expiration date to qualify for expedited processing.

* Airport of Issuance:

Required Field

* SIDA Badge Number:

Required Field

* Expiration Date:

Required Field

Status:

+ Save

Click on the Image to see an example

AVIATIONVILLE
AIRPORT (AAA)

Wright
Wilbur O.
MAJ Airlines
Airframe
Mechanic

316497 SIDA

Expires:
May 18, 2026

Provide the following information from your SIDA Access Badge:

- *Airport of Issuance:
- *SIDA Badge Number:
 - Enter the number of your badge.
- *Expiration Date:
 - Use the calendar tool to select the date your card expires.

If your badge does not have both a SIDA badge number and an expiration date, it will not qualify you for expedited processing.

Click on "Save" and upload an image or images of your SIDA badge.

The image or images you upload must show the name of the airport where you work, your badge number, and the expiration number.

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Aircraft Operator Badge

An Aircraft Operator badge may qualify you for [expedited processing](#). The example badge is highlighted to show where data is listed on most aircraft operator badges.

Only the following Aircraft Operator badges can be used to qualify for expedited processing:

- An Aircraft Operator badge issued by an aircraft operator who operates under 14 CFR part 121 or part 135 and has a security program under 49 CFR part 1544; or
- An Aircraft Operator Badge issued by a foreign air carrier who operates under 14 CFR part 129 and has a security program under 49 CFR part 1546.

When you select Aircraft Operator Badge, a box pops up for you to enter information (see below).

Aircraft Operator Badge ×

A badge issued by an aircraft operator certified under 14 CFR parts 121, 135, and 129, for U.S.-registered domestic and international operators only. A qualifying aircraft operator badge allows you to request expedited processing. The badge must display both a badge number and expiration date to qualify for expedited processing.

* Aircraft Operator that Issued the Badge:

Required Field

* Aircraft Operator Badge Number:

Required Field

* Expires On:

Required Field

Status:

Click on the Image to see an example



- **Provide the following information from your Aircraft Operator Badge:**
- *Aircraft Operator that Issued the Badge:
- *Aircraft Operator Badge Number:
 - Enter your badge number (see image).
- *Expires on:
 - Use the calendar tool to select the date the card expires.

If your badge does not have both a badge number and an expiration date, it will not qualify you for expedited processing.

Click on "Save" and upload an image or images of your badge.

The image or images you upload must show the name of the aircraft operator you work for, your badge number, and the expiration date.

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Other Documents

- [TSA PreCheck](#)
- [Global Entry, SENTRI, or NEXUS Card](#)
- [TWIC® Card](#)
- [Other](#)

Select "Other Documents," as shown in the screenshot below.

Personal Information

- Basic Information
- Other Names
- Citizenship(s)
- 4 Upload Documents**
- Addresses
- Employment

Select a document type to add:

Select a document type to add

- Airman Certificate
- Other Documents**
- Passport
- U.S. Driver's License
- U.S. Lawful Permanent Resident Card (PRC/Lawful Permanent ...
- U.S. Visa

This **Other Documents** drop-down screen allows you to create a record for and upload any of the following documents:

Other Documents

These documents assist TSA in processing your security threat assessment (STA). Ensure that the correct document is uploaded.

Warning:

If you provide a 'false' document:

- Your STA will be denied.
- You will not receive a refund.
- You must re-apply for a new STA, and pay a new fee.

* Document Type:

TSA PreCheck KTN

Global Entry, SENTRI, NEXUS Card

TWIC Card

Other

Expiration Date:

+ Save

To upload a document *not* shown above, select "Other" (bottom of the list) and follow directions in [Other Documents – Other](#)." The rest of this section takes you through how to create your account record for each of the three (3) documents listed above.

After you create your document record, upload the document image(s) as described in [How to Upload a Document](#).

The image(s) you upload must show all fields that match the data listed on the application.

Note: Your security threat assessment will be cancelled, and your fee will not be refunded if you upload an incorrect or invalid document to try to obtain a reduced fee.

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Other Documents - TSA PreCheck® KTN

The PreCheck KTN may qualify you for a **reduced fee**.

**Provide the following information
from your PreCheck[®] letter:**

- The image you upload must show the fields that match the data entered into the application.

Enter the appropriate identifying number from your card or letter:
USCIS #, Card # **KTN**, PassID, Operator #, SIDA #, or TWIC Card #

Enter the KTN here

Date Issued or Valid from:

Select date from pull down 

Expiration Date or Card Expires:

Select date from pull down 

Status:

< autofilled >

+ Save

- 52 -

Other Documents - Global Entry, SENTRI, or NEXUS Card

A Global Entry, SENTRI, or NEXUS card may qualify you for a [reduced fee](#) (See [About Fees](#) for information about the reduced fee).

These cards are nearly identical in design, so the data requested is the same for all three (3) cards. This example card is highlighted to show where the data is listed on the card.

When you select one (1) of these cards, a box pops up for you to enter information (see below).

Provide the following information from your Global Entry, SENTRI, or NEXUS card:

- Pass ID:
 - Enter this number from the back of the card, as shown in the image.
- Date Issued or Valid from:
 - *Do not* enter any information here; leave this field blank.
- Expiration Date or Card Expires:
 - Use the calendar tool to select the card's expiration date.

Click on "Save" and upload images of both the front and the back of the card. The images you upload must show the fields that match the data listed on the application.



Enter the appropriate identifying number from your card or letter:
USCIS #, Card #, KTN, PassID Operator #, SIDA #, or TWIC Card #

Enter the Pass ID here

Date Issued or Valid from:

Leave blank 📅

Expiration Date or Card Expires:

Select date from pull down 📅

Status:

< autofilled >

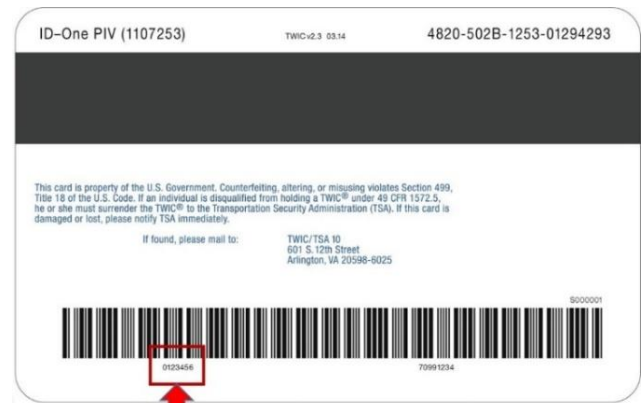
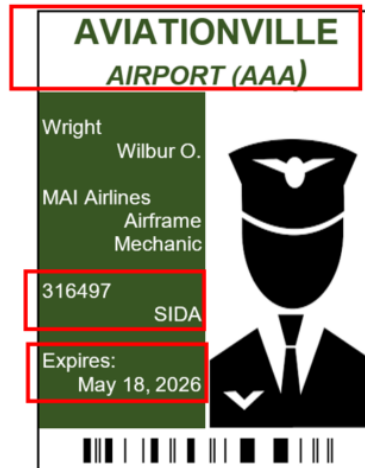
+ Save

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Other Documents – Transportation Worker Identification Credential (TWIC®) Card

A valid, unexpired TWIC® Card may qualify you for a [reduced fee](#).

When you select TWIC Card, a box will pop up for you to enter information (see image below). This example card is highlighted to show where the data is listed on the card.



Card Identification Number



Card Identification Number (CIN)
(also shown on back of card)

Expiration Date

Enter the appropriate number from your card or letter:
USCIS #, Card #, KTN, PassID, **Operator #**, or SIDA #:

Enter the SIDA badge number here

Date Issued or Valid from:

Select date from pull down

Expiration Date or Card Expires:

Select date from pull down

Status:

< autofilled >

+ Save

Provide the following information from your TWIC[®] card:

- TWIC Card Identification Number:
 - Enter this number from the back of the card as highlighted above.
- Date Issued or Valid from:
 - Leave this field blank.
- Expiration Date or Card Expires:
 - Use the calendar tool to select the expiration date.

Click on "Save" and upload images of both the front and the back of the card. The images you upload must show the fields that match the data listed on the application.

Enter the appropriate identifying number from your card or letter:
USCIS #, Card #, KTN, PassID, Operator #, SIDA #, or **TWIC Card #**

Enter the TWIC Card Number here

Date Issued or Valid from:

Leave blank

Expiration Date or Card Expires:

Select date from pull down

Status:

< autofilled >

+ Save

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Other Documents - Other

If you received an email entitled "Changes Required to Security Threat Assessment Application," TSA may require more documentation from you.

If you have a document to upload that is not listed under "[Guidance for Specific Documents](#)," select "Other" under "Other Documents," as shown in the screenshot below (This shows the drop-down options under "Defined Document Type").

Selecting "Other" from this list provides a way to upload other documentation that TSA may have requested from you.

Documents you provide under "Other Documents – Other" could help TSA process your security threat assessment.

To provide a document that does not appear on any of the drop-down lists:

- Select "Other" from the "Defined Document Type" drop-down list (see below image).

The screenshot shows the 'Other Documents' form. At the top, there is a warning box: 'Warnings: If you provide a 'false' document: • Your STA will be denied. • You will not receive a refund. • You must re-apply for a new STA, and pay a new fee.' Below this, a note states: 'Saving a Document selection will supersede Document Type input'. The form has two main sections: 'Defined Document Type' and 'Custom Document Type'. The 'Defined Document Type' dropdown is set to 'Other' and is circled in red. The 'Custom Document Type' field is empty and highlighted with a red arrow. Below this field is a 'Required Field' label. Further down, there are optional fields for 'Value:', 'Date Issued:', and 'Expiration Date:', each with a corresponding input field. At the bottom left is a '+ Save' button.

The only required fields are Defined Document Type and Custom Document Type. All other fields are optional.

- * Defined Document Type
 - Other
- * Custom Document Type:
 - Enter the name of the document (Free text field limited to 20 characters).
- Value:
 - Optional
- Date Issued:
 - Optional
- Expiration Date:
 - Optional
- Click on "Save" and upload images. Upload an image of the document. See [How to Upload a Document](#).
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Editing, Updating, and Deleting Uploaded Document Records

The FTSP system automatically flags your documents that are about to expire or that have expired. Access this feature under *Manage My Personal Information*. In addition, FTSP will notify you by email at 60,30, 15 and 5 days before your document expires. You should update your account promptly throughout your career, because an expired document will cause you to become ineligible for flight training events. To add a new document image to your existing document records, go to "Manage My Personal Information" and select Step 4, Upload Documents, as shown below. (See [How to Upload a Document](#) for more information.)

Select a document type from this drop down list.

Select a document type to add:

Other Documents

Identification	Status	Type	Expiration	Number	Country	Image	Upload	Edit	Remove
Other Documents	N/A	U.S. Border Crossing Card (BCC)	2032-02-08	X12345		0			
Other Documents	N/A	U.S. Employment Authorization Card (EAC/EAD)	2022-05-01	55566565		1			

The display shows documents you have entered and whether or not you have uploaded an image of that document. If an image is missing, the image icon is flagged "0" with a red indicator. A blue indicator "1" shows that document uploaded successfully.

The number in the blue circle is the number of images you have uploaded with that record. The red circle with "0" indicates you have not uploaded an image for that document.

Use these features to edit or delete your information:



Select the "Edit" icon to edit or update your entries. A box will pop up for you to enter your edits.



Select the "Remove" icon to delete a document record.



Select the "Image Upload" icon to add or delete images of the record.



Save your changes by clicking this box at the bottom of the pop-up.

Country	Image Upload	Edit	Remove
Canada	1		
Canada	2		
United States Of America	1		

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Provide Your Address Information – Step 5

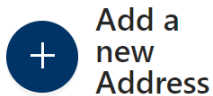
Step 5



Step 5 collects a list of your physical addresses going back five (5) years. You must report all addresses where you have lived over the past five (5) years.

A screenshot of a web application's "Personal Information" section. On the left is a vertical menu with icons and labels: "Basic Information", "Other Names", "Citizenship(s)", "Upload Documents", "Addresses" (highlighted with a red circle and a blue circle containing the number 5), and "Employment". To the right, under the "Addresses" tab, there is a button "+ Add a new Address" and a table. The table has columns: "Current", "Address", "Start Date", "End Date", "Phone Number", "Edit", and "Remove". One row is visible with a checkmark in the "Current" column, the address "12345 Street Greater Sydney 5555 AUS", a start date of "2006-09-01", and a phone number of "556-565-4545". Below the table, it says "Showing 1-1 of 1 items" with a pagination control showing "1".

To add an address, click on "Add a new Address"



This will bring up the window shown below for you to enter your information.

A form for adding a new address. It starts with a checkbox labeled "Check If this is your current address:". To the right are two date input fields labeled "* Start Date:" and "* End Date:". Below these are three input fields: "* Street Address:", "Street Address (cont):", and "* City:". To the right of the city field are two more fields: "* State/Province:" (a dropdown menu) and "* Postal Code:". Below these are two more fields: "* Country:" (a dropdown menu) and "* Phone Number:". At the bottom left is a button labeled "+ Save".

- Check the box at the top to indicate whether the address you are adding is your current address or a past address.
 - More than one (1) address can be current, such as your residence in your home country and your residence while attending flight training.

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- At least one (1) address must be marked as current.
- Complete all fields starting with Country indicated by a red asterisk (*). For each address you enter, click "Save."
- Provide any addresses listed on documents you are submitting. You must report all addresses.
 - Include the physical address(es) that appear on any document image(s) you have provided, such as your airman certificate.
- If there is a period of time longer than 30 days for which you are not listing an address:
 - Send an email from your email associated with this account to FTSP.help@tsa.dhs.gov with an explanation.
- You may *not* use a post office box as a residential address.
- If you have a non-traditional street address, include as much information as possible. You may use an Internet mapping tool to identify the exact latitude and longitude for an address and enter that information in place of a street address.
 - **Please do not enter special characters into the address fields.**
- After you have saved, your current address should appear in a box on the top of the screen.
- You must keep your account current. Update your address information when:
 - You move to a new residence.
 - You arrive for training that lasts more than 30 days.

For each address:

- *Use the calendar tool to select a Start Date.
 - When did you start residing at this address?
- *Use the calendar tool to select an End Date.
 - When did you stop residing at this address?
- *Enter address as you would on a letter.
 - A post office box is not an acceptable address.
- Use the field "Street Address (cont)" if you need more space to add an apartment or room number or to enter a second line of your address if you would normally do so.
- For the rest of the form, enter the following:
 - *Name of the city or location where you reside or resided.
 - *Country for that address – select the country for that address from the drop-down menu. (Must be selected prior to State or Province)
 - *State or province for that address.
 - *Postal code for that address.
 - *Phone number where you can be reached. If you enter a phone number based outside the United States, provide the Country Code for that number. TSA needs the Country Code to be able to call you.

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Important:

You may add as many addresses as necessary. If there is a gap of 30 days or more in your address history over the last five (5) years, you will receive the error message below.

✖ Gaps between start and end date should be within 30 days.



Add a new
Address

Provide Your Employment Information – Step 6

Step 6



Employment

Step 6 collects information on your employment. If you are employed, you only need to provide information about your current employer. If you are unemployed, check the box, as shown below.

The screenshot shows a web form titled 'Personal Information' with a 'Home' button in the top right. On the left is a vertical navigation menu with icons and labels: 'Basic Information', 'Other Names', 'Citizenship(s)', 'Upload Documents', 'Addresses', and '6 Employment'. The '6 Employment' item is circled in red. The main form area contains the following fields:

- 'Unemployed/Student:' with an unchecked checkbox.
- '* Your Occupation (what do you do for work):' with a text input field and 'Required Field' label.
- '* Name of the Company You Work for:' with a text input field and 'Required Field' label.
- '* Employer Contact Name:' with a text input field and 'Required Field' label.
- '* Employer Contact Phone Number:' with a text input field, 'Required Field' label, and a note 'Must be a phone number. Must have 5 or more characters'.
- '* Employer Contact Email:' with a text input field, 'Required Field' label, and a note 'Must be an email'.

If you are currently unemployed or a student:

Unemployed/Student:

☐

Check the box and exit this step.

You must provide the information requested. Failure to provide the correct employer contact email and website address could delay of your application.

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If you are employed, provide the following information:

- Your Occupation:
- This is a free-form field to fill in your information. Name of the Company You Work for:
 - This is a free-form field to fill in your information.
 - If you have submitted an employer-issued SIDA or Aircraft Operator badge, list the employer who issued the badge.
- Employer Contact Name:
 - Provide the name of a supervisor or a company human resources officer who can verify your employment status, or someone not related to you who can attest to your employment status. You cannot list yourself.
- Employer Contact Phone Number:
 - Provide the Country Code and corporate phone number for the supervisor or human resources officer who can verify your employment status. This cannot be yourself. Failure to provide the phone number with the correct country code could cause delay your application.
- Employer Contact Email:
 - Provide the corporate email address for the supervisor or human resources officer who can verify your employment status. This cannot be your personal email or business email address, unless you are self-employed.
 - TSA may email your supervisor or human resources officer to verify your employment status.
- Employer Website:
 - Provide your employer's website address.

Once you have provided all the information in Steps 1 through 6 and uploaded all required document images, click "Save".

You are ready to submit your application, as described in the next section.

Submit the Application

To create your application, click on "Create Application," highlighted in the screenshot below.

The screenshot shows a web form titled "Personal Information" with a sidebar on the left containing a vertical list of steps: Basic Information, Other Names, Citizenship(s), Upload Documents, Addresses, and Employment (which is highlighted with a blue circle and the number 6). A red arrow points from the "Employment" step to a red-bordered box containing the "Create Application" button. The main form area contains fields for "Unemployed/Student:" (checkbox), "Your Occupation (what do you do for work):", "Name of the Company You Work for:", "Employer Contact Name:", and "Employer Contact Phone Number:". Below the form is a section titled "My Applications" with a paragraph of instructions.

This will bring up the pop-up reminder window below. Please check your application to ensure you have uploaded expedited processing and/or reduced fee qualifying documents. Once "Confirm" is selected the application ID created will be processed accordingly. If you have a qualifying document that wasn't uploaded, select "Cancel" and you will be returned to your application.

You are about to submit your STA application to FTSP for processing.

If you qualify for expedited processing and/or a reduced fee, please be sure you included at least one of the following qualifying documents (in Step 4: Upload Documents):

* You are eligible for Expedited Processing (see guide for details), if you already upload your:

- Airman certificate(s), with Type ratings
- Aircraft Operator Badge (recognized by TSA)
- U.S. SIDA Badge
- U.S. Permanent Resident Card

You are eligible for a Reduced Fee (see guide for details), if you already upload your:

- TSA PreCheck® Letter
- Global Entry/NEXUS/SENTRI Card
- TWIC® Card
- U.S. Commercial Driver's License with HME Endorsement

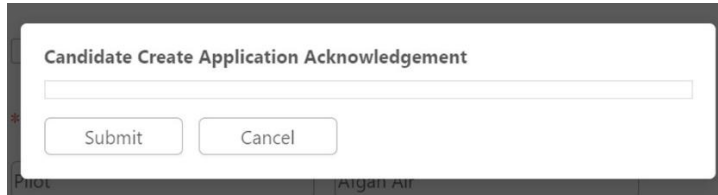
Please note: Once you click "Confirm" you will no longer be able to update your application with a qualifying document.

- * If you need to add a qualifying document, please click "Cancel" and return to Step 4.
- * If the application is complete, please click "Confirm" to continue submitting the application.

Confirm

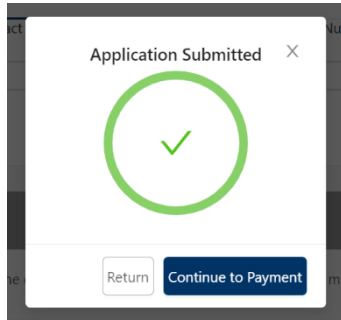
Cancel

After selecting "Confirm" will bring up the "Candidate Create Application Acknowledgement" shown below. Click on Submit.

A dialog box titled "Candidate Create Application Acknowledgement" with a text input field and two buttons: "Submit" and "Cancel".

Candidate Create Application Acknowledgement

The next screen will prompt you to Continue to Payment, shown below.

A confirmation dialog box titled "Application Submitted" with a green checkmark icon and two buttons: "Return" and "Continue to Payment".

Application Submitted

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After selecting "Continue to Payment" the system will calculate your application fee based on any qualifying documents uploaded to your application. One of the four screens below will appear based on your individual application. If your application qualifies for standard, expedited, and/or reduced fee it will be noted in the payment window.

- **Note:** To qualify for expedited processing and/or reduced fee, your qualifying documents must be present at the time of payment. Entering these documents after payment or contacting the Help Desk will not result in expedited and/or reduced fee.
- **Note:** For expedited and reduced fee applications, the Pay button may be delayed while the system is processing these application types.

Application Payment

Application ID: 3031594

Based on your submitted documents your STA Application qualifies for:

- Standard STA Application Fee **\$140**

Applications will not be fully submitted until payment is complete.

Cancel

 Pay

Application Payment

Application ID: 3031595

Based on your submitted documents your STA Application qualifies for:

- Standard STA Application Fee with Expedited Service **\$140**

Applications will not be fully submitted until payment is complete.

Cancel

 Pay

Application Payment

Application ID: 3031596

Based on your submitted documents your STA Application qualifies for:

- Reduced Application Fee with Expedited Service **\$125**

Applications will not be fully submitted until payment is complete.

Cancel

 Pay

Application Payment

Application ID: 3031597

Based on your submitted documents your STA Application qualifies for:

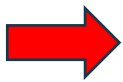
- Reduced STA Application Fee \$125

Applications will not be fully submitted until payment is complete.

Cancel

Pay

- You will be offered a Reduced Fee **only** if you have uploaded a current, unexpired TSA PreCheck letter, Global Entry, NEXUS, or SENTRI card, TWIC Card, and/or U.S. Commercial Driver's License with HME Endorsement.



If you upload a document to try to falsely obtain a reduced fee, your application will be rejected without refund.

- You will be offered expedited processing **only** if you have provided one (1) or more of the following:
 - Permanent Resident Card (also known as a "green card" issued to lawful permanent residents of the United States)
 - Airman certificate with a Type rating in Section XII of the certificate
 - Aircraft Operator badge (for operators covered under 49 CFR parts 1544 and 1546)
 - SIDA Badge (for U.S. airport employees covered under 49 CFR part 1542)

If you claim expedited processing and do not qualify, your application will not be expedited.

- Click on "Pay" to proceed to paying the fee. [More about fees.](#)

After you have paid the fee, TSA will begin to process your STA.

If this is your first time applying for an STA, you will receive an email with fingerprint instructions. Follow these instructions exactly.

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Do not attempt to get fingerprinted before receiving the fingerprint instructions.

If your fingerprints are already on file with TSA, they will automatically be sent to the FBI.

To summarize the process, you should follow the steps below, *after* you have paid the fee:

- Follow [fingerprint instructions](#) to submit your fingerprints.
- Check your emails and respond to any insufficiencies promptly. See [If Your Application Requires Changes](#) if you receive an email entitled "Changes Required to Security Threat Assessment Application."
- After you receive your Determination of Eligibility email, you must:
 - Select a flight training provider or providers from this portal.
 - Work with your provider or providers to set up your training.

- Keep your account information and document uploads up to date to avoid training ineligibility.
- In five (5) years reapply for a STA.

On occasion, the FBI may require a candidate to be fingerprinted again. In this event, TSA will notify you and provide a fingerprint instructions email.

PAY THE FEE

[About Fees](#)

[How to Pay](#)

[No Refund Policy](#)

About Fees

TSA assesses a fee to cover the costs of conducting and maintaining your security threat assessment (STA). Four (4) possible fee options can be assessed, depending upon your eligibility and qualifications. The TSA system will automatically determine your fee or present you with your available fee options. The current fee structure table is below.

FTSP Security Threat Assessment Fee Structure	
Type of Processing	Fee
Standard Processing TSA has up to 30 calendar days to process your STA.	\$140
Reduced Fee Processing Candidate has uploaded one (1) of these documents: - Global Entry, SENTRI, or NEXUS card - TSA PreCheck® KTN letter - TWIC® card - U.S. commercial driver's license (CDL) with HME credential If the uploaded document is not valid, the application will be rejected and the candidate must reapply. A new fee will be assessed. TSA has up to 30 calendar days to process your STA.	\$125
Expedited Processing Candidate has uploaded one of these four (4) documents: - Permanent Resident Card - Airman certificate with a type rating shown in Section XII - Aircraft Operator Badge - SIDA Badge If the uploaded document is not valid, the application will be processed in the regular processing timeframe. TSA has up to five (5) business days to process your STA after fingerprints are received.	\$140
Reduced Fee with Expedited Processing Candidate has uploaded the correct documents for reduced fee and expedited processing. TSA has up to five (5) business days to process your STA after fingerprints are received.	\$125

If the documentation you provided for expedited processing is not valid to qualify you for expedited processing, your application will be processed in the regular timeframe.

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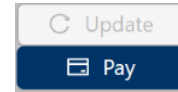
How to Pay

Pay.gov is the **ONLY** way to pay for your security threat assessment. FTSP cannot accept payment by wire transfer, mail service, or over the phone.

When you receive the email "FTSP Payment Instructions – Action Required," follow the instructions in the email.

The process is:

1. Log into your FTSP account at www.fts.tsa.dhs.gov.
2. Ensure your application is complete.
3. Select the "Pay" button located under "My Applications."
4. Select method of payment ("Debit/Credit Card" or "ACH") and click on "Continue."
5. Provide the requested information and click "Continue."
6. Review the information as prompted and click the box in front of "I authorize a charge to my card account for the above amount in accordance with my card issuer agreement."



After you have completed this process, click "Continue" to return to your FTSP account home page.

If you have difficulty submitting your payment, do not email FTSP.Help for assistance. FTSP cannot assist with payment issues.

Please Note: Payments made on mobile devices (phones or tablets) may not be received. **Please use a desk/laptop to ensure you payment is successful.**

For help with payment problems:

Access Pay.gov at <https://www.pay.gov/paygov/>

or

Contact Pay.gov customer support at pay.gov.clev@clev.frb.org

or

Call Pay.gov at 800-624-1373 or 216-579-2112

No Refund Policy

As soon as you submit your payment, TSA automatically begins processing your STA application and therefore incurs processing costs.

TSA does not issue a fee refund unless the fee was paid when it was not required.

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FINGERPRINT INSTRUCTIONS

FTSP retains fingerprints to resubmit to the FBI on new STA's. However, the FBI determines if they are still acceptable. You will be notified if new fingerprints are required.

Do not get fingerprinted until you receive an email entitled: "Documents Accepted – Fingerprint Instructions Available."

To retrieve your fingerprinting instructions, log in to your account and select "View TSA Emails" to open the "Search Email" function, as shown in the image below. Use the drop-down to select "Fingerprint Instructions" to search for fingerprint-related emails.

Transportation Security Administration

Flight Training Security Program (FTSP)
Department of Homeland Security

Home Manage My Personal Information User Guides FAQ **View TSA Emails**

Search Email

Message Type: [Dropdown Menu]

Endorsement ID: [Dropdown Menu]

Message

T

Date

Reset

it 3031598 Now Available on Your FTSP Account

TR ID	Student	Recipient(s)
	Student, Test	Test Student;
	Student, Test	Test Student;
	Student, Test	Test Student;
	Student, Test	Test Student;
	aprtwone nine twofive	aprtwone nine twofive
	aprtwone nine twofive	aprtwone nine twofive

Follow the instructions in the email **EXACTLY**. TSA only accepts fingerprints submitted through the process in the "Fingerprint Instructions."

Fingerprints submitted by any other means will be rejected.

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IF YOUR APPLICATION REQUIRES CHANGES

Read Your Email and Follow Instructions.

If your STA application is missing information, or the information you have provided is inaccurate, you will receive an email entitled "Changes Required to Security Threat Assessment Application." This means that your application has been set to "Insufficient" status and is on hold until TSA receives all of the information requested in the email.

Proceed as follows:

- Carefully follow all instructions in the email. Make only the change(s) requested.
- ***Do not begin a new application.*** This will generate another fee.
- After you have provided the information requested:
 - On the home page of your FTSP portal under the My Applications there is an Actions column. Please click "Update".



- Click "Submit" on the Candidate Update Application Acknowledgement

Candidate Update Application Acknowledgement

I, Training Student, hereby declare that each time this security threat assessment application is submitted or updated, including but not limited to 05/09/2025, that the information entered on this security threat assessment application is true and correct.

Submit

Cancel

- Click "OK" on Application Updated screen.

Application Updated X



Cancel

OK

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SELECT A PROVIDER

[About Selecting a Provider](#)

[When to Select a Provider](#)

[How to Select a Provider](#)

About Selecting a Provider

You must select a flight training provider from this portal to participate in flight training. However, you cannot use this portal to set up flight training events. Only a provider or providers you select from this portal can create a training event or events for you. All flight training arrangements are made between you and the provider. TSA is not involved in determining what flight training you receive.

Providers are required by the regulation to record your flight training events on this portal. You select a provider for a flight training event and that provider assumes all responsibility for reporting your training events to TSA.

View flight training events providers have created for you by logging into your account and scrolling down on the Home page to see a table listing all of your training events.

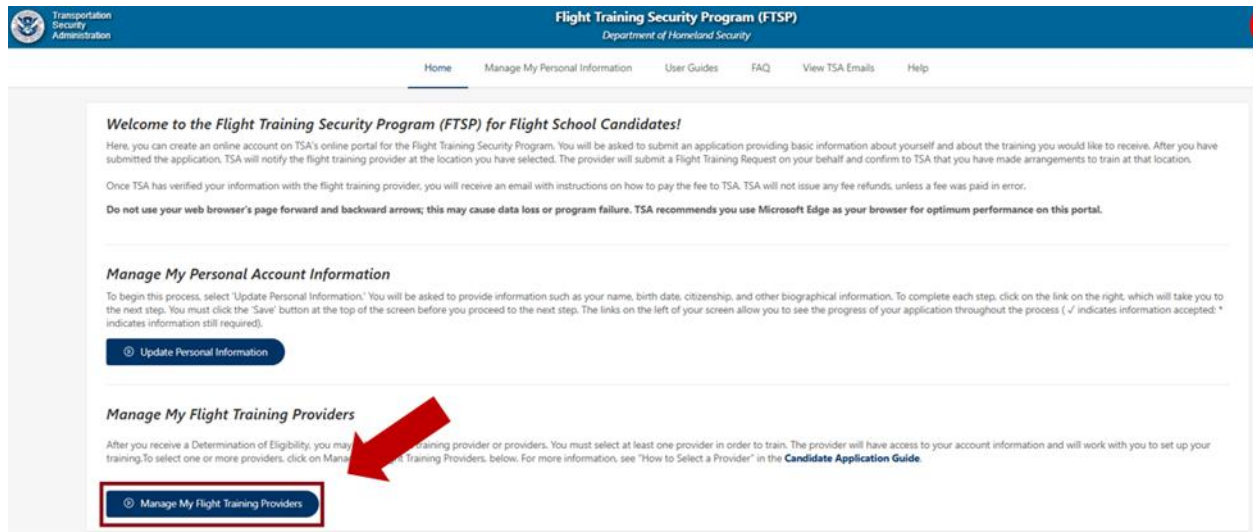
When to Select a Provider

- You can only select a provider when you receive an email entitled "Determination of Eligibility – Final Approval Granted."
- You must use this portal to select one (1) or more flight training providers.
- You may train as often as you like and with as many providers as you like for the duration of your Determination of Eligibility (up to five (5) years from date of issue).
- When you select a provider, that provider will receive a notification from TSA. The provider will contact you to schedule your training.
- Your Determination of Eligibility is available to any provider you select at no cost to you or the provider.

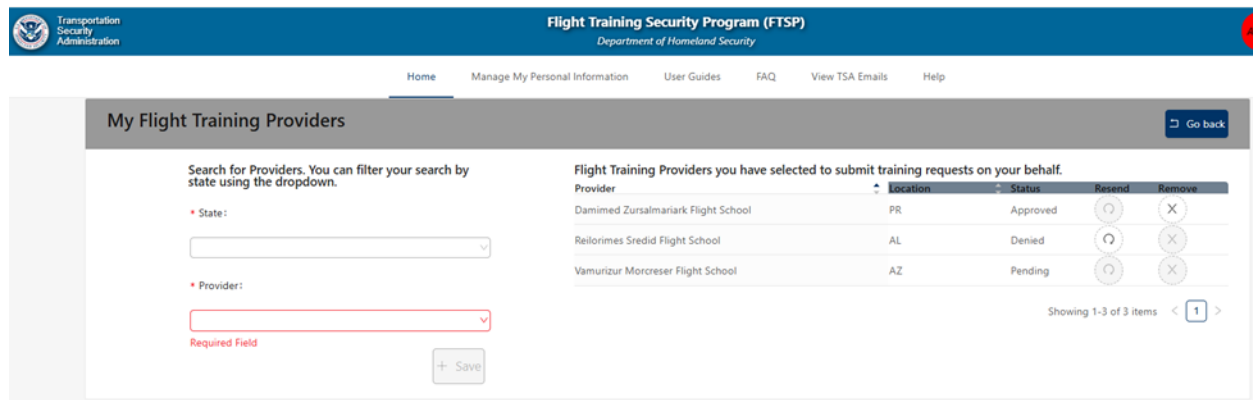
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How to Select a Provider

To select a flight training provider, click on "Select a Provider" at the top of the **Home** screen or on "Manage My Flight Training Providers," as shown below.



The following screen will appear:



- Choose a U.S. state from the drop-down menu.
 - Select the U.S. state or the country where your flight training provider is located.
 - Only providers operating in that state or country will be listed.

Choose a provider name from the drop-down list.

- If the flight training provider you are looking for is not listed, they may be listed under a different name, located in another U.S. state, or they may not be registered with TSA. Contact your chosen provider to request how they are registered with TSA. If they are not registered with TSA, the provider can visit <https://www.fts.tsa.dhs.gov/home/provider> to register with TSA.

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- You can choose as many providers as you want if you would like to plan your training over several months or in various locations.
- Once you click "Save":
 - Your request will be pending acceptance with the selected provider(s)
 - Once accepted, the provider can view your:
 - Name
 - Identity documents
 - Employer (from your STA application)
 - Type ratings (if any)
- A provider may set up any number of training events for you.
- The provider will notify TSA of your training event(s).
- You can remove a selected provider from your "My Flight Training Providers" page by clicking on the "X" under the "Remove" column, as shown below.
 - If you remove a provider you had previously selected, that provider can only view your information if they have created a training event for you.

Select X to remove a provider.

↓

Flight Training Providers you have selected to submit training requests on your behalf.

Provider	Location	Status	Resend	Remove
Damimed Zursalmariark Flight School	PR	Approved	↻	X
Reilorimes Sredid Flight School	AL	Denied	↻	X
Vamurizur Morcreser Flight School	AZ	Pending	↻	X

Showing 1-3 of 3 items < 1 >

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VIEW STATUS OF YOUR TRAINING EVENTS

View the status of your training events by logging into your account and scrolling down to “My Training” on the Home page (see screenshot below). All your training events are listed in the “My Training” table at the bottom of the page.

My Applications

Create Application

Clicking the Create Application Button submits the data in the Personal Information section. Please make sure all data is correct before submitting. When updating a previously Approved application, please note that some columns below (ex. Eligibility End Date) will not update until your submission is Approved by TSA.

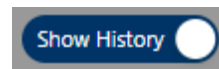
Application ID	Submit Date	Status	Valid From	Eligibility End Date	Eligibility End Reason	Expiration Date	Review	Actions
3031598	2025-05-15	Approval Granted	2025-05-15	2030-05-15	STA Expires	2030-05-15	Review Application	Update Pay

My Training Show History ☐

Training Request ID	Flight Training Provider	Training Type/Category	Est./Actual Start	Est./Actual End	Status	Actions
1740143	Damimed Zursalmariark Flight School	Commercial pilot certification	2025-06-22	2025-06-30	Submitted	
1740142	Damimed Zursalmariark Flight School	Airline transport pilot certification	2025-06-15	2025-06-21	Submitted	
1740139	Damimed Zursalmariark Flight School	Airline transport pilot certification	2025-06-01	2025-06-08	Submitted	

The “My Training” table shows whether an event is submitted, completed or not completed. Your flight training provider is responsible for entering this information. Contact your provider if you see any errors or omissions.

To view older training events, enable the “Show History” button at the top of the “My Training” table.



To hide the history again, enable the “Show Current” button.

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WHEN YOU RECEIVE A DETERMINATION OF ELIGIBILITY

When you are issued a Determination of Eligibility, you are approved to participate in flight training events up to the date the Determination expires – in most cases, for five (5) years.

Under your Determination of Eligibility, you can:

- [Select one or more flight training providers](#) through the FTSP portal.
- Train as often as you want, with as many providers as you want.
 - Your Determination of Eligibility covers all training events; there is no cost to transfer between providers.

During the period of your Determination of Eligibility, you should:

- Keep your FTSP account up to date with any changes in your name, address, or employer.
- Stay informed of your FTSP emails and the “What’s New” board at <https://fts.tsa.dhs.gov/home>.
- Update your account information and upload new documents related to:
 - Changes to your passport(s)
 - Changes to your visa or other immigration documentation
 - New airman certificates

You should reapply for a new security threat assessment as early as six (6) months before your security threat assessment expires. FTSP will send you an email when your Determination of Eligibility is:

- 60 days from expiring
- 30 days from expiring
- Has expired

If your Determination of Eligibility expires, you cannot continue flight training or start new training. If a training event is underway or scheduled when your Determination expires, the provider must cease or cancel your training.

To renew your Determination of Eligibility, you must reapply through your existing account on the FTSP Portal and pay the appropriate fee.

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MAINTAINING TRAINING ELIGIBILITY

In order to maintain training eligibility, you must keep your passport, and lawful presence documents up to date.

To assist you in this process, the FTSP system notifies you of expiring and expired documents on your portal. FTSP will notify you by email at 60, 30, 15, and 5 days before your document expires. In addition, FTSP will notify you when your documents have expired.

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IF YOU RECEIVE A DETERMINATION OF INELIGIBILITY

[Preliminary Determination of Ineligibility](#)

[Correct Your Record](#)

[Final Determination of Ineligibility](#)

Preliminary Determination of Ineligibility

TSA may send you a *Preliminary Determination of Ineligibility* in an email entitled “*Preliminary Determination of Ineligibility - STA.*”

Follow the instructions in the email. You may be able to correct your record by submitting the information or documents requested. You cannot select a flight training provider unless your status changes, and they cannot notify TSA of a training event for you.

If you do not successfully make the necessary corrections within 60 days, you will be issued a final Determination of Ineligibility. For guidance on making changes, see [If Your Application Requires Changes](#).

Correct Your Record

You Must Be Lawfully Present in the United States.

TSA cannot issue or maintain a Determination of Eligibility if you have not been granted lawful presence to remain in the United States.

If you receive a Preliminary Determination of Ineligibility, note the following:

- TSA is not an immigration authority and cannot resolve any immigration issues.
- TSA relies on data and guidance from immigration authorities such as those listed below.
 - [U.S. Department of State](#)
 - [U.S. Customs and Immigration Services \(USCIS\)](#)
 - [U.S. Immigration and Customs Enforcement \(ICE\)](#)
 - [U.S. Customs and Border Protection \(CBP\)](#)
- You may submit additional documents from a U.S. immigration authority to correct your record and possibly obtain or restore your Determination of Eligibility.

You Cannot Have a Criminal Record Showing Disqualifying Offenses.

TSA cannot correct any information it receives from a Criminal History Record Check (CHRC). This information typically comes from a U.S. state or U.S. federal criminal history records information system. To challenge the accuracy or completeness of any information on a criminal record, you must contact the state or federal agency that originated the record, or you may contact the FBI directly.

Under [Title 28, U.S. Code of Federal Regulations, section 16.34](#), you can challenge the accuracy or completeness of any entry in your CHRC.

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To challenge the information in the FBI CHRC, write to:

Federal Bureau of Investigation
Criminal Justice Information Services Division
ATTN: SCU, Mod D-2
1000 Custer Hollow Road
Clarksburg, WV 26306

When you have resolved the issue with the FBI, email FTSP.Help@tsa.dhs.gov and upload any documents to your account that may assist TSA in verifying the resolution.

Final Determination of Ineligibility

If the record cannot be corrected in 180 days, your *Preliminary Determination of Ineligibility* becomes a final *Determination of Ineligibility*, and you may not participate in flight training.

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