



Transportation  
Security  
Administration

# The Alien Flight Student Program AFSP

## An overview of the applications that encompass the AFSP Program

COPYRIGHT AND GOVERNMENT PURPOSE RIGHTS NOTICE  
Copyright (C) 2010 White Oak Technologies, Inc., All rights reserved.

The following U.S. Government Purpose Rights notice does not imply unrestricted or public access to these materials all of which contain proprietary information of White Oak Technologies, Inc. Unauthorized disclosure or reproduction in any form to any third party is strictly prohibited. NOTICE APPLICABLE TO US GOVERNMENT RECIPIENTS: GOVERNMENT PURPOSE RIGHTS

Contractor Name: White Oak Technologies, Inc.  
Contractor Address: 1300 Spring Street, Suite 320 Silver Spring, Maryland 20910  
Expiration Date: September 22, 2020

The Government's rights to use, modify, reproduce, release, perform, display, or disclose this software are restricted by paragraph (b)(2) of the Rights in Noncommercial Computer Software and Noncommercial Computer Software Documentation clause contained in the above identified contract. No Government restrictions apply after the expiration date shown above. Any reproduction of the software or portions thereof marked with this legend must also reproduce the markings



Transportation  
Security  
Administration

# Introduction and Overview of the AFSP Provider System



## • Background

- AFSP transferred from FBI to TSA in September/October 2004
- AFSP operates under Interim Final Rule, 49 CFR Part 1552
- AFSP processes applications for non-U.S. citizens seeking flight training for :
  - Category 1-3 training, which includes
    - Initial training – Multi-engine training
    - Instrument training- Type-rated training
  - Category 4 recurrent training applications.

## • Program Approach

- Maintains system of record for training applications
- Confirms candidate meets minimum qualifications for training
- Determines if individual has been denied previously by AFSP
- TSA/AFSP supports a fee charge for vetting and processing training requests.



## What defines a flight school?

The Interim Final Rule defines a “Flight school” as:

... any pilot school, flight training center, air carrier flight training facility, or flight instructor certificated under 14 CFR part 61, 121, 135, 141, or 142; or any other person or entity that provides instruction under 49 U.S.C. Subtitle VII, Part A, in the operation of any aircraft or aircraft simulator. TSA is defining this term broadly to include any individual, as well as any entity, that provides such instruction. This definition also includes any individual or entity located outside of the U.S. that provides such instruction.

# Federal Aviation Regulations

## Code of Federal Regulations (CFR)

Part 61 – Pilots, Flight Instructors, and Ground Instructors

Part 121 - Domestic, Flag, and Supplemental Operations

Part 135 - Commuter and On Demand Operations and Rules Governing Persons on Board Such Aircraft

Part 141- Flight Schools

Part 142 - Training Centers



# What defines a flight school employee?

“Flight school employee” is defined as:

a flight instructor or ground instructor certificated under 14 CFR part 61, 141, or 142; a chief instructor certificated under 14 CFR part 141; a director of training certificated under 14 CFR part 142; or any other person employed by a flight school, including an independent contractor, who has direct contact with a flight school student.

# Types of AFSP Provider ID's

- **There are two types of providers.**
  - **Provider Administrators**
  - **Provider Agents**
- **Each school is restricted to one Provider Administrator account but may have many Provider Agent accounts**
- **Schools are overseen and regulated by the Federal Aviation Administration (FAA) through Flight Safety District Office (FSDO) AFSP accounts.**

# Provider Login Page

The screenshot shows the provider login page for the Alien Flight Student Program. At the top left is the Department of Homeland Security logo and the text "Transportation Security Administration". At the top right, there is a note: "This site is best viewed with Microsoft Internet Explorer 6.0 or higher". Below this, there are input fields for "User ID:" (containing "tetelb\_admin") and "Password:" (containing "\*\*\*\*\*"). A "Login" button is positioned to the right of the password field. Below the login fields are links for "New Provider Account" and "Forgot My Login Information". A navigation bar contains links for "What's New", "Legislation", "FAQ's", "Application Guide", and "Contact Us". A yellow announcement box states: "March 22, 2010 We are testing system upgrades. Please let the IT team know if you encounter any issues! Thanks." Below this is a "What's New" section with "Expand All" and "Collapse All" options. The main content area features two news items: "NEW PROCESS FOR CANDIDATE DOCUMENTS - 04/16/2009" and "CHANGE TO TRAINING REQUESTS UNDER CATEGORY 4 FOR RECURRENT TRAINING - 04/14/2009". The footer contains the text: "The Consolidated Security, Disaster Assistance, and Continuing Appropriations Act, 2009 (Appropriations Act of 2009), which amends 6 U.S.C. 469."

Transportation Security Administration  
Department of Homeland Security

This site is best viewed with Microsoft Internet Explorer 6.0 or higher

User ID:   
Password:

[Login](#)  
[New Provider Account](#) | [Forgot My Login Information](#)

[What's New](#) | [Legislation](#) | [FAQ's](#) | [Application Guide](#) | [Contact Us](#)

**March 22, 2010**  
We are testing [system upgrades](#). Please let the IT team know if you encounter any issues! Thanks.

**What's New**  
[Expand All](#) | [Collapse All](#)

**NEW PROCESS FOR CANDIDATE DOCUMENTS - 04/16/2009**

Starting April 23, 2009, there will be some changes to the process for submitting documents for AFSP training requests.

- Candidates will now upload a copy of documents at the same time as they are entering the document information, rather than at a separate stage of the training request application.
- Candidates will no longer be required to submit a new copy of their documents every time they submit a training request. The document uploads will be associated with the candidate's account information, rather than with their individual training requests.
- Candidates will have the option of including driver's licenses and other documents that may expedite processing of the training request. Lawful Permanent Resident information will also now be listed separately from other immigration status information.
- Candidates will no longer be able to submit a training request without first uploading a copy of their passport on the ASFP account. **Candidates will also be required to upload a copy of their airman's certificate on the AFSP account if they intend to submit a Category 2, subcategory 1 training request, or participate in a Category 4 training event.** This will ensure that the candidate's documents will be available online for future training requests.
- Candidates will no longer receive emails stating "Documents Illegible or Not Received." If documents are illegible or not acceptable, the training request will be set back to Draft status. The candidate will be notified by email of "Insufficient Information to Process," and will need to attach the requested document(s) to the account before resubmitting the training request for continued processing. This change allows for more interactive and efficient interchange of information between the candidate and AFSP.

An outline of this process will be available on the Application Guide starting April 23, 2009. The tab for the Application Guide is available at the top of this page.

**CHANGE TO TRAINING REQUESTS UNDER CATEGORY 4 FOR RECURRENT TRAINING - 04/14/2009**

The Consolidated Security, Disaster Assistance, and Continuing Appropriations Act, 2009 (Appropriations Act of 2009), which amends 6 U.S.C. 469.



# Requesting a AFSP Provider ID

Please make sure your flight school is not already registered with our program before you request an account.

**Look Up Training Provider:**

State: Alabama

Provider Name:  Find

**Lookup Provider - Mozilla Firefox**

flightschoolcandidates.gov https://afspstest.flightschoolcandidates.gov/afsp/codelets.lookup\_provi

Please select a training provider:

- Airspeed Aviation, Inc.
- AJ's school
- Al's school
- alexbj's school
- asahni's school
- bakerr's school
- bardj's school

Save Cancel

Can't Find your Provider?  
Please Contact them to determine their status on the Alien Flight Student Program

Done

## **If your flight school IS already registered with AFSP**

Please contact your Administrator to request an additional Agent account for the flight school.

If you are not sure who your Administrator is, or if they are no longer available, contact AFSP Help Desk at [AFSP\\_help@dhs.gov](mailto:AFSP_help@dhs.gov).

## **If your flight school IS NOT already registered with AFSP**

[You can request a new Provider Administrator account.](#)

(Individual CFIs can request a Provider Administrator account for themselves, listing the "school name" as their own name.)

# Registering with AFSP

Please complete the template below to obtain an account.

Please enter your contact information:

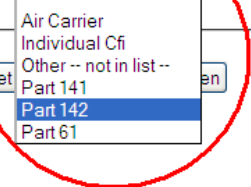
|  |                      |
|--|----------------------|
| Name (as it appears on your Current Valid Passport): |                      |
| First Name(s):                                       | Bob                  |
| Middle Name(s):                                      |                      |
| Last Name(s):  | Wire                 |
| Telephone:   | 240-239-1234         |
| Email Address:                                       | BobWire@FunToFly.com |
| Verify Email Address:                                | BobWire@FunToFly.com |

Please select the Flight Standards District Office (FSDO):

|       |                     |      |
|-------|---------------------|------|
| FSDO: | Baltimore (FSDO-07) | Find |
|-------|---------------------|------|

Please enter your Flight Training Provider (School) Information:

|  |            |
|--|------------|
| Flight Training Provider Name:   | Fun To Fly |
| Flight Training Provider State:  | Maryland   |
| FAA Certification or Satellite Designator <b>**</b> ( <a href="#">What is this?</a> ):   | FTF-12345  |
| <b>**A valid FAA Certification Number or Satellite Designator is Required. Failure to provide a valid FAA Number or Satellite Designator is cause for account rejection.</b> |            |
| Flight Training Provider Type ( <a href="#">What is this?</a> ):   | Part 142   |



Submit Request    Reset    Cancel

\* Required

# Submitting a Request

## PRIVACY ACT NOTICE

This notice is for the information of persons covered by the Privacy Act. The Privacy Act covers individuals who are U.S. citizens and permanent resident aliens.

The Transportation Security Administration is authorized to collect the information requested on this form by Section 612 of Vision 100 - Century of Aviation Reauthorization Act (49 U.S.C. § 44939). The information collected including the candidates' social security account numbers, will be used, primarily, to assess possible risks to aviation or national security posed by candidates seeking training in the operation of aircraft of any type. Submission of information sought on this form, including the request for applicants' social security account numbers, is voluntary. However, if the information requested is not submitted, the Transportation Security Administration will be unable to conduct the risk assessment required under the Vision 100 - Century of Aviation Reauthorization Act. Consequently, the candidate/training provider may be denied the opportunity to pursue/conduct the training requested. Information submitted regarding your registration or request for training may be disclosed by the Government only in accordance with the provisions of the Privacy Act.

## CONSENT, AUTHORIZATION AND NOTICE

Pursuant to 15 U.S.C. § 7001, it is hereby requested that you consent to the use of electronic records exclusively for purposes of the submission and processing of this form and the accompanying waivers. This is necessary to register you as a provider of flight services and to quickly and effectively process requests from aliens or other designated individuals who seek training from you. In addition, you are asked to consent to such disclosures of information as are necessary to conduct the required risk assessment/investigation or are otherwise deemed necessary in the interests of national security or law enforcement.

In order to use this system and to access any record submitted by you which is maintained on the system, you must have access to a computer through which you can access the internet. In addition, you must have an electronic mail address. You will be apprised by electronic mail of any changes to the system requirements necessary in order to access the information you have submitted.

## CONSENT TO ELECTRONIC RECORDS

I hereby consent to the use of electronic records for all purposes in connection with this registration and accompanying waivers. I understand that this form and the waivers attached are not available on paper or in non-electronic form. I further understand that I may withhold or withdraw my consent to the use of electronic records by refusing to submit this form, or by subsequently notifying the Transportation Security Administration in writing of my decision to withhold or withdraw my consent at the following address:

Alien Flight Student Program  
301 S. 12th Street  
Arlington, VA 20598-6019

I understand that any withdrawal of consent will be effective when processed by the Transportation Security Administration.

I understand that my refusal to authorize the use of electronic records or my subsequent revocation of such authorization may result in the denial or delay in processing of any request submitted by a candidate seeking training.

Non-electronic copies of the records are not provided by the Transportation Security Administration. Nevertheless, persons submitting this form may print out copies of their submissions and retain them in paper form.

# Submitting a Request (cont.)

---

## AUTHORIZATION FOR THE RELEASE OF INFORMATION

By submitting this form, I hereby authorize the U.S. Transportation Security Administration to disclose any records or information relating to, or obtained in connection with, my registration, licensure, certification and training status.

I further authorize any individuals having information pertinent to my registration or my training of persons designated under Section 612 of Vision 100 - Century of Aviation Reauthorization Act to disclose such information to an accredited representative of the Transportation Security Administration. The authorization set forth in this paragraph is valid for five (5) years from the date on which this form is electronically submitted, or upon my written termination, whichever is sooner.

I further authorize the release of information relating to, or obtained in connection with, my registration to any law enforcement or intelligence authority or other agency or public authority with relevant jurisdiction where information obtained in connection with such registration reveals a violation or potential violation of law or a risk to aviation or national security.

I further authorize the release of such information to members of the public where such is deemed necessary by the Transportation Security Administration to fulfill a statutory or regulatory function, or for any other law enforcement or national security purpose.

I certify that I am the training provider, or the authorized representative of the training provider for whom this form is submitted. I understand that this is a legally binding document; that my assent to this document constitutes my signature; and that false statements by me in this submission are violations of federal law and may lead to criminal prosecution or other legal action.

I Agree  I Disagree

# Submitting a Request (cont.)

Title 18 Section 1001 of the U.S. Code provides that knowingly falsifying or concealing a material fact is a felony that may result in fines of up to \$10,000 or 5 years in prison or both. By submitting this form, you are certifying information provided herein is true and complete to the best of your knowledge and ability.

I hereby declare under penalty of perjury that the information contained on this form is true and correct.

Please enter today's date. (Format: MM-DD-YYYY)

### **Paperwork Reduction Act Statement**

The public reporting burden to complete this information collection is estimated at 64 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collected information. TSA may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number and expiration date.

The OMB control number assigned to this collection is 1652-0021. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to TSA/TSNM, 601 S 12th Street Arlington, VA 20598-6019: ATTN: PRA (1652-0021).

# Submitting a Request (cont.)

## On-Line Account Request Submission

The following information is going to be submitted for your Account:

Name: *Bob Wire*

Userid: *wireb*

Telephone: *240-239-1234*

Email Address: *bobwire@funtofly.com*

Flight Standards District Office (FSDO): *Baltimore (FSDO-07)*

School Name: *Fun To Fly*

School State: *Maryland*

School FAA Certification or Satellite Designator: *FTF-12345*

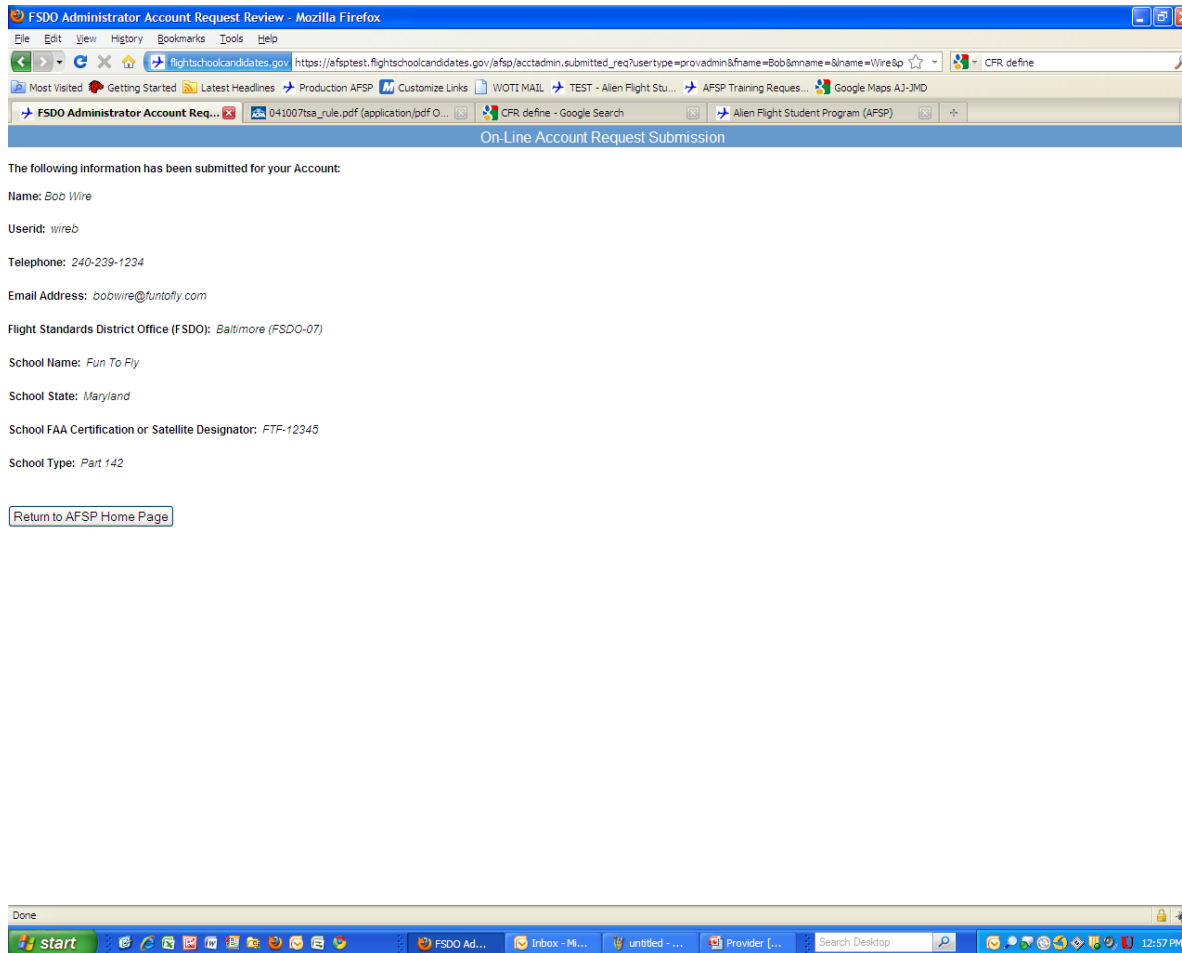
School Type: *Part 142*

### Notice

By clicking on the "I Agree" Button below you are confirming that

- 1) The Flight Standards District Office (FSDO) that you entered is a valid U.S.-Based, FAA registered FSDO,
  - 2) You have entered a valid FAA Certification Number or Satellite Designator,
  - 3) That all of the information that you have provided or will provide is accurate to the best of your knowledge, and
  - 4) That you will not allow any other person(s) access to the account, passwords and / or information that you will be receiving from this site.
- If you disagree with any of these TERMS and CONDITIONS, or are completing this application under duress of any kind, Click on the "I Disagree" button (below) now.

# Submitting a Request (cont.)



FSDO Administrator Account Request Review - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://afspstest.fightschoolcandidates.gov/afsp/acctadmin.submitted\_req?usertype=provradmin&fname=Bob&mname=&lname=Wire&p

CFR define

Most Visited Getting Started Latest Headlines Production AFSP Customize Links WOTI MAIL TEST - Allen Flight Stu... AFSP Training Reques... Google Maps A3-JMD

FSDO Administrator Account Req... 041007tsa\_rule.pdf (application/pdf O... CFR define - Google Search Allen Flight Student Program (AFSP)

On-Line Account Request Submission

The following information has been submitted for your Account:

Name: Bob Wire

Userid: wireb

Telephone: 240-239-1234

Email Address: bobwire@funtofly.com

Flight Standards District Office (FSDO): Baltimore (FSDO-07)

School Name: Fun To Fly

School State: Maryland

School FAA Certification or Satellite Designer: FTF-12345

School Type: Part 142

[Return to AFSP Home Page](#)

Done

start

FSDO Ad... Inbox - Mi... untitled - ... Provider [...]

Search Desktop

12:57 PM



# FSDO Response to the Request

[Skip navigation links](#)



Transportation  
Security  
Administration

This site is best viewed with Microsoft Internet Explorer 6.0 or higher

**Alien Flight Student Program | FSDO Page**  
Department of Homeland Security

[Pending Provider Accounts](#) | [Your AFSP Providers](#) | [Change your password](#) | [Log Out](#)


## Pending Provider Accounts

Pending Flight Training Provider Account Requests For

Baltimore (FSDO-07)

| Request Date   | Provider   | Name     | Account Type | Details                 |
|----------------|------------|----------|--------------|-------------------------|
| April 07, 2010 | Fun To Fly | Bob Wire | Admin        | <a href="#">Details</a> |

# FSDO Confirmation to the Request

 Transportation Security Administration

This site is best viewed with Microsoft Internet Explorer 6.0 or higher

**Alien Flight Student Program | FSDO Page**  
Department of Homeland Security

[Pending Provider Accounts](#) | [Your AFSP Providers](#) | [Change your password](#) | [Log Out](#)

## AFSP Provider AdminAccount View

Please verify that the FAA Certificate Number listed matches the Name or Provider Name. Do you know of any reason the person in question should NOT serve as an AFSP Administrator?

|                          |                      |
|--------------------------|----------------------|
| Account Type             | Provider Admin       |
| Provider Name            | Joe's Flight School  |
| School Type              | Part 142             |
| FAA Certification Number | ABCDEFGF             |
| Name                     | Joe Smiglioni        |
| Telephone                | 999-999-9999         |
| E-mail Address           | js@hotmail.com       |
| FSDO                     | Birmingham (FSDO-09) |

|   |                           |                          |                               |
|---|---------------------------|--------------------------|-------------------------------|
| Do the name, FAA certificate number, and school type match?                     | <input type="radio"/> Yes | <input type="radio"/> No | <input type="text"/>          |
| Are you aware of any reason this person should NOT be an AFSP point of contact? | <input type="radio"/> Yes | <input type="radio"/> No | <input type="text"/>          |
| Does this Provider have any pending EIR actions?                                | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> Unknown |

After you have answered the questions above, click Submit to submit this information to AFSP.

- If you answer NO to the first question, or YES to the second question, the account request will be DENIED and an e-mail notification will be sent to the person requesting the account.
- If you answer YES to the first question and NO to the second question, the account request will be approved and the account will be ACTIVATED.

You may include any additional comments below. If you have any questions or concerns, please contact [AFSP.Help@dhs.gov](mailto:AFSP.Help@dhs.gov).

Comments:

# Initial AFSP sign-on




Transportation  
Security  
Administration

## Fun To Fly

### AFSP Provider Home Page

You are logged in as **Bob Wire**

The page at <https://afspstest.flightschoolcandidates.gov> says:

 Website Security Questions

Attention: You must now update your account information by answering 3 security questions.

AFSP has designed a new process to increase the security and usability of this website. You must now answer three security questions to personalize your account information. If you forget your login information and no longer have access to the email address on file, you can now change your email address online after correctly answering the security questions.

Click OK to proceed to the question answer page.

[Important Links](#) -- [Legal Notices](#) -- [View Y](#)

[our Password](#) -- [Manage Your Pay](#)

FAA Certification Number

E-mail

Phone: 410 222 1234

State: Maryland

Wire

[View and Manage Agents \(0\)](#)

### Actions (?)

No actions needed at this time.

You can [create a category 4 request](#).

### Search (?)

Training Request ID:

Est. Class Start Date:

# Security Questions



Transportation  
Security  
Administration

You are logged in as **wireb**

## WEBSITE SECURITY QUESTIONS

AFSP has designed a new process to increase the security and usability of this website. You must now answer three security questions to personalize your account information. If you forget your login information and no longer have access to the e-mail address on file, you can now change your e-mail address online after correctly answering the security questions.

If you choose not to answer these questions, you may exit the AFSP Web Page by clicking the button below. However, you will not be allowed to use the AFSP site until these questions are answered.

**Tip: Choose answers that you can easily remember.** AFSP will not be able to supply these answers if you forget them. If you forget your login information and no longer have access to the e-mail address on file, you can now change your e-mail address online after correctly answering the security questions.

In what city were you born?

What is your favorite food?

What is your favorite color?

Submit Answers



# Security Question Approval



Transportation  
Security  
Administration

## YOUR ANSWERS WERE SAVED SUCCESSFULLY

You have successfully answered the security questions and your responses have been saved.

### IN THE FUTURE:

- 1. If You Need to Change Your Email Address and Retrieve Your Login Information:** If you forget your login information and need to change the email address registered on your account, please visit the [AFSP Login Frequently Asked Questions](#) page for instructions.
- 2. If You Need to Update the Answers to Your Security Questions:**
  - o **Candidates and FSDO's:** After logging in to your AFSP account, go to the Assistance folder on the left hand-side of the first screen. Select "Update Your Security Question Answers" to change your answers.
  - o **Providers:** After logging in to your AFSP account, click "Update Your Security Question Answers" at the top of the screen.

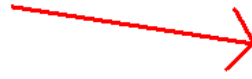


# The Main Provider Page



Transportation  
Security  
Administration

Provider Name



**Fun To Fly**

**AFSP Provider Home Page**

You are logged in as **Bob Wire**.

Individual who is  
logged onto the  
system



[Help on this Page](#) -- [Provider FAQs](#) -- [Application Guide](#) -- [Log off](#)

[Important Links](#) -- [Legal Notices](#) -- [View Your E-mails](#) -- [Change Your Security Question Answers](#) -- [Change Your Password](#) -- [Manage Your Page](#)

[Category 4 FAQs](#) -- [Category 4 Briefing Summary](#)

## Account Information [\(edit\)](#) [\(?\)](#)

FAA Certification Number: FTF-12345

E-mail: bobwire@funtofly.com

Phone: 240-239-1234

State: Maryland

Administrator: Bob Wire

[View and Manage Agents \(0\)](#)

## Actions [\(?\)](#)

No actions needed at this time.

You can [create a category 4 request](#).

## Search [\(?\)](#)

Training Request ID:

Candidate Name:

Est. Class Start Date:

Est. Class End Date:

# Help on this page

Administration

Provider Page Help - Mozilla Firefox  
flightschoolcandidates.gov | https://afspstest.flightschoolcandidates.gov/provider\_help.html

## Provider Page Help & FAQ

### Account Information Area

The top section of the Provider page shows the basic contact information for that training provider, along with those individuals that have access to the provider's AFSP account. If any changes need to be made to this information, contact the AFSP Help Desk at 571-227-4544.

[Help on this Page](#)  
[Important Links](#) -- [Legal Notices](#) -- [View Your E-mails](#) -- [Category](#)

FAA Certification Number: FTF-12345  
E-mail: bobwire@funtofly.com  
Phone: 240-239-1234  
State: Maryland

### Actions Area

Any administrative actions that the Provider may be prompted to take, from validating a student's application for confirming training completion, will be listed in this new space. Click the name of the Action you wish to take, as training requests will list at the bottom of the page. This is also the space where Category 4 applications can be applicable).

### Editing Provider Account Information

The Administrator of a Provider's account has the ability to update and modify school contact information. Admins are asked to include the physical address of their school location. If training is based out of multiple locations, include the address of each location.


### Search Area

A search function is now available! Enter any combination of training request numbers, student names or IDs, or criteria from the drop-down menus and click "Apply Filters". It is a good idea to use the Clear button before running a search. Search results can be sorted by clicking the heading of each column; this toggles the results in an ascending or descending order.

Training Request ID:   
Candidate Name:   
Student ID:   
Category:

Done

# Changing a password

 Transportation Security Administration

This site is best viewed with Microsoft Internet Explorer 6.0 or higher

**Alien Flight Student Program**  
Department of Homeland Security

[Log Out](#)


## Change Password

Please see the [FAQ](#) for password requirements

Old password:

New password:

New password (again):

 Transportation Security Administration

This site is best viewed with Microsoft Internet Explorer 6.0 or higher

**Alien Flight Student Program**  
Department of Homeland Security

[Log Out](#)

## Change Password

Please see the [FAQ](#) for password requirements

**New password must be between 8 and 16 characters long.**

**New password must contain at least one special character (\$, %, &, etc.)**

Old password:

New password:

New password (again):



# Edit Account Information

untitled - Paint

File Edit View Image Colors Help

https://afspitest.flightschoolcandidates.gov/afsp/provider.account\_info?chooser=

Most Visited Getting Started Latest Headlines Production AFSP Customize Links WOTI MAIL TEST - Alien Flight Stu... AFSP Training Reques... Google Maps AJ-3MD

Account Information: Fun To Fly 041007tsa\_rule.pdf (application/pdf O... CFR define - Google Search Alien Flight Student Program (AFSP) baltimore md zip code - Google Search

### Change E-mail

Personal E-mail:

---

### Change Phone Number

Personal Phone Number:

---

### School Information

---

#### Update School Addresses

| Address  | Actions   |
|--|---|
| <p>(Enter the physical location(s) of the flight training school)</p> <p>Address Line 1: <input type="text" value="99 Main Street"/></p> <p>Address Line 2: <input type="text" value="Suite 21"/></p> <p>City, State, Postal Code: <input type="text" value="Baltimore"/> <input type="text" value="MD"/> <input type="text" value="21201"/></p> <p>Country: <input type="text" value="United States Of America"/></p> | <input type="button" value="Save"/> <input type="button" value="Delete"/> |
| <p>Address Line 1: <input type="text"/></p> <p>Address Line 2: <input type="text"/></p> <p>City, State, Postal Code: <input type="text"/> <input type="text"/> <input type="text"/></p> <p>Country: <input type="text" value="United States Of America"/></p>  | <input type="button" value="Save"/>                                       |

Updates and additions to the provider information

---

#### Update School Phone Numbers

Phone:

Location:  Domestic  International

Phone:

Location:  Domestic  International

---

#### Update School Alternate Contacts

Name:

Position:

E-mail:

# List of Training Requests along with actions

## Account Information [\(edit\)](#) [\(?\)](#)

FAA Certification Number: FTF-12345

Administrator: Bob Wire

E-mail: bobwire@funtofly.com

Phone: 240-239-1234

State: Maryland

[View and Manage Agents \(0\)](#)

## Actions [\(?\)](#)

You have [4 training requests](#) that require **Validation**.

You can [create a category 4 request](#).

## Search [\(?\)](#)

Training Request ID:

Candidate Name:

Student ID:

Category:

Est. Class Start Date:

Est. Class End Date:

Status:

Photo Upload:

Search

Clear

## Training Requests [\(?\)](#)

Showing 8 of 8

[\(Download Spreadsheet Version\)](#)

Sort Order can be selected by any header

| ID                      | Candidate      | Student ID  | Category | Current Status <a href="#">(Help)</a>         | Est. Class Start | Est. Class End |
|-------------------------|----------------|-------------|----------|---|------------------|----------------|
| <a href="#">9993084</a> | Sinatra, Frank | ...         | 3        | Provider Accepted                             | 05-01-2010       | 05-15-2010     |
| <a href="#">9993087</a> | Toth, Lazlo    | ...         | 2        | Provider Accepted                             | 05-12-2010       | 05-12-2010     |
| <a href="#">9993086</a> | Toth, Lazlo    | ...         | 2        | Submitted <a href="#">(is request valid?)</a> | 05-12-2010       | 05-12-2010     |
| <a href="#">9993082</a> | Baker, Rachel  | SID 29019   | 3        | Submitted <a href="#">(is request valid?)</a> | 05-15-2010       | 05-30-2010     |
| <a href="#">9993083</a> | Baker, Rachel  | SID 20991   | 3        | Submitted <a href="#">(is request valid?)</a> | 06-08-2010       | 06-15-2010     |
| <a href="#">9993085</a> | Sinatra, Frank | ...         | 3        | Provider Accepted                             | 06-15-2010       | 07-15-2010     |
| <a href="#">9993080</a> | Wire, Bob      | ...         | 3        | Submitted <a href="#">(is request valid?)</a> | 06-17-2010       | 11-17-2010     |
| <a href="#">9993081</a> | Wire, Bob      | 280-28-9811 | 3        | Provider Accepted                             | 08-13-2010       | 08-19-2010     |

# Validating students requests

## AFSP Provider Home Page

You are logged in as **Bob Wire**.

[Help on this Page](#) -- [Provider FAQs](#) -- [Application Guide](#) -- [Log off](#)

[Important Links](#) -- [Legal Notices](#) -- [View Your E-mails](#) -- [Change Your Security Question Answers](#) -- [Change Your Password](#) -- [Manage Your Pay](#)

[Category 4 FAQs](#) -- [Category 4 Briefing Summary](#)

### Account Information [\(edit\)](#) [\(?\)](#)

FAA Certification Number: FTF-12345

Administrator: Bob Wire

E-mail: bobwire@funtofly.com

Phone: 240-239-1234

State: Maryland

[View and Manage Agents \(0\)](#)

### Actions [\(?\)](#)

You have **4 training requests** that require **Validation**.

You can [create a category 4 request](#).

### Search [\(?\)](#)

Training Request ID:

Est. Class Start Date:

Candidate Name:

Class End Date:

Student ID:

Status: **Submitted**

Category:

Photo Upload:

Filter Setting is set Automatically

Search

Clear

### Training Requests [\(?\)](#)

Showing 4 of 8

[\(Download Spreadsheet Version\)](#)

| ID                      | Candidate     | Student ID | Category | Current Status <a href="#">(Help)</a>         | Est. Class Start | Est. Class E |
|-------------------------|---------------|------------|----------|---|------------------|--------------|
| <a href="#">9993086</a> | Toth, Lazlo   | ...        | 2        | Submitted <a href="#">(is request valid?)</a> | 05-12-2010       | 05-12-2010   |
| <a href="#">9993082</a> | Baker, Rachel | SID 29019  | 3        | Submitted <a href="#">(is request valid?)</a> | 05-15-2010       | 05-30-2010   |
| <a href="#">9993083</a> | Baker, Rachel | SID 20991  | 3        | Submitted <a href="#">(is request valid?)</a> | 06-08-2010       | 06-15-2010   |
| <a href="#">9993080</a> | Wire, Bob     | ...        | 3        | Submitted <a href="#">(is request valid?)</a> | 06-17-2010       | 11-17-2010   |

Find: baker    Next    Previous    Highlight    Match Case

# Adding an Agent Account



Transportation  
Security  
Administration

## Fun To Fly

### Provider Agents

---

#### Current Agents

| Role          | Name     | UserID | E-mail               | Phone        | Status |
|---------------|----------|--------|----------------------|--------------|--------|
| Administrator | Bob Wire | wireb  | bobwire@funtofly.com | 240-239-1234 | Active |

---

#### Actions

You can [request an Agent account. \(?\)](#)

[Back To Home](#)

# Adding an Agent Account (cont.)



Transportation  
Security  
Administration

[Back To Agents](#)

---

## Enter Agent Information

---

First Name:

Middle Name:

Last Name:

Telephone:

E-mail Address:

Verify E-mail Address:

---

[Back To Agents](#)

# Adding an Agent Account (cont.)



Transportation  
Security  
Administration

## Fun To Fly

### Provider Agents

#### Current Agents

| Role          | Name     | UserID | E-mail               | Phone        | Status |
|---------------|----------|--------|----------------------|--------------|--------|
| Administrator | Bob Wire | wireb  | bobwire@funtofly.com | 240-239-1234 | Active |

#### Pending Agents

| Role  | Name        | UserID | E-mail           | Phone        | Status  |
|-------|-------------|--------|------------------|--------------|---------|
| Agent | Don Novello | noveld | dnovello@snl.com | 212-912-9291 | Pending |

#### Actions

You can [request an Agent account. \(?\)](#)

[Back To Home](#)

All provider accounts  
require approval

# An Agent account is now active

## Fun To Fly

### AFSP Provider Home Page

You are logged in as **Bob Wire**.

[Help on this Page](#) -- [Provider FAQs](#) -- [Application Guide](#) -- [Log off](#)

[Important Links](#) -- [Legal Notices](#) -- [View Your E-mails](#) -- [Change Your Security Question Answers](#) -- [Change Your Password](#) -- [Manage Your Payments](#)

[Category 4 FAQs](#) -- [Category 4 Briefing Summary](#)

#### Account Information [\(edit\)](#) [\(?\)](#)

FAA Certification Number: FTF-12345

E-mail: bobwire@funtofly.com

Phone: 240-239-1234

State: Maryland

New Agent has  
been verified by  
FAA

Administrator: Bob Wire

Agent: Don Novello

[View and Manage Agents \(1\)](#)

#### Actions [\(?\)](#)

You have [2 training requests](#) that require **Validation**.

You can [create a category 4 request](#).

#### Search [\(?\)](#)

Training Request ID:

Candidate Name:

Student ID:

Est. Class Start Date:

Est. Class End Date:

Status:

# List of active accounts and roles



Transportation  
Security  
Administration

## Fun To Fly

### Provider Agents

---

#### Current Agents

| Role          | Name        | UserID | E-mail               | Phone        | Status |
|---------------|-------------|--------|----------------------|--------------|--------|
| Administrator | Bob Wire    | wireb  | bobwire@funtofly.com | 240-239-1234 | Active |
| Agent         | Don Novello | noveld | dnovello@snl.com     | 212-912-9291 | Active |

---

#### Actions

You can [request an Agent account. \(?\)](#)

---

[Back To Home](#)





## Fun To Fly

### AFSP Provider Home Page

You are logged in as **Don Novello**.

New account login for  
the provider agent.

[Help on this Page](#) -- [Provider FAQs](#) -- [Application Guide](#) -- [Log off](#)

[Important Links](#) -- [Legal Notices](#) -- [View Your E-mails](#) -- [Change Your Security Question Answers](#) -- [Change Your Password](#) -- [Manage Your P](#)

[Category 4 FAQs](#) -- [Category 4 Briefing Summary](#)

---

#### Account Information [\(edit\)](#) [\(?\)](#)

FAA Certification Number:

E-mail: [dnovello@snl.com](mailto:dnovello@snl.com)

Phone: 212-912-9291

State: Maryland

Administrator: Bob Wire

Agent: Don Novello

[View All Agents \(1\)](#)

---

#### Actions [\(?\)](#)

You have [2 training requests](#) that require **Validation**.

You can [create a category 4 request](#).

---

[Search \(?\)](#)

## Agent accounts have similar privileges to Administrators

- Cannot create additional Agent accounts
- Primary contact remains the Administrator
- Agents cannot modify Corporate Information

# Providers must upload photos and mark training complete

FAA Certification Number: FTF-12345

Administrator: Bob Wire

E-mail: bobwire@funtofly.com

Agent: Don Novello

Phone: 240-239-1234

State: Maryland

[View and Manage Agents \(1\)](#)

## Actions (?)

You have [2 training requests](#) that require **Validation**.

You have [1 training request](#) that requires **Photo Upload**.

You have [1 training request](#) that needs to be marked **Training Complete/Training Failed**.

Note: do not mark these training requests until the student has reached the end of their training with you.

You can [create a category 4 request](#).

## Search (?)

|  |   |
|--|---|
| Training Request ID: <input type="text"/>                                  | Est. Class Start Date: <input type="text"/> <input type="text"/> <input type="text"/> |
| Candidate Name: <input type="text"/>                                       | Est. Class End Date: <input type="text"/> <input type="text"/> <input type="text"/>   |
| Student ID: <input type="text"/>   | Status: <input type="text"/>  |
| Category: <input type="text"/>   | Photo Upload: <input type="text"/>  |
| <input type="button" value="Search"/> <input type="button" value="Clear"/> |   |

## Training Requests (?)

Showing 8 of 8

[\(Download Spreadsheet Version\)](#)

Sort Order

| ID                      | Candidate      | Student ID  | Category | Current Status <a href="#">(Help)</a>   | Est. Class Start | Est. Class |
|-------------------------|----------------|-------------|----------|---|------------------|------------|
| <a href="#">9993080</a> | Wire, Bob      | ...         | 3        | Submitted <a href="#">(is request valid?)</a>   | 06-17-2010       | 11-17-2010 |
| <a href="#">9993081</a> | Wire, Bob      | 280-28-9811 | 3        | Provider Accepted   | 08-13-2010       | 08-19-2010 |
| <a href="#">9993082</a> | Baker, Rachel  | SID 29019   | 3        | Provider Accepted   | 05-15-2010       | 05-30-2010 |
| <a href="#">9993083</a> | Baker, Rachel  | SID 20991   | 3        | Insufficient Information  | 06-08-2010       | 06-15-2010 |
| <a href="#">9993084</a> | Sinatra, Frank | ...         | 3        | Provider Accepted   | 05-01-2010       | 05-15-2010 |
| <a href="#">9993085</a> | Sinatra, Frank | ...         | 3        | Final Approval Granted <a href="#">(upload photo)</a> <a href="#">(is training complete?)</a> | 06-15-2010       | 07-15-2010 |
| <a href="#">9993086</a> | Toth, Lazlo    | ...         | 2        | Submitted <a href="#">(is request valid?)</a>   | 05-12-2010       | 05-12-2010 |
| <a href="#">9993087</a> | Toth, Lazlo    | ...         | 2        | Documentation Accepted  | 05-12-2010       | 05-12-2010 |

# Process to upload photo



Transportation  
Security  
Administration

## Fun To Fly

### Training Request #9993085

#### Request Summary [\(Full Application\)](#)

|                |                        |  |                      |
|----------------|------------------------|--|----------------------|
| Candidate:     | Frank Sinatra          | Aircraft Type:   | BEECH Baron 58       |
| Date of Birth: | 01-10-1920             | Course Name:   | Instrument           |
| Phone:         | 8099910831             | Course Description:                                    |                      |
| E-mail:        | fs@hotmail.com         | Course ID:   | Learning Instruments |
| Student ID:    |                        | Estimated Start Date:                                  | 06-15-2010           |
| Category:      | 3                      | Estimated End Date:                                    | 07-15-2010           |
| Status:        | Final Approval Granted | <a href="#">All Training Requests by Frank Sinatra</a> |                      |

#### Photo Upload

You are required to upload a photograph of **Frank Sinatra** before commencing training.

#### E-mails

| View                        | Recipient     | E-mail Address | Type  | Date Sent            |
|-----------------------------|---------------|----------------|---|----------------------|
| <a href="#">View E-mail</a> | Frank Sinatra | fs@hotmail.com | Documentation Accepted/Fingerprint Instructions | 08-APR-2010 08:55:30 |

[Back To Home](#)

# Process to upload photo (cont.)

## Fun To Fly

### Training Request #9993085

#### Request Summary [\(Full Application\)](#)

|                |                        |  |                      |
|----------------|------------------------|--|----------------------|
| Candidate:     | Frank Sinatra          | Aircraft Type:   | BEECH Baron 58       |
| Date of Birth: | 01-10-1920             | Course Name:   | Instrument           |
| Phone:         | 8099910831             | Course Description:                                    |                      |
| E-mail:        | fs@hotmail.com         | Course ID:   | Learning Instruments |
| Student ID:    |                        | Estimated Start Date:                                  | 06-15-2010           |
| Category:      | 3                      | Estimated End Date:                                    | 07-15-2010           |
| Status:        | Final Approval Granted | <a href="#">All Training Requests by Frank Sinatra</a> |                      |

#### Photo Upload

Please give a reason for your inability to provide a photo of the candidate:

Frank arrived for training but we lost the image taken on the day of training.

421 characters left

I am certain I am unable to upload a photo.

Cancel

The provider must supply a reason for not uploading the photo.

# Uploaded Photo

## Training Request #9993085

### Request Summary [\(Full Application\)](#)

|                |                        |  |                      |
|----------------|------------------------|--|----------------------|
| Candidate:     | Frank Sinatra          | Aircraft Type:   | BEECH Baron 58       |
| Date of Birth: | 01-10-1920             | Course Name:   | Instrument           |
| Phone:         | 8099910831             | Course Description:                                    |                      |
| E-mail:        | fs@hotmail.com         | Course ID:   | Learning Instruments |
| Student ID:    |                        | Estimated Start Date:                                  | 06-15-2010           |
| Category:      | 3                      | Estimated End Date:                                    | 07-15-2010           |
| Status:        | Final Approval Granted | <a href="#">All Training Requests by Frank Sinatra</a> |                      |

### Photo Upload

You have uploaded this photo of **Frank Sinatra**. Please verify that this is the person appearing in the photo.



This is the correct photo.

This is NOT the correct photo, let me upload another.

# Training Complete?

## Request Summary [\(Full Application\)](#)

|                |                        |  |                      |
|----------------|------------------------|--|----------------------|
| Candidate:     | Frank Sinatra          | Aircraft Type:   | BEECH Baron 58       |
| Date of Birth: | 01-10-1920             | Course Name:   | Instrument           |
| Phone:         | 8099910831             | Course Description:                                    |                      |
| E-mail:        | fs@hotmail.com         | Course ID:   | Learning Instruments |
| Student ID:    |                        | Estimated Start Date:                                  | 06-15-2010           |
| Category:      | 3                      | Estimated End Date:                                    | 07-15-2010           |
| Status:        | Final Approval Granted | <a href="#">All Training Requests by Frank Sinatra</a> |                      |

## Action

Enter any optional remarks into the box and then mark the appropriate button below to update this request's status.

Remarks:

500 characters left

I certify that this training event WAS COMPLETED

I certify that this training event WILL NOT BE COMPLETED

Note: do not mark this training request until the student has reached the end of their training with you.

Cancel

## Photo Upload

The following photo has been uploaded:



## E-mails

| View                        | Recipient     | E-mail Address | Type  | Date Sent            |
|-----------------------------|---------------|----------------|---|----------------------|
| <a href="#">View E-mail</a> | Frank Sinatra | fs@hotmail.com | Documentation Accepted Fingerprint Instructions | 08-APR-2010 08:55:30 |

# Insufficient Information

FAA Certification Number: FTF-12345

E-mail: bobwire@funtofly.com

Phone: 240-239-1234

State: Maryland

Administrator: Bob Wire

Agent: Don Novello

[View and Manage Agents \(1\)](#)

## Actions (?)

You have [2 training requests](#) that require **Validation**.

You can [create a category 4 request](#).

## Search (?)

Training Request ID:

Candidate Name:

Student ID:

Category:

Est. Class Start Date:

Est. Class End Date:

Status:

Photo Upload:

View the email for the  
Insufficient status

## Training Requests (?)

Showing 8 of 8

[\(Download Spreadsheet Version\)](#)

| ID                      | Candidate      | Student ID  | Category | Current Status <a href="#">(Help)</a>         | Est. Class Start | Est. Cla   |
|-------------------------|----------------|-------------|----------|---|------------------|------------|
| <a href="#">9993087</a> | Toth, Lazlo    | ...         | 2        | Documentation Accepted                        | 05-12-2010       | 05-12-2010 |
| <a href="#">9993086</a> | Toth, Lazlo    | ...         | 2        | Submitted <a href="#">(is request valid?)</a> | 05-12-2010       | 05-12-2010 |
| <a href="#">9993085</a> | Sinatra, Frank | ...         | 3        | Training Completed                            | 06-15-2010       | 07-15-2010 |
| <a href="#">9993084</a> | Sinatra, Frank | ...         | 3        | Provider Accepted                             | 05-01-2010       | 05-15-2010 |
| <a href="#">9993083</a> | Baker, Rachel  | SID 20991   | 3        | Insufficient Information                      | 06-08-2010       | 06-15-2010 |
| <a href="#">9993082</a> | Baker, Rachel  | SID 29019   | 3        | Provider Accepted                             | 05-15-2010       | 05-30-2010 |
| <a href="#">9993081</a> | Wire, Bob      | 280-28-9811 | 3        | Provider Accepted                             | 08-13-2010       | 08-19-2010 |
| <a href="#">9993080</a> | Wire, Bob      | ...         | 3        | Submitted <a href="#">(is request valid?)</a> | 06-17-2010       | 11-17-2010 |

# From the candidate information page



Transportation  
Security  
Administration

## Fun To Fly

Training Request #9993083

### Request Summary [\(Full Application\)](#)

|                |                                 |   |            |
|----------------|---------------------------------|---|------------|
| Candidate:     | Rachel Baker                    | Aircraft Type:  | Cessna     |
| Date of Birth: | 01-01-1981                      | Course Name:  | Instrument |
| Phone:         | None                            | Course Description:                                   |            |
| E-mail:        | Rachel.Baker@associates.dhs.gov | Course ID:  | Instrument |
| Student ID:    | SID 20991                       | Estimated Start Date:                                 | 06-08-2010 |
| Category:      | 3                               | Estimated End Date:                                   | 06-15-2010 |
| Status:        | Draft                           | <a href="#">All Training Requests by Rachel Baker</a> |            |

### E-mails

| View                        | Recipient    | E-mail Address                  | Type                     | Date Sent            |
|-----------------------------|--------------|---------------------------------|--------------------------|----------------------|
| <a href="#">View E-mail</a> | Rachel Baker | Rachel.Baker@associates.dhs.gov | Insufficient Information | 08-APR-2010 09:01:53 |

[Back To Home](#)

Click here  
for the email



# Candidate email example

## (AFSP is a paperless system)

[Go Back](#)

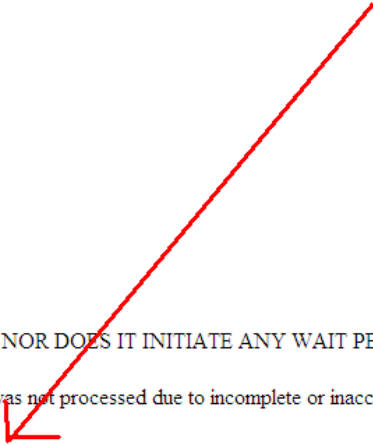
---

**Date Sent** : 08-APR-2010 09:01:53  
**Sent To** : Rachel Baker  
**Message Type:** : Insufficient Information

---

Date: 2010-04-08 09:01:53  
From: afsp.help@dhs.gov  
To: Rachel.Baker@associates.dhs.gov  
Subject: AFSP Training Request #9993083: Insufficient Information to Process

Most emails in AFSP are a template which fill in appropriate information such as subject, date, names and often a analysts free text



The following Request for Flight Training has been reviewed:

Student: Rachel Baker  
User ID: bakerr\_candidate  
Provider: Fun To Fly  
Training Request ID#: 9993083  
Training Request Course Name: Instrument  
Training Request Aircraft Type: Cessna  
Training Request Category: 3  
Estimated Training Request Date: 06-08-2010 to 06-15-2010

THIS EMAIL DOES NOT ALLOW YOU TO BEGIN FLIGHT TRAINING, NOR DOES IT INITIATE ANY WAIT PERIODS.

The training request you submitted to the Alien Flight Student Program (AFSP) was not processed due to incomplete or inaccurate information. The training request was not processed for the following reason(s):

Your passport number specified on your application does not match the image you uploaded on the system. Please either scan a current copy of your passport or modify the data you have entered on the system. Thanks.

In order to process your training request, you will need to correct your application. To resubmit the corrected application, please complete the following steps:

- (1) Log into the AFSP Candidate website at <https://www.flightschoolcandidates.gov>.
- (2) If you need to correct personal information, select "Review Candidate Info." If you need to correct training details, select "Review Training Request." DO NOT BEGIN A NEW

# Pay for training events validate

## Part I. Application Validation Errors and Missing Information

|                         | Status |
|-------------------------|--------|
| Basic Information       | OK     |
| Other Names             | OK     |
| Citizenship Information | OK     |
| Document Information    | OK     |
| Address Information     | OK     |
| Employment              | OK     |

## Part II. Training Request Errors and Missing Information

|                           | Status  | Click on links below to fix problems            |
|---------------------------|---------|---|
| Training Request Details  | OK      |   |
| Training Request Category | PROBLEM | <a href="#">Category has not been selected.</a> |

This training request cannot be submitted because of the errors shown above

Cancel

# Pay for training events

## Pay.Gov



Transportation  
Security  
Administration

- Home
- Part: 1--Candidate Information
- Part: 2--Request For Training
- Recurrent Training
- Request History
- Legal Notices
- Assistance

### Online Payment

[Return to your originating application](#)

#### Step 1: Enter Payment Information

1 | 2 | 3

Pay Via Plastic Card (PC) (ex: American Express, Diners Club, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk \*

Account Holder Name:  \*

Payment Amount: \$130.00

Billing Address:  \*

Billing Address 2:

City:

State / Province:

Zip / Postal Code:

Country:  United States

Card Type:  \*    

Card Number:  \* (Card number value should not contain spaces or dashes)

Security Code:  \* [Help finding your security code](#)

Expiration Date:  /  \*

Daytime Phone Number:  \*

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

#### Links:

- [Home](#)
- [AOPA Homepage](#)
- [FAA Homepage](#)
- [FAA Homepage](#)
- [Exit](#)

# Payment Submission



Transportation  
Security  
Administration

Online Payment [Return to your originating application](#)

## Step 2: Authorize Payment

1 | 2 | 3

Payment Summary [Edit this information](#)

| Address Information   | Account Information  | Payment Information   |
|---|--|---|
| <b>Account Holder Name:</b> John Doe<br><b>Billing Address:</b> 99 Man St<br><b>Billing Address 2:</b><br>City: New York<br><b>State / Province:</b> NV<br><b>Zip / Postal Code:</b> 09930<br><b>Country:</b> USA | <b>Card Type:</b> Visa<br><b>Card Number:</b> *****1111<br><b>Daytime Phone Number:</b> 3333333333 | <b>Payment Amount:</b> \$130.00<br><b>Transaction Date and Time:</b> 11/03/2009 11:50 EST |

### Email Confirmation Receipt

To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

**Email Address:**

**Confirm Email Address:**

**CC:**

*Separate multiple email addresses with a comma*

### Authorization and Disclosure

Required fields are indicated with a red asterisk \*

I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.  \*

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

**Note:** Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

# Receive Updates

request, or participate in a Category 4 training event. This will ensure that the candidate's documents will be available online for future training requests.

- Candidates will no longer receive emails stating "Documents Illegible or Not Received" if documents are illegible or not acceptable, the training request will be set back to Draft status. The candidate will be notified by email of "Insufficient Information to Process," and will need to attach the requested document(s) to the account before resubmitting the training request for continued processing. This change allows for more interactive and efficient interchange of information between the candidate and AFSP.

An outline of this process will be available on the Application Guide starting April 23, 2009. The tab for the Application Guide is available at the top of this page.

## CHANGE TO TRAINING REQUESTS UNDER CATEGORY 4 FOR RECURRENT TRAINING - 04/14/2009

The Consolidated Security, Disaster Assistance, and Continuing Appropriations Act, 2009 (Appropriations Act of 2009), which amends 6 U.S.C. 469, requires the Secretary of the Department of Homeland Security to (1) establish a process to determine that an alien who takes recurrent flight training is properly identified and does not pose a threat to aviation or national security; and (2) impose reasonable fees to recoup the cost of checking recurrent training candidates. Training requests under Category 4 for recurrent training will undergo the following changes starting **May 13th 2009**:

- Candidates will need to create an AFSP account at [www.flighttrainingcandidates.gov](http://www.flighttrainingcandidates.gov) and submit the same personal information online as training requests under Category 1-3 (name, citizenship, document information, addresses, and employment) prior to a Flight Training Provider being able to submit the Category 4 training request. This must include uploaded copies of the Candidate's passport and airman's certificate. This change DOES NOT affect fingerprints - Category 4 training requests are still exempt from the fingerprint requirement.
- Candidates will also need to select the Flight Training Providers for recurrent training. This will be done from the AFSP Candidate account online, and will give those Flight Training Providers access to submit a Category 4 request for the Candidate.
- The Transportation Security Administration (TSA) announces the imposition of fees for processing alien flight students who take recurrent training. These fees will cover the cost of the security threat assessments of these alien flight students. The total fee will be \$70 for each Category 4 recurrent training request, and will be payable through the Flight Training Provider account.
- Flight Training Providers will be required to take a digital photo of the Candidate when they arrive for flight training, and to upload a copy of the photo to TSA through the AFSP website.

The Alien Flight Student Program regulation can be viewed at <http://www.regulations.gov/submitPublicComment?main?main=DocketDetail&D=TSA-2004-19147>. The new regulation regarding these changes was posted on April 13, 2009. More information regarding the specific Category 4 training request process will soon be available under the **Legislation, FAQ's, and Application Guide** on the website.

## Attention: AFSP Fingerprint Procedure Reminder - 08/15/2008

## Expiration Policy - 06/05/2008

## Important Notice-AFSP Training Request Cancellation Policy - 02/26/2008

## New Fingerprint Process - 02/04/2008

## New Vetted Training Event for Category 3 - 02/01/2008

## Archived

# Interact with Administrators and AFSP via email



The screenshot displays the TSA website interface. On the left is a navigation menu with options like 'Home', 'Part 1--Candidate Information', 'Part 2--Request For Training', 'Recurrent Training', 'Request History', 'Legal Notices', and 'Assistance'. The 'Assistance' section is expanded, showing links for 'Application Guide', 'Frequently Asked Questions', 'Change your Contact Info', 'Change your Password', 'Change your Security Question Answers', 'View Your AFSP Email', 'Request Status Report', and 'Exit'. The main content area features a blue header with the TSA logo and the text 'Transportation Security Administration'. Below this, a message header shows 'Date Sent: 24-AUG-2009 14:47:20', 'Sent To: Bruce Tetelman', and 'Message Type: Insufficient Information'. The email body contains the following text:

Date: 2009-08-24 14:47:20  
From: afsp\_help@dhs.gov  
To: bruce.tetelman@associates.dhs.gov  
Subject: AFSP Training Request #9991343: Insufficient Information to Process

The following Request for Flight Training has been reviewed:

Student: Bob Wire  
User ID: tetelb\_candidate  
Provider: tetelb's school  
Training Request ID#: 9991343  
Training Request Course Name: Big Plane  
Training Request Aircraft Type: B222  
Training Request Category: 2  
Estimated Training Request Date: 05-01-2009 to 05-03-2009

**THIS EMAIL DOES NOT ALLOW YOU TO BEGIN FLIGHT TRAINING, NOR DOES IT INITIATE ANY WAIT PERIODS.**

The training request you submitted to the Alien Flight Student Program (AFSP) was not processed due to incomplete or inaccurate information. The training request was not processed for the following reason(s):

asdfasdfasdf

In order to process your training request, you will need to correct your application. To resubmit the corrected application, please complete the following steps:

- (1) Log into the AFSP Candidate website at <https://www.flightschoolcandidates.gov>.
- (2) If you need to correct personal information, select "Review Candidate Info." If you need to correct training details, select "Review Training Request."

inks:

[Home](#)  
[AOPA Homepage](#)  
[AAAE Homepage](#)

# Setup recurrent training events

**Transportation Security Administration**

## Recurrent Training

Recurrent training requests are submitted by providers. If you wish to do recurrent training, you must give your provider permission to submit these requests for your account. Your account information must be complete and up to date in order for your provider to submit these requests.

Your current account status: **COMPLETE**. You may select providers to submit Category 4 training requests on your behalf.

**Search for Providers:**

Provider Name:

Provider Location:

**Flight Training Providers you have selected to submit Category 4 training requests on your behalf.**

| School Name            | Location | School Address(es) | Action   |
|------------------------|----------|--------------------|--|
| Berget's school        | Alabama  |                    | <input type="button" value="Remove Provider"/> |
| Bob Wire Flight School | Alabama  |                    | <input type="button" value="Remove Provider"/> |
| Felton's school        | Alabama  |                    | <input type="button" value="Remove Provider"/> |
| Jeglum's school        | Alabama  |                    | <input type="button" value="Remove Provider"/> |
| Knudsen's school       | Alabama  |                    | <input type="button" value="Remove Provider"/> |
| Pogostin's school      | Alabama  |                    | <input type="button" value="Remove Provider"/> |

.inks:

# Lot's more

**Transportation Security Administration**

**Candidate**

**UserID:** tefelb\_candidate  
**Email:** bruce.tetelman@associates.dhs.gov  
**Age:** None Provided  
**Gender:** Female  
**Eye Color:** Black  
**Status:** Active  
**Last Login:** 06-15-2009 11:21:38

**Name:** Bruce Tetelman  
**Phone:** None  
**Account Created:** 04-12-2007  
**Citizenship:** Australia <br>  
**Hair Color:** Black  
**Reason Disabled:** N/A

**Training Request History**  
 43 training requests have been made by Bruce Tetelman.

| Training Request ID | Category | School          | Status                            | Request Date | Training Date | Payment Date |
|---------------------|----------|-----------------|-----------------------------------|--------------|---------------|--------------|
| 9991342             | 3        | tetelb's school | Provider Accepted                 | 01-05-2009   | 05-01-2009    | 18-APR-08    |
| 9991343             | 2        | tetelb's school | Draft                             | 01-28-2009   | 05-01-2009    | 18-APR-08    |
| 9991355             | 2        | tetelb's school | Draft                             | 06-01-2009   | 09-02-2008    | 29-APR-08    |
| 9991366             | 3        | tetelb's school | Draft                             | 04-24-2008   | 09-25-2008    | 29-APR-08    |
| 9991367             | 3        | tetelb's school | Draft                             | 04-28-2009   | 10-15-2009    |              |
| 9991393             | 3        | tetelb's school | In Process-Documentation Accepted | 01-28-2009   | 05-26-2009    | 29-APR-08    |
| 9991394             | 2        | tetelb's school | Draft                             | 12-18-2008   | 03-02-2009    | 29-APR-08    |
| 9991395             | 2        | tetelb's school | Provider Accepted                 | 04-29-2008   | 06-03-2008    | 29-APR-08    |
| 9991397             | 2        | tetelb's school | Provider Accepted                 | 01-28-2009   | 07-25-2009    | 30-APR-08    |
| 9991398             | 2        | tetelb's school | Documentation Accepted            | 01-28-2009   | 06-21-2009    | 30-APR-08    |
| 9991429             | 3        | tetelb's school | Final Approval Granted            | 01-28-2009   | 06-01-2009    | 30-MAY-08    |
| 9991518             | 3        | tetelb's school | Provider Accepted                 | 05-15-2008   | 07-26-2008    | 18-DEC-08    |
| 9991628             | 2        | tetelb's school | Provider Accepted                 | 05-30-2008   | 08-26-2008    | 30-MAY-08    |
| 9991629             | 3        | tetelb's school | In Process-Documentation Accepted | 05-30-2008   | 08-27-2008    | 30-MAY-08    |
| 9991630             | 3        | tetelb's school | Provider Accepted                 | 05-30-2008   | 09-16-2008    | 30-MAY-08    |
| 9991799             | 3        | tetelb's school | Final Approval Granted            | 12-18-2008   | 04-22-2009    | 28-JAN-09    |
| 9992012             | 3        | tetelb's school | Provider Accepted                 | 01-05-2009   | 02-01-2009    | 28-JAN-09    |
| 9992076             | 3        | tetelb's school | Provider Accepted                 | 01-28-2009   | 06-01-2009    | 28-JAN-09    |
| 9992077             | 3        | tetelb's school | Provider Accepted                 | 01-28-2009   | 06-02-2009    | 28-JAN-09    |
| 9992078             | 3        | tetelb's school | Provider Accepted                 | 01-28-2009   | 07-01-2009    | 28-JAN-09    |
| 9992079             | 3        | tetelb's school | Provider Accepted                 | 01-28-2009   | 03-01-2009    | 16-APR-09    |
| 9992081             | 3        | tetelb's school | Provider Accepted                 | 01-28-2009   | 04-01-2009    | 30-MAR-09    |
| 9992083             | 3        | tetelb's school | Draft                             | 01-28-2009   | 05-16-2009    | 30-MAR-09    |
| 9992085             | 3        | tetelb's school | Provider Accepted                 | 01-28-2009   | 02-27-2009    | 04-FEB-09    |
| 9992164             | 4        | tetelb's school | Final Approval Granted            | 02-25-2009   | 02-25-2009    | 29-APR-09    |
| 9992170             | 4        | tetelb's school | Submitted                         | 02-25-2009   | 02-25-2009    | Not Paid     |
| 9992174             | 4        | tetelb's school | Provider Accepted                 | 02-25-2009   | 02-27-2009    | 11-MAY-09    |

**Links:**  
[Home](#)  
[ADPA Homepage](#)  
[AAAE Homepage](#)  
[FAA Homepage](#)  
[Exit](#)





Transportation  
Security  
Administration

# Applying for a new AFSP Candidate User ID

# Create A New Student Account

U.S. DEPARTMENT OF HOMELAND SECURITY  
Transportation Security Administration

Alien Flight Student Program  
Department of Homeland Security

This site is best viewed with Microsoft Internet Explorer 6.0 or higher

User ID:   
Password:

[Create New Student Account](#) | [I Forgot My Login Information](#)

[What's New](#) | [Legislation](#) | [FAQ's](#) | [Application Guide](#) | [Contact Us](#)

**ALERT**  
Due to an unexpected high volume of training requests, it may take longer for the AFSP Help Desk to respond to your emails and voicemails. Please do not send multiple emails, or leave multiple voicemails for the same issue, as it will delay our responses to you and others. All emails and voice mails will be responded to. Thank you.

## What's New

[Expand All](#) | [Collapse All](#)

**NEW PROCESS FOR CANDIDATE DOCUMENTS - 04/16/2009**

Starting April 23, 2009, there will be some changes to the process for submitting documents for AFSP training requests.

- Candidates will now upload a copy of documents at the same time as they are entering the document information, rather than at a separate stage of the training request application.
- Candidates will no longer be required to submit a new copy of their documents every time they submit a training request. The document uploads will

# Account setup



Transportation  
Security  
Administration

## STEP 1. WELCOME TO AFSP!

You are beginning the process of creating a **candidate** account on the Alien Flight Student Program web site. Please make sure you have the following information ready to make creating your account as easy as possible:

- A current, valid, Government-issued ID (typically a passport).
- A valid e-mail address we can use to send you your ID and password.

If you have previously created an account, or if you are a candidate who has forgotten your password, please select the "[Forgot Your Password](#)" link to have your login information e-mailed to you. Do NOT attempt to create a new account. If you have questions or concerns, please contact us at [AFSP.help@dhs.gov](mailto:AFSP.help@dhs.gov).



Cancel

<< Previous

>> Next

Reset Form

Finished >>

# Personal Information



Transportation  
Security  
Administration

### STEP 2. PERSONAL INFORMATION

Please enter the following information **EXACTLY** as it appears on your current, valid identification:

First Name

Middle Name

Last Name

Date of Birth     Exact  Approx.


Also, a telephone number in case we reach you:

Telephone

\* Fields in red are required

**AFSI 7**

# Identification information

 Transportation Security Administration

---

### STEP 3. IDENTIFICATION INFORMATION

To verify your identity, we require an identification number to proceed. Please fill out this form to the best of your ability.

Identification Type:

Identification Number:

Issue Date:

Expiration Date:


Identification Country:

City of Issuance:


Identification was issued outside the country of issuance

Identification has been renewed.

---



# Email and Password Setup

 Transportation Security Administration

---

### STEP 4. E-MAIL AND PASSWORD INFORMATION

Please choose a User ID and enter a valid e-mail address. This e-mail address will be used to send you your login information, so make sure it is valid and you have access to it.

This User ID will be locked to your account, and will be used for other agencies, such as fingerprinting, and CANNOT be changed.


User ID

E-mail Address

Re-enter E-mail Address

User ID must be between 8 and 16 characters, and be in alpha-numeric format (a-z, 0-9, no spaces or special characters).

---





Transportation  
Security  
Administration

# The Alien Flight Student Program AFSP

## Questions for the Candidate Application