

Your TSA Approval, Step by Step

A simple guide for new flight students who are not U.S. citizens

Welcome to North Aero!

We are happy you want to learn to fly with us. Before we can start flight lessons, the U.S. government must check your background. This is a rule for all flight students who are not U.S. citizens. The program is called the Flight Training Security Program, or FTSP. It is run by the TSA.

This guide shows you each step. Take your time. Ask us for help at any point. We are on your team.

What you need before you start

- Your passport. It must be valid.
- Your U.S. visa, if you have one.
- An email address that you check often.
- A bank card to pay the fee online.
- Your home addresses for the last 5 years.
- Your job information, or you can mark that you are a student.

The 8 steps

1

Make your account

Go to this website: www.fts.tsa.dhs.gov

Click **Register Options**. Then click **Candidate Portal**. You are the candidate.

Type your name exactly as it looks at the bottom of your passport photo page. That line of letters is called the machine readable zone. Do not use special characters or accents.

Pick a user ID. Use small letters only. Write it down and keep it safe. Answer three security questions. Then sign the consent form on the screen.

2

Fill out the application

The application has six short parts. It asks for your name, your birth date, your country, and your citizenship.

It asks for every address where you lived in the last 5 years. Do not use a P.O. box.

It asks about your job. If you do not have a job, check the box for unemployed or student.

3

Upload pictures of your documents

Take clear photos of your passport and your visa. The whole page must be easy to read. No shadows. No blur.

JPG files work best. Each file must be smaller than 5 MB.

If you have a Global Entry card or a TSA PreCheck number, upload that too. It can lower your fee.

4

Pay the fee

The fee is **\$140**. It is **\$125** if you have Global Entry, NEXUS, SENTRI, TSA PreCheck, or a TWIC card.

You can only pay online through **Pay.gov**. The website takes you there. TSA cannot take money by mail, by phone, or by wire.

There are no refunds. Check your application before you pay.

5

Wait for the fingerprint email

TSA will look at your documents. Then they will send you an email. The email is called: **Documents Accepted - Fingerprint Instructions Available**.

Do not get fingerprinted before you get this email. The email tells you where to go and what to do.

Go get your fingerprints taken at an approved location. It is fast and does not hurt.

6

Wait for your approval

TSA checks your background. This can take up to 30 days after they get your fingerprints.

Watch your email. TSA only talks to you by email.

When you are approved, you get a **Determination of Eligibility**. This is your green light. It is good for up to 5 years.

7

Pick North Aero as your school

Log in to your account at www.fts.tsa.dhs.gov.

Click **Select a Provider**.

Pick our state, then find **North Aero** on the list and select us.

TSA tells us that you picked us. Then we set up your training in the system and call you to plan your first lesson.

8

Come in for your first day

Bring your passport and your visa. We must check them. They must match what TSA has on file.

We will take a photo of your face. This is a TSA rule. It only takes a minute.

Then we fly!

Important: Keep your account up to date. If your address, your name, your job, your passport, or your visa changes, update your account right away. If your visa expires, TSA can stop your approval, and we must stop your training.

Need help?

Ask anyone at North Aero. We help students with this all the time.

You can also email TSA at **FTSP.Help@tsa.dhs.gov**. They answer within about 5 business days.

Words to know

TSA	The U.S. agency that keeps travel safe. It runs this program.
FTSP	Flight Training Security Program. The name of this process.
Candidate	You. A flight student who is not a U.S. citizen.
Provider	The flight school. That is North Aero.
STA	Security Threat Assessment. The background check.

**Determination of
Eligibility**

Your approval letter. Your green light to train.

This guide is based on the official TSA FTSP Candidate Guide at www.fts.tsa.dhs.gov. Fees and rules can change. The TSA website is always the final word.