



TSA APPLICATION PROCESS AND INSTRUCTIONS

If you are not a US Citizen, you are required to apply to the SECURITY THREAT ASSESSMENT (STA) to receive flight training in the United States.

The U.S. Department of Homeland Security and Transportation Security Administration (TSA) require that as a prerequisite to flight training, non-US citizens must provide full name, fingerprints, biographical information, passport, visa information and training specifics prior to beginning flight training in the United States.

If you qualify, you will be **granted a Determination of Eligibility (DOE), valid for up to five (5) years**. Once you are granted a Determination of Eligibility, you use your FTSP portal to select Century Air as your flight training provider.

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. You must submit a new STA application every five (5) years.

The flight training portion of any course of training can only commence following the approval of your STA.

PLEASE READ AND FOLLOW THE GUIDELINES TO GAIN DETERMINATION OF ELIGIBILITY (DOE) BELOW:

GO TO THE WEBSITE: <https://www.fts.tsa.dhs.gov/home>

- On the top right of the screen click on [Register Options](#) and select [Candidate Portal](#)
- Registering requires six (6) steps to complete:
 - Step 1—Provide Your Personal Information
 - Step 2—Provide Your Passport Information
 - Step 3—Create A User ID
 - Step 4—Create Security Questions
 - Step 5—Verify/ Digitally Sign
 - Step 6— Submit Your Registration

For further details refer to the [Candidate Guide](#) found on the main page of the FTSP website.

- Complete the Security Threat Assessment (STA) with the additional six (6) steps:
 - Steps 1, 2, and 3—Provide Your Personal Information
 - Step 4—Upload Images of Your Documents
 - Step 5—Provide Your Address Information
 - Step 6—Provide Your Employment Information

For further details refer to the [Candidate Guide](#) on page 20.

- Once your STA application is submitted TSA will assess a fee of **\$140** (Regular Processing). TSA has up to 30 calendar days to process your STA. They do have options for expedited processing which will take up to five (5) business days. Please refer to the [Candidate Guide](#) page 55.

FINGERPRINTING:

Unless you have previously submitted fingerprints to TSA (and the FBI continues to accept those fingerprints), you must submit fingerprints to TSA to complete your STA.

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.

Follow the instructions in the email EXACTLY. TSA only accepts fingerprints submitted through their process instructions.

SELECTING A PROVIDER: ONLY WHEN YOU RECEIVE DETERMINATION OF ELIGIBILITY (DOE)

- At the top of the Home screen of your FTSP portal click on [Select a Provider](#) or on [Manage My Flight Training Providers](#).

Once you receive your DOE and have selected Century Air as your provider, contact us at (973) 575-4800 so we can further assist you and setup your course/program enrollment.

If you have issues with the FTSP website please contact their help Desk at (571-227-1004) or FTSP.Help@tsa.dhs.gov. All other questions can be direct to Century Air's Security Coordinator at stephanie@centuryair.com