



New students must complete and submit this checklist along with the Attendance Confirmation form and tuition deposit to the Office of Admission by the May 1 common decisions deadline, or within 30 days of acceptance (for letters dated after April 1).

Permanent resident and international students should read additional information printed on the reverse side of this checklist.

**Proof of Citizenship and Identification**

**U.S. Citizens or Permanent Residents**

*I will BRING ONE of the following to campus on my first day of flight training. (Only original documents, please. Copies, even certified copies, are not acceptable.)*

- A valid, unexpired U.S. passport
- An original birth certificate from the United States, American Samoa, Puerto Rico or the U.S. Virgin Islands, and a government-issued picture ID (such as a driver's license)
- An original certificate of U.S. citizenship with raised seal (Form FS-545 or Form DS-1350) or a Certificate of Repatriation, and a government-issued picture ID (such as a driver's license)
- An original U.S. naturalization certificate with raised seal and a government-issued picture ID (such as a driver's license)

**International Students:**

*I will complete EACH of the following prior to my arrival at Florida Tech:*

- Send an e-mail to [TSA@fitaviation.com](mailto:TSA@fitaviation.com) specifying your name and the course you will be enrolling in as well as the approximate starting date
- Visit <https://www.flightschoolcandidates.gov> and complete the login request form
- Once you have your user ID and password, complete the candidate training application and follow all applicable instructions which may be found at [www.fitaviation.com/TSA.pdf](http://www.fitaviation.com/TSA.pdf)
- Bring your current passport and visa with you to the airport on the first day of class

**FAA Medical Certificate\***

*I will BRING ONE of the following to campus when I attend new student orientation.*

- Current first-class medical certificate
- Current second-class medical certificate
- Current third-class medical certificate

\*You may locate an Aviation Medical Examiner on the Web at [www.faa.gov/pilots/amelocator](http://www.faa.gov/pilots/amelocator)

**Florida Tech Health History Form**

*I will COMPLETE AND MAIL this form prior to orientation. (This form can be accessed on the Web at: <http://auxservices.fit.edu/healthcenter/forms.html>)*

- Health history form

**Previously Earned Flight Ratings**

*I will INCLUDE AND MAIL (with this checklist) the following FAA certificates, which I have already earned.*

- Private Pilot       Multiengine Pilot
- Instrument Pilot     Flight Instructor – Airplane (CFI)
- Commercial Pilot

- I have not previously earned any flight ratings

*I intend to complete (estimated date \_\_\_\_\_) and will BRING the following certificates with me to orientation.*

- Private Pilot       Multiengine Pilot
- Instrument Pilot     Flight Instructor – Airplane (CFI)
- Commercial Pilot

- I do not intend to complete any certificates prior to new student orientation

**Cost of Flight Training and Financial Aid**

*I have contacted the Florida Tech Financial Aid Office to discuss the costs of flight training and financial aid options, if needed.*

- Office of Financial Aid  
Phone: (321) 674-8070 | Fax: (321) 724-2778  
E-mail: [finaid@fit.edu](mailto:finaid@fit.edu) | Web: [www.fit.edu/financialaid](http://www.fit.edu/financialaid)





College of Aeronautics ■ 150 West University Boulevard, Melbourne, FL 32901-6975  
(321) 674-8120 ■ Fax: (321) 674-8029 ■ Toll Free (800) 888-4348 ■ <http://coa.fit.edu>

**Complete this form, return it along with the Attendance Confirmation form and tuition deposit, and keep a copy for your records.**

*I have read and understand the information supplied on both sides of the Flight Student Checklist. I will complete all necessary steps.*

Date \_\_\_\_\_

Student Signature \_\_\_\_\_

Name (print) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ ZIP \_\_\_\_\_

**Citizenship, Identification and Registration**

Because of recent changes related to aviation security, some of the rules have changed regarding flight training. We understand that some of this may be frustrating for you, so in an effort to assist you, we have compiled some information that will help you with the new rules and paperwork requirements involved.

All U.S. citizens will have to provide proof of citizenship before they can begin flight training. Copies of these documents will be placed in the student's files at the flight training facility, F.I.T. Aviation LLC.

All non-U.S. citizens will be required to show a current passport and visa. Copies will be made and placed in their flight training files at F.I.T. Aviation. Non-U.S. citizens will also be required to register with the Transportation Security Administration on the Web (<https://www.flightschoolcandidates.gov>). Once the online registration forms are complete, F.I.T. Aviation will be able to collect the student's fingerprints in association with the Melbourne Police Department and get his or her photos taken during orientation week at no charge. Please note that the entire process may take up to two weeks.

**FAA Medical Certificate**

All students planning to begin flight training at Florida Tech are required to hold a current 1st, 2nd or 3rd Class Federal Aviation Administration (FAA) medical certificate. Aviation medical examiners (AMEs) are designated by the FAA to issue these certificates, following completion of an application and a physical examination. AMEs can be found in most U.S. cities and in major cities abroad. You may locate an Aviation Medical Examiner on the Web at [www.faa.gov/pilots/amelocator](http://www.faa.gov/pilots/amelocator).

There are several reasons for which you could be denied a medical certificate even if you feel you are in good health. These reasons have to do with medical and/or legal problems you have had and should be evaluated before beginning your education for an aviation-related career. If any of these problems need to be processed to obtain your certificate, delays are common. Therefore, we advise you to obtain a FAA medical certificate before coming to Florida Tech. You are required to possess a medical certificate to enroll in the flight laboratories, so get your medical certificate approximately one month prior to the beginning of classes in order to avoid delays.

If you have significant medical and/or legal problems or have had medical treatment or surgery in the last three years, you should have copies of medical and/or court records for your examiner. You should be aware that drug and alcohol convictions (yes, paying a fine is a conviction) are considered serious problems by government and the aerospace industry. Medical and behavior standards of professional pilots and air traffic controllers are among the highest in our society. Mistakes, poor judgment and other "indiscretions of youth" can have lasting consequences related to your career. Prevention (through responsible behavior) is the key.

**Florida Tech Student Drug Testing Program**

Success in the aviation industry requires a commitment to excel and the discipline to avoid unsafe practices. The use of illegal drugs constitutes an unsafe practice and is incompatible with an aviation environment. In accordance with the provisions of the Florida Tech drug-free student program, as defined in the *University Catalog* and *Student Flight Operations Manual*, all flight school students will be subject to drug testing. Please be advised that you will be required to submit to random testing, accident or incident testing, and reasonable cause testing for drugs and/or alcohol. Additionally, you are hereby informed that you will be tested for the following five drugs: marijuana, cocaine, opiates, amphetamines, phencyclidine (PCP).

**Student Education and Assistance**

Florida Tech promotes substance abuse awareness by sponsoring educational programs and distributing literature. The university is additionally committed to assisting students in the resolution of problems associated with substance abuse and encourages students to seek additional help through referrals from the university health services and counseling offices.

**Cost of Flight Training and Financial Aid**

Flight costs are incurred in addition to the university's tuition charge. You may complete the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Make sure to list Florida Institute of Technology and the university's federal code (001469) in your aid application.

