

Admitted & Enrolled Professional Pilot & UAS Checklist

Congratulations on your acceptance and enrollment into the Bachelor of Aeronautical Technology degree. We ask that you please complete the checklist below. Some items will be completed prior to your arrival to campus and some during the first week of classes.

Prior to Arrival

Birth Certificate/
Passport

Bring an original / certified birth certificate or a passport. If you bring a certified birth certificate you must also bring your driver's license.
- In Addition for Helicopter, these items must also be provided to UHI prior to training.

Medical

Request an account from MedXPress (<https://medxpress.faa.gov>) to complete your flight physical. At least a Class 2 medical is required but a Class 1 medical is preferred. Once you have requested the account, complete the preliminary application to receive an application number. Once you have received the application number, locate an AME (www.faa.gov/pilots/amelocator) to complete the medical. You will need to enter your application number.
- In Addition for Helicopter, these items must also be provided to UHI prior to training.

Student Pilot
Certificate

Login - <https://iacra.faa.gov/iacra>.
Register and complete application for student pilot certificate. Contact Bill Gross at 785-826-2970 to complete certificate. The process takes about three weeks to complete, after sent to the FAA.

Uniform

- For Professional Pilot, the following need to be purchased:
• Blue shirts could be purchased at Follett Book store, www.garffshirts.com or www.pilotshop.com
• Neck ties, navy slacks, non-polarized sunglasses and dress shoes can be purchased at a local department store.
• Epaulets can be purchased at Follett Bookstore
- For Helicopter, a Nomex flight suit is preferred but students may also use K-State dress. Flight suits can be purchased through UHI.

Headset

- For Professional Pilot, purchase a quality headset. It will generally cost around \$250 - \$300. You can visit Follett bookstore or web vendors such as: www.pilotshop.com, www.avshop.com, www.sportys.com.
- For Helicopter, purchase a headset with a (U-174) Plug Type. A David Clark H-10-13H is recommended.

iPad

An iPad is required for all students entering the program. You will need at least a 32GB.
Visit: www.k-state.edu/computerstore for a discount.
- For Helicopter only students, an iPad mini is recommended.

Additional Steps for

• International Students

- Apply for Alien Training Clearance with the TSA. (<https://www.flightschoolcandidates.gov>)

• Veterans

- Complete the Veterans Information Sheet (www.k-state.edu/sfa/forms/vetform.pdf) along with a copy of your VA Certificate of Eligibility and submit to Bill Gross at 123 Aero Center.

• Rotary Students

- Contact UHI at 435-690-9225 prior to beginning of semester to complete required paperwork. Check with your advisor to make sure you are enrolled in the correct flight and ground school courses.

Policy &
Procedure Manual
& Handbook

- You can purchase the K-State Policy and Procedure Manual, Flight Training Manual and Pilot Operating Handbook at Follett Bookstore or wait until the first day of classes and download them to your iPad via KSOL.
- You MUST read the K-State PPM before any flights can take place.
- Locate your flight instructor's name and number to write in your PPM or store in your iPad contacts.

Syllabus

- Will be ordered at first ground school class meeting.
- Make a front and back copy of your medical, student pilot certificate and driver's license to place in your syllabus.
- After reading the K-State PPM, sign at the bottom of the syllabus info sheet and date it.

Endorsement

Take your birth certificate or passport, log book and syllabus to Professor Bill Gross (123 Aero Center) for endorsement. This must be done before any flights can take place. He will then verify the student pilot certificate.

Flight Schedule Pro
T-FBO

Complete the Pilot Information Sheet to set up your Flight Schedule Pro and T-FBO account with Flight Ops.

Flight Account
Funds

- Visit Fiscal Services (College Center 209) to deposit funds into your flight account.
- Plan to have funding for the semester in your flight account. This will enable you to start flight training within the first few weeks of the semester.
- View the current cost sheet for ratings at www.polytechnic.k-state.edu/aviation/pilot.

Name Tag

Complete the name tag request form during ground school class and pay \$6 (cash only).

First Week