After you have been accepted and enrolled into a program that requires flight training, we ask that you please complete the checklist below. Some items will be completed prior to your arrival to campus on some during the first week of classes.

Complete the following prior to your arrival:

- **MEDICAL**
  Request an account from MedXPress (medxpress.faa.gov) to complete your flight physical. A Second Class or First Class medical is required. Once you have requested that 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. It is advised to start this process in a timely manner and to complete your medical early.

- **STUDENT PILOT CERTIFICATE**
  You will need a Student Pilot Certificate before taking your first solo flight. Register and login to iacra.faa.gov/iacra. Contact K-State Polytechnic flight staff to complete your certification. The certification process takes about three weeks to complete.

- **HEADSET**
  For flight training, it is recommended to purchase a quality headset. It will generally cost $500 or more. You can visit the K-State Polytechnic Campus Follett bookstore in person, online or call; or web vendors such as pilotshop.com, avshop.com, sportys.com.

- **IPAD**
  A wifi plus cellular capable standard iPad (mini and pro not recommended) is required for all students entering the program. You will need at least 32GB of storage. Visit union.k-state.edu/shopping-services/computer-store for an educational discount.

- **UNIFORM**
  For the professional pilot program, students will be required to wear a uniform for all flight labs and aviation classes. The following will need to be purchased:
  - Blue shirts – can be purchased at the K-State Polytechnic Follett bookstore, pilotshop.com, garffshirts.com or acutaboveuniforms.com
  - Neck ties, navy slacks, non-polarized sunglasses and dress shoes – can be purchased at a local department store
  - Epaulets – can be purchased at the K-State Polytechnic Follett bookstore per rating earned

- **ADDITIONAL STEPS - VETERANS**
  - Complete the Veterans Information Sheet (k-state.edu/nontrad/activities) along with a copy of your VA Certificate of Eligibility and submit to Kimm Sanchez in College Center 209.
  - Apply for veterans benefits at benefits.va.gov/gibill

- **ADDITIONAL STEPS - INTERNATIONAL STUDENTS**
  - Verify that you have an appropriate visa
  - Go online to apply for Alien Training Clearance with the TSA at flightschoolcandidates.gov
    - Permanent residents and green card holders must also apply.
    - Click “Register Options” in the upper right-hand corner, then “Candidate Portal” and fill out all necessary information.
    - For your course enter “INITIAL” and for your aircraft enter “CESSNA 172 category 3”.
    - Wait for the Kansas State Polytechnic’s aviation department to acknowledge your training request.
    - Pay $135 processing fee online (instructions will be emailed to you after your training request is approved).
    - Look for a “Preliminary Approval” email from the TSA.
    - Submit fingerprints to the TSA per instructions emailed to you.
    - Wait for the TSA to notify you and Kansas State Polytechnic of its decision. Must be approved before you can take part in any flight training.
FLIGHT TRAINING CHECKLIST

COMPLETE DURING THE FIRST WEEK OF FLIGHT INSTRUCTION:

☐ FLIGHT INSTRUCTOR
   Within the first 2 days of the semester, you will be contacted with your flight instructor assignment.

☐ IDENTIFICATION/DOCUMENTS
   You must provide your original or certified birth certificate or a passport, driver's license, pilot license, and completed medical.

☐ POLICY AND PROCEDURE MANUAL AND HANDBOOK
   You can download the K-State Policy and Procedure Manual, Flight Training Manual and Pilot Operating Handbook on the first day of classes and save them to your iPad via K-State Online or CANVAS. You MUST read the K-State PPM before any flights can take place and verify in Talon you have read the materials. Also, it is advisable that you locate your flight instructor’s name and number to write in your PPM or store in your iPad contacts.

☐ SYLLABUS
   Syllabi will be downloaded at the first ground school class meeting. After reading the K-State PPM, sign at the bottom of your syllabus info sheet and date it.

☐ ENDORSEMENT FOR U.S. CITIZENS
   Make an appointment with flight staff to take your birth certificate or passport and log book to get TSA endorsement. This must be done before any flights can take place.

☐ FLIGHT SCHEDULE
   Your flight instructor will assist you in completing the Pilot Information Sheet to set up your Flight Schedule Talon/ETA account with Flight Ops.

☐ FLIGHT ACCOUNT FUNDS
   K-State tuition does not cover flight costs. Please ensure you have funding for the semester in your flight account by the first week of school. Students are unable to fly without funds in their flight account. Visit Fiscal Services to deposit funds into your flight account. View the current cost sheet for ratings and/or certificates at polytechnic.k-state.edu/aviation/K-State_Aviation_CostSheet.pdf.

☐ NAME TAG
   Complete the name tag request form during ground school class.

FLIGHT STAFF CONTACT INFORMATION:

BILL GROSS | Aviation Professor, Chief Flight Instructor and Chief Pilot | 785-826-2970 | bgross@k-state.edu
JOHN DAHL | Flight Operations Coordinator | 785-826-2979 | jdahl@k-state.edu
BRANDY SHAW | Assistant Chief Flight Instructor | 785-826-2643 | bhager@k-state.edu

HELPFUL CONTACT INFORMATION:

ACADEMIC ADVISING | 208 College Center | 785-826-2674 | polytechnicadvising@k-state.edu
FISCAL SERVICES | 209 College Center | 785-826-2918
K-STATE POLYTECHNIC CAMPUS FOLLETT BOOKSTORE | Shop in person, online or by phone
College Center | 785-826-2923 | ksupolyshop.com
K-STATE ONLINE/CANVAS | online.k-state.edu