

## KANSAS STATE POLYTECHNIC



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 and some during the first week of classes.

### COMPLETE THE FOLLOWING PRIOR TO YOUR ARRIVAL:

#### MEDICAL

Request an account from MedXPress (<https://medxpress.faa.gov>) to complete your flight physical. At least a Class 3 medical is required but a Class 2 or 1 medical is preferred. 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 ([faa.gov/pilots/amelocator](http://faa.gov/pilots/amelocator)) to complete the medical. You will need to enter your application number.

#### STUDENT PILOT CERTIFICATE

You will need a Student Pilot Certificate\* before taking your first solo flight. Register and login to <https://iacra.faa.gov/iacra>. Contact Bill Gross at 785-826-2970 to complete your certification.

The process takes about three weeks to complete, after sent to the FAA.

\*A Student Pilot Certificate is only required if you received your medical after April 1, 2016.

#### HEADSET

For flight training, it is recommended to purchase a quality headset. It will generally cost around \$250-\$300. You can visit Follett bookstore or web vendors such as [pilotshop.com](http://pilotshop.com), [avshop.com](http://avshop.com), [sportys.com](http://sportys.com).

#### IPAD

A wifi enabled or wifi plus cellular capable iPad (standard or mini) is required for all students entering the program.

Activation of cellular services is not required. You will need at least 32GB of storage.

Visit [k-state.edu/computerstore](http://k-state.edu/computerstore) 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 Follett Book store, [pilotshop.com](http://pilotshop.com) or [garffshirts.com](http://garffshirts.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 Follett Book store per rating earned

#### ADDITIONAL STEPS - VETERANS

• Complete the Veterans Information Sheet ([k-state.edu/sfa/forms/vetsheet.pdf](http://k-state.edu/sfa/forms/vetsheet.pdf)) along with a copy of your VA Certificate of Eligibility and submit to your academic advisor in College Center 208, Kimm Sanchez in College Center 209 or to Bill Gross in Aero Center 123.

• Apply for veterans benefits at [benefits.va.gov/gibill](http://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 <https://www.flightschoolcandidates.gov>

- Click the "create new candidate account" in the upper right hand corner of the window and fill out all necessary information
- For your course enter "INITIAL" and for your aircraft enter "CESSNA 172"
- Wait for the Kansas State Polytechnic's aviation department to acknowledge your training request
- Pay the \$130 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

#### HELPFUL CONTACT INFORMATION:

Bill Gross  
Aviation Professor,  
Chief Flight Instructor  
and Chief Pilot  
123 Aero Center  
785-826-2970  
[bgross@k-state.edu](mailto:bgross@k-state.edu)

Academic Advising  
208 College Center  
785-826-2674  
[polytechnicadvising@k-state.edu](mailto:polytechnicadvising@k-state.edu)

Fiscal Services  
209 College Center  
785-826-2918

Follett Bookstore  
(online)  
[www.bkstr.com](http://www.bkstr.com)

Follett Bookstore  
(on campus)  
College Center Lobby  
785-826-2923

K-State Online/  
CANVAS  
[online.k-state.edu](http://online.k-state.edu)

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### COMPLETE DURING THE FIRST WEEK OF FLIGHT INSTRUCTION:

#### HELPFUL CONTACT INFORMATION:

Bill Gross  
Aviation Professor,  
Chief Flight Instructor  
and Chief Pilot  
123 Aero Center  
785-826-2970  
bgross@k-state.edu

Academic Advising  
208 College Center  
785-826-2674  
polytechnicadvising@  
k-state.edu

Fiscal Services  
209 College Center  
785-826-2918

Follett Bookstore  
(online)  
www.bkstr.com

Follett Bookstore  
(on campus)  
College Center Lobby  
785-826-2923

K-State Online/  
CANVAS  
online.k-state.edu

#### FLIGHT INSTRUCTOR

Within the first 2 weeks of the semester, you will be contacted with your flight instructor assignment.

#### BIRTH CERTIFICATE/PASSPORT

Bring an original or certified birth certificate or a passport. If you bring a birth certificate you must also bring your driver's license.

#### 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. 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 purchased and downloaded through the 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 your syllabus info sheet and date it.

#### ENDORSEMENT

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

#### FLIGHT SCHEDULE

Complete the Pilot Information Sheet to set up your Flight Schedule Talon/ETA account with Flight Ops. Your flight instructor will go over this with you.

#### FLIGHT ACCOUNT FUNDS

Visit Fiscal Services 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 [polytechnic.k-state.edu/aviation/K-State\\_Aviation\\_CostSheet.pdf](http://polytechnic.k-state.edu/aviation/K-State_Aviation_CostSheet.pdf).

#### NAME TAG

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

