

Student Pilot Certificate Application Steps

A Student Pilot Certificate (or higher certificate) is required by the FAA to solo an aircraft
You will save a lot of time if you are able to complete steps 1 through 3 **before** visiting your instructor.

1) CREATE AN ACCOUNT WITH THE FAA:

- Visit: <http://iacra.faa.gov>
- Click on **Register**, next to the login area
- Select the Applicant box, and continue to setup your account

2) START AN APPLICATION:

- Visit <http://iacra.faa.gov> and login to your account
- Continue and click the Start New Application button
- Under section 1 select **Pilot** from the drop down list
- Under section 2 select **Student Pilot** from the list
- Section 3 and 4 should automatically fill in, and you can click the **Start Application** button
- Note: There may be some delay as you click links and buttons in IACRA so be sure to be patient. Many pages will auto-reload as information is entered

3) ENTER IN PERSONAL INFORMATION:

- Enter in your information in the spaces provided
- You can **Save and Continue** each section to proceed
- Each tab should have a green check in the circle when completed. If it does not, click on that sections tab.
- In section 3 pilot times are an option. If you already have flight time you may enter it, but it is not required
- In section 4, there is a question you must answer
- There are 3 buttons to complete the application after the above steps are completed. You must 1) view the privacy act, 2)review the application, and only then will it allow you to 3)submit the application
- Once you have submitted the application, you will need to provide your FTN to the instructor that is helping you complete the application submission to the FAA. Make sure to **write down the FTN** shown on the top left of your IACRA screen, and **bring your IACRA account login and password** information with you

4) COMPLETE THE APPLICATION WITH AN INSTRUCTOR:

- Beginning in April of 2016, instructors can help you submit the application for a student pilot certificate
- You will need to bring your **FTN** with you to complete the process, as well as approved ID
- You will also need to login to your IACRA account during this process again, **so be sure you have your login and password information with you**
- Part of the application process requires the verification of ID, and other requirements concerning use of the English language.
- The process to complete the application should take about 15-20 minutes if you have already completed your part of the application with your personal information as outlined above
- Once your application is submitted, we have seen about a 2 month processing time until your student pilot certificate arrives in the mail (you usually will have access to print a temporary certificate after about a week).
- **You are not able to fly solo without a student pilot certificate, so be sure to start this process early in your training.**