Dear Student:

We are excited to welcome you to Embry-Riddle Aeronautical University (E.R.A.U.), the finest flight training program in collegiate aviation. From our flight dispatchers to our experienced and highly trained flight instructors, every member of this department is committed to providing the safest, most professional, and best-valued college flight training available to you.

Our commitment to producing high-quality leaders and pilots is second to none, and the industry recognizes our program as one of the finest in the nation. We do not simply teach flying. Our mission is to develop extremely motivated students into the finest aviation professionals on the planet. Our flight program, combined with our Aeronautical Science curriculum, has been meticulously designed to provide the knowledge and skills required to excel in the aviation industry.

This Flight Student Guidebook is purposed with acquainting all new and returning flight students with the necessary information they need to begin their flight training. In these pages, you will find brief but thorough explanations of various Flight Department required documents, equipment needed for flight, and descriptions of the personnel and services available to you within the department. This information will be an extremely useful tool in guiding you through the experiences you will inevitably encounter as a flight student here at E.R.A.U.

PLEASE REMEMBER TO BRING ORIGINAL COPIES OF ALL DOCUMENTS LISTED IN THIS GUIDE WITH YOU TO ORIENTATION!

You are now an integral part of the Eagle Nation, a student body recognized broadly throughout the aviation industry for its academic excellence, dedication to safety, and drive for innovation. Thank you for choosing Embry-Riddle Aeronautical University as your stepping stone towards a fulfilling career in aviation. We hope your year ahead is both enriching and successful.

Sincerely,

Ken Byrnes, Ph.D.
Chairman, Flight Training Department
Associate Professor, Aeronautical Science Department
Embry-Riddle Aeronautical University
Daytona Beach, FL
Office: (386) 226-6893
Email: byrnesk@erau.edu
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DOCUMENTATION REQUIREMENTS FOR FLIGHT TRAINING

T.S.A. Requirements

U.S. Citizens

**Birth Certificate AND Government-Issued Photo I.D.** – Birth certificate must be the original document and must be accompanied by the driver’s license or another valid, unexpired government-issued photo I.D.

-OR-

**Passport (with copy of birth certificate)** – Can be used as an alternative I.D. for U.S. citizens if accompanied by a copy of your birth certificate. Even if you have a birth certificate and driver’s license, please bring your passport for verification if you have one. Passports cannot be used as a valid I.D. if they are expired.

-OR-

**Certificate of Birth Abroad AND Government-Issued Photo I.D.** – (Form FS-545 or Form DS-1350) You must bring the original document.

-OR-

**U.S. Certificate of Naturalization AND Government-Issued Photo I.D.** – (Form N-550 or Form N-570) You must bring the original document with raised seal.

-OR-

**U.S. Certificate of Citizenship AND Government-Issued Photo I.D.** – (Form N-560 or Form N-561) You must bring the original document.

This documentation should be presented to Flight Data & Certification: Flight Operations Building 26, Room 207

Monday-Friday 8:00a – 5:00p

- PRESENTATION OF ORIGINAL DOCUMENTS IS REQUIRED -

International Students & U.S. Permanent Residents

**Passport ONLY** – This is the only accepted form of identification for international students and U.S. permanent residents. Full legal name must be on this document. Passports cannot be used as a valid I.D. if they are expired.

Permanent Resident Card - If you are a U.S. permanent resident, E.R.A.U. is required to keep a copy of your permanent resident/green card along with a copy of valid, unexpired passport on file. You can present your card to the Flight Data & Certification office as well.

**Non U.S. citizens and U.S. permanent residents must get a T.S.A. clearance.**

This documentation should be presented to Flight Data & Certification: Flight Operations Building 26, Room 207

Monday-Friday 8:00a – 5:00p

- PRESENTATION OF ORIGINAL DOCUMENTS IS REQUIRED -
**F.A.A. Requirements**

**All Students (U.S. & International)**

**F.A.A. Medical (1st or 2nd Class)** – The Flight Department requires a 1st or 2nd class medical certificate during flight training. Please see page 5 for a list of local Aviation Medical Examiners (A.M.E.s) with whom you can schedule a flight physical. You may also visit [http://www.faa.gov/pilots/amelocator/](http://www.faa.gov/pilots/amelocator/) or [http://flightphysical.com/](http://flightphysical.com/) to search for A.M.E.s in your area. Upon scheduling your physical with an A.M.E., you will be prompted to visit [http://medxpress.faa.gov/](http://medxpress.faa.gov/) and fill out an electronic application for the certificate. Please see pages 6 & 7 for in-depth instructions on filling out this application. You are responsible for verifying that your application is error-free prior to submission. **YOUR FULL LEGAL NAME MUST BE USED FOR THIS CERTIFICATE AS IT APPEARS ON YOUR BIRTH CERTIFICATE (U.S. STUDENTS) OR PASSPORT (INTERNATIONAL STUDENTS).**

*Before you leave the A.M.E.’s office,* you are responsible for carefully inspecting your certificate and addressing any errors that may appear on it. Please make sure that the class of certificate you applied for appears at the top, that your full name appears and is in the correct order, and that your date of birth is correct. **HAND-WRITTEN MEDICALS AND/OR HAND-WRITTEN CORRECTIONS ARE NOT VALID.**

**F.A.A. Pilot Certificate** – Please ensure that your full legal name appears correctly on your F.A.A. pilot certificate if you currently hold one. **Students who are enrolling in FA 121** must possess a student pilot certificate. Students will have the opportunity to apply for a student pilot certificate with one of Embry-Riddle’s Part 141 Airmen Certification Representatives (A.C.R.s) on campus. Anyone holding an F.A.A. pilot certificate of private or above needs to present that certificate. **Note regarding student pilot certificate applications:** Domestic (U.S.) students need to have their ORIGINAL birth certificate and International students need to have their original passports ON THEIR PERSON when applying for a student pilot certificate for name verification.

**Government-Issued Photo I.D.** – You will be required to produce this I.D. at various times throughout your flight training, so please keep it with you in the Daytona Beach area throughout your training. You may use a passport / passport card / driver’s license / state I.D. / military I.D. as long as it is not expired and shows your full legal name as it appears on your U.S. birth certificate or passport (for international students). Middle initials and nicknames are not acceptable (example John D. Smith is not valid). If you have two middle names / two last names / are a Jr., II, III, IV / have a hyphen in your name, they must appear AND match on all your flight documents. If your current driver’s license does not show your full legal name and your state’s D.M.V. will not make the necessary correction you may opt to obtain a passport or convert your driver’s license to a Florida driver’s license.

**Anyone providing a passport must also provide a copy of their birth certificate to verify full legal name.**

**Please note** that there are new stricter requirements for obtaining a Florida driver’s license. You may go to [http://www.flhsmv.gov/html/dlnew.html](http://www.flhsmv.gov/html/dlnew.html) to review the new guidelines. Information on applying for a Florida driver’s license or state I.D. can be found here: [http://www.gathergoget.com/](http://www.gathergoget.com/).

**This documentation should be presented to Flight Data & Certification: Flight Operations Building 26, Room 207**

**Monday-Friday 8:00a – 5:00p**

- PRESENTATION OF ORIGINAL DOCUMENTS IS REQUIRED -
International Students ONLY

If you are pursuing either a Bachelor’s degree in Aeronautical Science, a Flight minor, or an Area of Concentration in Flight; and are not presently a United States citizen:

You will need to set up an online account with the Alien Flight Student Program (A.F.S.P.), administered by the United States Transportation Security Administration (T.S.A.). The T.S.A. must complete a background check and approve you to receive flight training before you can begin flying at E.R.A.U. in a Private Pilot, Instrument, or Multi-Engine course. What follows are instructions on how to expedite the process, as well as what you can expect after you arrive at E.R.A.U.

Before you arrive on campus—

Please create your account with the A.F.S.P.! Here are the directions:

- Go to [http://www.flightschoolcandidates.gov](http://www.flightschoolcandidates.gov) (may require “.us” at the end if outside the U.S.).
- Click on “Create New Student Account” in the top right corner of the page and complete all steps. The email address you enter will be used by the A.F.S.P. for all communication with you. Please keep the address active!

Once your AFSP account is created—

- You may begin a “Training Request” for your flight course (Private Pilot/Initial, Instrument, or Multi-Engine). Most students will be applying for Initial training. If you already have a Private Pilot Certificate, you will apply for either Instrument or Multi-Engine training, depending on your choice. Be sure to select “Embry Riddle Aeronautical University”, not “E.R.A.U.-Advanced Flight Simulation Center” as training provider, and Category 3.
- Your training request will be acknowledged by the Flight Department. After that, the A.F.S.P. will send an email (at the address you provided) with instructions on how to pay for the clearance. This is the last step that you may complete on your own before you arrive in Daytona Beach.
- The A.F.S.P. will send an email with instructions on how to complete the fingerprint process. You may complete this at the Daytona Beach International Airport.
- Once your background check is successfully completed, the Flight Department will be notified that you are cleared to begin flight training. We will then register you for the flight course and pair you with a flight instructor to begin training as quickly as possible.
- At the time of your first training activity, we will take a photograph of you to upload to the T.S.A. database to comply with current law.

Important note about attending academic courses, including pilot ground schools

T.S.A. clearance is not required to attend ground training (labs or academic courses)! All non-U.S. citizens should plan to attend their academic courses as scheduled, including pilot ground schools. However, if you plan to begin the flight portion of training, T.S.A. Clearance IS required.

- Any questions regarding the requirements of the T.S.A. clearance should be directed to Jamie Cox (coxj@erau.edu / 386-226-6383) or Tami MacLean (shamba0a@erau.edu / 386-226-7660).
- Any questions that are specific to flight training should be directed to Jamie Cox (coxj@erau.edu / 386-226-6383) or Brian Herget (hergetb@erau.edu / 386-226-6979).

All students who are not U.S. citizens should bring the following documents to student orientation (this is important to expedite your clearance to begin flight training):

- Passport from your country of citizenship
- Student Visa, I-20, and/or U.S. permanent resident card
If you are in possession of a pilot certificate from a country outside of the United States:

You must be issued an F.A.A. pilot certificate which is based on your foreign pilot certificate in order to fly here. An F.A.A. Letter of Verification and Authenticity is required for conversion and issuance up through the commercial pilot certificate. This letter is only valid for six months and must be reapplied for periodically.

To accomplish this, you must contact Tami MacLean (see contact information below) as early as possible as it could take up to three months for you to receive the F.A.A. Letter of Verification. Tami will assist you in completing the application process and ensure that you meet with an F.A.A. representative who may issue you a pilot certificate based on your foreign pilot certificate once the letter is received.

Please contact Tami by phone, email or personal visit as soon as possible to ensure there are no delays in your flight training.

Tami can be contacted using the following information:

Embry-Riddle Aeronautical University (Daytona Beach)
Flight Data & Certification
Flight Operations Building 26, Room 207
Phone: 386-226-7660
FAX: 386-226-7354
Email: shamba0a@erau.edu

IF YOU HAVE ANY QUESTIONS REGARDING T.S.A. / F.A.A. DOCUMENTATION REQUIREMENTS OR NEED INFORMATION ON HOW TO MAKE CORRECTIONS TO YOUR CURRENT DOCUMENTS, PLEASE FEEL FREE TO CALL OR VISIT

FLIGHT DATA & CERTIFICATION

LOCATED IN FLIGHT OPERATIONS BUILDING 26, ROOM 207 M-F 8:00a – 5:00p
Tami MacLean (386) 226 – 7660 - OR - Front Desk (386) 323 – 8073
**GETTING A MEDICAL CERTIFICATE**

**LOCAL F.A.A. AVIATION MEDICAL EXAMINERS**

**A.M.E.s that can provide 1st, 2nd and 3rd class medical certificates**

(1st class is required when working as an airline transport pilots – E.K.G.s are only completed for a 1st class medical when you turn 35 years old and then once a year every year after age 40.)

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>1st Class</th>
<th>E.K.G.</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gohar S. Khan</td>
<td>905 Beville Rd. South Daytona Beach, FL</td>
<td>$110.00</td>
<td>$35.00</td>
<td>(386) 767-9000</td>
</tr>
<tr>
<td>Frank Browning</td>
<td>1830 Wright Dr. Port Orange, FL</td>
<td>$90.00</td>
<td>$75.00</td>
<td>(386) 451-2524</td>
</tr>
<tr>
<td>Ryan Rees</td>
<td>201 N. Clyde Morris Blvd. Suite 240 Port Orange, FL</td>
<td>$100.00</td>
<td>$63.00</td>
<td>(386) 425-4822 ext. #2</td>
</tr>
<tr>
<td>Robert Kurrle</td>
<td>140 Piper Blvd. Port Orange, FL</td>
<td>$110.00</td>
<td>$60.00</td>
<td>(386) 322-9030 Weekend / Evening appt. avail.</td>
</tr>
<tr>
<td>Arthur N. Thorpe, Jr.</td>
<td>955 Singleton Dr. Deland, FL</td>
<td>$85.00</td>
<td>$85.00</td>
<td>(202) 294-3815 *FRIDAYS ONLY</td>
</tr>
</tbody>
</table>

**A.M.E.s that can provide 2nd and 3rd class medical certificates**

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>2nd &amp; 3rd Class</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gerald Woodard</td>
<td>3512 S. Atlantic Ave. Daytona Beach, FL</td>
<td>$100.00</td>
<td>(386) 767-9544</td>
</tr>
<tr>
<td>Elizabeth Le</td>
<td>320 N. Clyde Morris Blvd. Suite D Daytona Beach, FL</td>
<td>$100.00</td>
<td>(386) 238-3204</td>
</tr>
</tbody>
</table>

**Prices are subject to change at any time. Please call the physician’s office directly with any questions.**

**ALL MEDICAL CERTIFICATES MUST HAVE YOUR FULL LEGAL NAME AS IT APPEARS ON BIRTH CERTIFICATE (U.S. CITIZENS) OR PASSPORT (INT’L STUDENTS)**
F.A.A. MedXPress Guide

Please use Internet Explorer to visit https://medxpress.faa.gov/ where you will be prompted to create a MedXPress account. You will then be able to access the application.

A video MedXPress guide is available for your reference here: http://www.faa.gov/tv/?mediaId=554

Once you have accessed the MedXPress application, please use the following steps to guide yourself in filling out your information correctly:

1. **Application For:** ○ Airman Medical Cert.

   Please select “Airman Medical Cert.”.

   **Note:** Students that do not possess an F.A.A. pilot certificate will need to apply for an F.A.A. student pilot certificate in addition to applying for this medical. Students will have the opportunity to apply for a student pilot certificate with one of Embry-Riddle’s Part 141 Airmen Certification Representatives (A.C.R.s) on campus.

2. **Class of Medical Cert.:** ○ 1st ○ 2nd ○ 3rd

   Please select the class of certificate for which you are applying.

   You must be able to qualify for a 1st class medical in order to be an Airline Transport Pilot/Airline Pilot. As a result, E.R.A.U. recommends that students begin their flight training with a 1st class medical to ensure that no time nor money is wasted on flight training when they would not be able to medically qualify for a 1st class medical certificate.

3. **Name:** Last Name:____________ First Name:____________ Middle Name:____________ Suffix:____

   As an F.A.A. requirement, your medical **MUST** have your full legal name as it appears on your birth certificate (U.S. citizens) or passport (international / permanent residents). Any discrepancies will result in a delay in the completion of your flight training.

   **Last Name:**
   **Multiple Last Names:** If you have more than one last name, please enter all of them (in the correct order) into the “last name” field ensuring that the spacing between names is also correct.
   **Hyphens:** If your last name contains a hyphen (e.g., Smith-Williams), please enter it as it appears in your name.
   **Married Applicants:** please use your current legal name as it appears on your government issued photo I.D.
   **Roman Numerals:** If a set of roman numerals follows your last name, please include it in this field (e.g., II, III, IV).
   **Spaces:** If there is a space in your last name (e.g., Del Marco), please enter it as it appears in your name.

   **First Name:**
   **Multiple First Names:** If you have more than one first name, please enter all of them (in the correct order) into the “first name” field ensuring that the spacing between names is also correct.
   **Hyphens:** If your first name contains a hyphen (e.g., Mary-Ann), please enter it as it appears in your name.
**Middle Name:**
NO ABBREVIATIONS OR INITIALS ARE ACCEPTED. PLEASE ENTER FULL MIDDLE NAME(S). If you have a singular initial that does not stand for a full name, please enter it as part of your full middle name without putting a period next to it (periods infer that it is an abbreviation for a full name).

Multiple Middle Names: If you have more than one middle name, please enter all of them (in the correct order) into the “middle name” field ensuring that the spacing between names is also correct.

Hyphens: If your middle name contains a hyphen (e.g., Matthew-John), please enter it as it appears in your name.

**Suffix:**
Any suffixes appearing on your birth certificate (U.S. citizens) or passport (int’l students) must appear on your medical or medical / student pilot certificate (e.g., Junior = Jr). Please do not substitute with roman numerals in this field.

4. **S.S.N.:**
   Please enter your social security number or check the box to the right to decline submitting it.

5. **Address:**
Enter your street address, telephone number, city, state, country, and zip code.

6. **Date of Birth:**
   Please enter your date of birth in the (MM/DD/YYYY) format. The date entered must also be a valid date, no later than today's date and no earlier than the 19th century.

7 - 9:
   Please enter your hair color, eye color, gender (M or F), and your country of citizenship.

10 - 20:
   Sections 10 – 20 are included to assist the applicants with information that will be required when completing their applications.

After completing and submitting your F.A.A. Medical Application (F.A.A. Form 8500-8) within MedXPress you will receive an email containing a confirmation number.

You MUST TAKE THE CONFIRMATION NUMBER with you when you arrive for your appointment to obtain an F.A.A. physical exam with your Aviation Medical Examiner (A.M.E.). Without your confirmation number, you’re A.M.E. will not be able to view your application.

It is recommended that you print the F.A.A. Form 8500-8 summary for review and to bring with you at the time of your F.A.A. physical exam.

It is strongly recommended that you also take your government-issued identification with you to the appointment with your A.M.E.

For MedXPress help, you may contact the AVS National IT Service Desk by email at: 9-NATL-AVS-IT-ServiceDesk@faa.gov or by phone at: 1-877-287-6731
Electronic Access for Flight Students

E.R.N.I.E.

Personalizing Your E.R.N.I.E. Homepage

1. Go to ernie.erau.edu and log in to your E.R.N.I.E. account using the username and password you were provided.

2. Ensure that the tools section on the right side of the page includes at least links to Campus Solutions, Canvas, E.R.A.U. Apps (Citrix), and E.T.A.

3. To add tools to the list click on the gear icon in the top right corner.

4. Check the check box in the active column for any applications you wish to be displayed.

5. Click on save changes (at the bottom of the list).
Campus Solutions

Updating Your Contact Information

What is Campus Solutions?
Campus Solutions (C.S.) is a student-driven system which provides a one-stop shop Student Service Center to see your class schedule, account balance, financial aid, documents needed for services, academic history, outstanding admissions paperwork and much more – ALL FROM ONE LOCATION.

Why is it so important for flight students to enter their cellphone number(s) into the system?
The cellphone number the flight student enters into the system will be the only means of direct communication aside from E.R.A.U. email that his or her flight instructor will have to inform them on important details of their flight training. If a flight instructor has no phone number at which to reach his or her student, flight training will most likely be delayed until communication can be established. No cellphone number in Campus Solutions = No calls from your flight instructor!!

Here’s how to do it:
1. Go to ernie.erau.edu and log in to your E.R.N.I.E. account using the username and password you were provided with from E.R.A.U.’s Admissions Department.
2. Once logged in, click on the Campus Solutions icon in the tools menu on the right side of the page.
3. The Campus Solutions icon will bring you to the Campus Solutions student center homepage. Click on the Home Phone field in the bottom left corner.
6. To add your cellphone number, click on Add A Phone Number.

7. Using the pull-down menu, change the Phone Type to the appropriate description and make it your preferred method of contact by checking the box under preferred.

8. Click Save. You're finished and can now log out of Campus Solutions!
Updating Your F.E.R.P.A. Information

The Family Educational Rights and Privacy Act (F.E.R.P.A.) of 1974 is intended to protect the privacy of your student educational records and limit access to the information contained in those records.

You will need to sign into E.R.N.I.E. and navigate to Campus Solutions in order to sign your F.E.R.P.A. form. Please follow these steps to do so:

1. From your C.S. Student Center homepage, click on Auxiliary Access.

2. Read the information provided on the F.E.R.P.A., then click O.K. to agree to the terms & conditions.

3. Select Add in order to add a new user.
4. Fill in the information required. Choose a password and a P.I.N., then check/uncheck the box to add/remove permissions. The P.I.N. you provide will be used for phone or in-person verification for the person you are granting access to. The person you grant access to will need to provide this P.I.N. to whomever they contact at E.R.A.U. in order to discuss your records/information.

5. Be sure to click Save to make your changes.
TO ACCESS E.R.A.U. DOCUMENTS, CURRICULUM, AND TRAINING AIDS

1. Log into ernie.erau.edu. Under tools click on the Canvas Icon or go to https://erau.instructure.com and log in.

2. Every active student in flight is automatically enrolled in a “Flight Department Daytona” course. Select this course from the dropdown list in Canvas.

3. The course home page will contain links to E.R.A.U. Documents, F.A.A. References, Curriculum, and Training Aids.

4. Clicking on these links will open up webpages in a new tab to access the documents.
EQUIPMENT NEEDED FOR FLIGHT

The Flight Department **STRONGLY** recommends using a product of the Apple iPad series as an electronic flight bag (E.F.B.). The Apple iPad series is the only approved mobile device for use as an E.F.B. The only approved software/app for use as an E.F.B. at E.R.A.U. is ForeFlight Mobile by ForeFlight, LLC. Students at E.R.A.U. can obtain a discount on Foreflight and access to E.R.A.U. documents by visiting: [http://www.foreflight.com/manage/eligibility/Y294akBlcmF1LmVkdQ](http://www.foreflight.com/manage/eligibility/Y294akBlcmF1LmVkdQ). Please note you **MUST use your E.R.A.U. email address** to receive the discount.

The following is a list of items that you will need for flight for your first semester. Most items may be purchased in the campus bookstore:

- **Aviation Headset**: any mid-priced headset, such as David Clark, or any other brand
- **Kneeboard**: any kind is acceptable as long as it is secure and it is comfortable on your leg. There are also kneeboards available that are specifically made to hold any iPad
- **Pilot Logbook**: A larger “professional” logbook is recommended for those seeking a career as a pilot
- **Flight Bag**: any type of bag that fits your needs. Some students use a backpack, others use a professional flight bag
- **Flashlight**: any kind that is durable and fits nicely in your flight bag
- **Instrument Hood or “Foggles”**: used to simulate instrument conditions
✓ **Plotter:** used to measure distances and determine courses on aeronautical charts. The rotating kind is recommended

![Plotter Image]

✓ **Flight Computer (called an E6B):** Sporty’s E6B is the most common. There are also several apps, including a Sporty’s app, available for the iPad

![Flight Computer Image]

✓ **Cessna 172S Nav III Pilots Information Manual:** purchase the one that says 172SIMBUS-02

✓ **E.R.A.U. In-Flight Guide:** Provides information about the local area and airports. An electronic copy is available through ForeFlight, but students are **REQUIRED** to have a paper copy as well

![In-Flight Guide Image]
✓ **Cessna 172S Checklist**: E.R.A.U.-specific. An electronic copy is available through ForeFlight, but students are **REQUIRED** to have a paper copy as well.

✓ **Jacksonville Sectional Chart (Current Edition)**: Electronic charts are available through ForeFlight, but private pilot students are **REQUIRED** to have a paper copy as well. A Denver sectional chart is required for the AS 121 course.

✓ **Other Charts and Publications**: Charts are available through ForeFlight or in the E.R.A.U. bookstore. Other publications are available online through Canvas.

If you have any questions please contact us!

<table>
<thead>
<tr>
<th>Chief Flight Instructor</th>
<th>386-226-6929</th>
<th>Flight Ops – Room 214</th>
</tr>
</thead>
<tbody>
<tr>
<td>Team 1</td>
<td>386-226-6977</td>
<td>Flight Ops – Room 213 H</td>
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<tr>
<td>Team 2</td>
<td>386-226-7986</td>
<td>Flight Ops – Room 213 A</td>
</tr>
<tr>
<td>Team 3</td>
<td>386-323-8067</td>
<td>Flight Ops – Room 213 D</td>
</tr>
<tr>
<td>Team 4</td>
<td>386-226-7196</td>
<td>Flight Ops – Room 213 G</td>
</tr>
<tr>
<td>Team 5</td>
<td>386-226-6826</td>
<td>Flight Ops – Room 213 B</td>
</tr>
<tr>
<td>Team 6</td>
<td>386-226-2964</td>
<td>Flight Ops – Room 213 C</td>
</tr>
<tr>
<td>Flight Dispatch Desk</td>
<td>386-226-6804</td>
<td>Flight Ops – First Floor</td>
</tr>
</tbody>
</table>
DO YOU HAVE EVERYTHING YOU NEED?

Use this checklist to be sure!

**U.S. CITIZENS**

**Proof of Citizenship**

_I will present ONE of the following:_

☐ An original U.S. Birth Certificate **AND** a valid, unexpired government-issued photo I.D.*

☐ An original U.S. Naturalization certificate **AND** a valid, unexpired government-issued photo I.D.*

☐ An original U.S. Certificate of Birth Abroad **AND** a valid, unexpired government-issued photo I.D.*

☐ An original U.S. Certificate of Citizenship **AND** a valid, unexpired government-issued photo I.D.*

*Examples of government-issued photo I.D.s are driver’s licenses, military I.D.s, state identification cards, U.S. passports, etc.

**F.A.A. Medical Certificate**

_I will present ONE of the following:_

☐ A current original 1st class F.A.A. medical certificate

☐ A current original 2nd class F.A.A. medical certificate

**F.A.A. Pilot Certificate(s)**

_I will present any F.A.A. pilot certificates I currently possess:_

☐ Student Pilot

☐ Private Pilot

☐ Commercial Pilot

☐ CFI

**International Students**

**Proof of Citizenship**

_I will present ONE of the following:_

☐ A current, original Passport

**F.A.A. Medical Certificate**

_I will present ONE of the following:_

☐ A current original 1st class F.A.A. medical certificate

☐ A current original 2nd class F.A.A. medical certificate

**F.A.A. Pilot Certificate(s)**

_I will present any of the following F.A.A. pilot certificates I currently possess:_

☐ Student Pilot

☐ Private Pilot

☐ Commercial Pilot

☐ CFI

**Pilot Certificate(s) from Outside the U.S.**

_I will present any of the following pilot certificates I currently possess from countries other than the U.S.:_

☐ Student Pilot

☐ Private Pilot

☐ Commercial Pilot

☐ CFI

Embry-Riddle Aeronautical University  Flight Department