

R-ATP LUO Applicant Checklist
(Student Copy)

Name: _____

LU Student ID: _____

LU Email: _____

Telephone: _____

- **LUO R-ATP Guidelines**

- Students are eligible to apply for the 1000/1250-hour R-ATP Certifying Statement once their LU aviation degree has been conferred.
 - The normal processing time is 2-3 weeks.
 - Do not wait until you have a scheduled airline class date to make your R-ATP request.
- LU is FAA approved to issue a separate R-ATP Certifying Statement.
 - LU does not include the R-ATP Certifying Statement on the official transcript.
- FAA approved coursework completed after the aviation degree has been conferred cannot be applied to the 30/60 credit hour coursework requirement.

- **LUO R-ATP Contact Information:**

- The email address below is the single point of contact for LUO students requesting the 1000/1250-hour R-ATP Certifying Statement.
 - Contact Information:
 - ratponline@liberty.edu
- With the exception of the LU Official Transcript all required documentation should be emailed to the address above.
 - Attach checklist items 2-5 below in a single email.

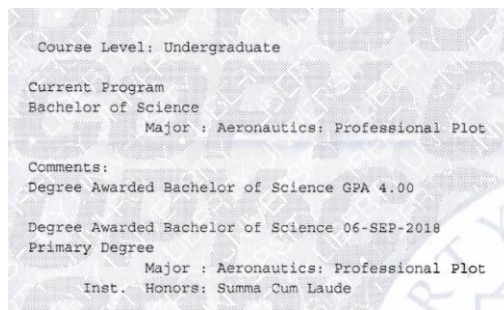
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LUO R-ATP Applicant Requirement Checklist:

- a. When requesting a 1000/1250-hour R-ATP Certifying Statement the applicant will need to provide all the following documentation:

1. **Liberty University Transcript**

- a. Transcript must have “Degree Awarded” statement with awarded date. (See example)



- b. Request 2 **official** copies of your LU transcript from Registrar’s Office
- i. Official transcripts must be in a sealed envelope, stamped “Official” by the Registrar’s Office, with your name on the outside.
 - 1. The FAA does not accept e-script transcripts (emailed transcripts)
- c. Have the Registrar send **one** copy of the transcript to:
- i. Dr. Julie Speakes
 - ii. Liberty University
 - iii. School of Aeronautics
 - iv. 1971 University Blvd
 - v. Lynchburg, VA 24515
- d. The second copy should be sent directly to you.
- i. You’ll need to present it to the FAA Examiner to take your R-ATP checkride.
 - 1. Your copy must be in a sealed envelope, stamped “Official” by the Registrar’s Office, with your name on the outside.

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2. ***Liberty Degree Completion Plan Audit (DCPA)***

- a. Found on ASSIST at www.liberty.edu
- b. Select the “Save as PDF” option and then email saved PDF
 - i. Save as 1 document only, not multiple separate pages
 - ii. Multiple separate DCPA pages will not be accepted.

Note: Save your DCPA prior to enrolling in a Graduate Degree Program at Liberty or your undergraduate DCPA will no longer be available.

3. ***Part 141 Instrument Completion Certificate***

- a. From LU Flight Training Affiliate (FTA)

Note: 100% of the Instrument Flight Training must have been completed Part 141 at an FAA approved Liberty FTA. (Instrument flight training cannot be started at one flight school and completed at another.)

4. ***Part 141 Commercial Completion Certificate***

- a. From LU Flight Training Affiliate (FTA)

Note: 100% of the Commercial Flight Training must have been completed Part 141 at an FAA approved Liberty FTA. (Commercial flight training cannot be started at one flight school and completed at another.)

5. ***All other Part 141 Completion Certificates corresponding to coursework included on your official transcript (For Example, CFI, CFII, Multi-Engine, and MEI)***

- a. From LU Flight Training Affiliate (FTA)

6. ***Signed Copy; FAA Commercial Pilot Certificate (Front and Back)***

7. ***Completed copy of this R-ATP LUO Student Applicant Checklist***

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