R-ATP Residential Applicant Checklist
(Student Copy)

Name: _____

LU Student ID: _____

LU Email: _____

Telephone: _____

- ***R-ATP Guidelines***
  - Students are eligible to apply for the 1000/1250 hour R-ATP Certifying Statement as soon as their LU aviation degree has been awarded on their official LU Transcript.
    - Do <u>not</u> wait until you have a scheduled airline class date to make your R-ATP request.
    - The normal processing time is 2-3 weeks.
  - FAA approved coursework completed <u>after</u> the aviation degree has been awarded <u>cannot</u> be applied to the 30/60 credit hour coursework requirement.
  - 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.

- ***R-ATP Contact Information:***
  - All residential student (Graduate) R-ATP questions and submissions should be emailed to:
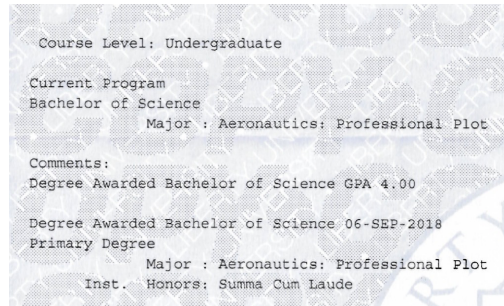   - RATPresidential@liberty.edu

R-ATP Applicant Requirement Checklist:
  - When requesting a 1000/1250 hour R-ATP Certifying Statement the applicant will need to provide all the following documentation:
    - With the exception of the LU Official Transcript all required documentation should be emailed.
    - Attach checklist items 2-6 below in a single email.

1. ☐ *Liberty University Official Transcript*

   a. Transcript must have "Degree Awarded" statement with awarded date. (See example)

   b. Request 2 **official** copies of your 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 your official transcript to:

      i. Professor Walter H. Reichard

      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.

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

   a. Found on the new Liberty Course Registration Web Page

      i. https://registration-ui-sl-course-registration.os.liberty.edu/course-registration/#/

b. Select Degree Completion

    i. Print / Scan / Email as a single document

        1. Multiple separate DCPA pages will <u>not</u> be accepted.

c. Note: save the DCPA prior to enrolling in a Graduate Degree Program at Liberty.

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

    a. The original certificate was provided to you at the completion of your instrument training.

    b. If you need a replacement certificate one **may** be provided by contacting:

        i. Mr. Zachary Lamothe, Instrument Course Chief

            1. zllamothe@liberty.edu

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

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

    a. The original certificate was provided to you at the completion of your commercial training.

    b. If you need a replacement certificate one **may** be provided by contacting:

        i. Mr. Peter Spahr, Commercial Course Chief

            1. pdspahr@liberty.edu

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

5. ☐ ***Signed FAA Commercial Pilot Certificate (Front and Back)***

6. ☐ ***Completed copy of this R-ATP Residential Student Applicant Checklist***

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