

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 not 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 after the aviation degree has been awarded cannot 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

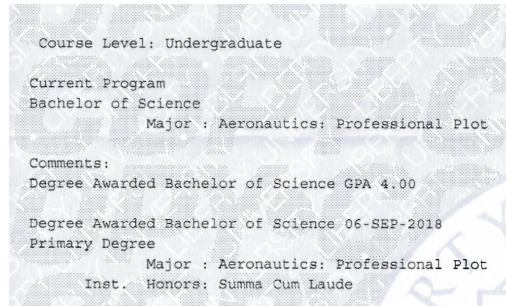
R-ATP Applicant Requirement Checklist:

- 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.

R-ATP Residential Applicant Checklist
(Student Copy)

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/#/>

R-ATP Residential Applicant Checklist
(Student Copy)

- b. Select Degree Completion
 - i. Print / Scan / Email as a single document
 - 1. Multiple separate DCPA pages will not 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. Austin Freier, Instrument Course Chief
 - 1. afreier@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. Zachary Lamothe, Commercial Course Chief
 - 1. zllamothe@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**

-----The End-----