



DEPARTMENT OF AVIATION  
MINNESOTA STATE UNIVERSITY, MANKATO

## Aviation (Professional Flight)-New Student Registration Checklist

The following checklist will guide you through the requirements which must be completed prior to beginning the flight training courses that are a part of the Professional Flight aviation degree at MSU. Completing this checklist will ensure you have completed all the initial steps required for you to begin flight training. Some of the items are more informational in nature, but we as the Aviation Department and our flight training partners, North Star Aviation, would like you to know and understand them.

**NOTE: All checklist items must be complete prior to the first day of classes in the semester you intend to take a flight lab course. If ANY of the checklist items are incomplete, you will not be allowed to register for a flight lab until the next registration opportunity. A delayed start to flight training may require additional resources (such as staying and flying in the summer) to complete the degree in a timely manner. A student's FAA medical must be completed and the certificate must be submitted to North Star Aviation prior to flight lab registration.**

### REQUIRED TO BEGIN FLIGHT TRAINING

\_\_\_\_\_ **FAA Medical Exam is complete.** FAA flight doctors called AMEs administer these. AMEs can be located via the internet at <http://www.faa.gov/pilots/amelocator>. If possible, request a First-Class FAA medical exam, as many piloting jobs post-graduation require it. Your medical exam is your student license prior to receiving your private pilot rating. **You must have your medical examination complete and your medical certificate on file prior to registering for ANY flight lab.** Plan to complete your flight physical as early as possible prior to registering for your first flight lab in the event you need to submit extra medical records to the FAA.

If you take any kind of prescription medications, contact your AME prior to your scheduled appointment. The FAA has a special issuance process for only 4 antidepressants (fluoxetine (Prozac), escitalopram (Lexapro), sertraline (Zoloft), or citalopram (Celexa), which may involve a costly and time-consuming (roughly 3 months minimum) psychiatric and cognitive testing requirement. Also, a listing of any alcohol offense, such as consumption as a minor, or a DUI, requires full documentation for the FAA. Further questions related to the certificate or this process can be emailed to [aviation@mnsu.edu](mailto:aviation@mnsu.edu). **You are encouraged to get your medical screening as early as possible, even months ahead of starting at MNSU. Once completed, the medical certificate can be sent to [documents@flymankato.com](mailto:documents@flymankato.com)**

\_\_\_\_\_ **Either 1) a current passport, or 2) birth certificate and current government issued photo ID.** This is a TSA requirement. Students must bring the original passport or original copies of both the birth certificate and government ID to their initial flight training lesson to show North Star Aviation. This documentation does not need to stay with the student after it is successfully scanned in at North Star Aviation.

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*An Affirmative Action/Equal Opportunity University*

\_\_\_\_\_ **Application for financial aid is complete.** This can be a confusing issue, so please do this early. Even if you do not think you will receive anything, we encourage you to complete the FAFSA as it may help with private student loan resources. For more information, contact the Campus Hub at: 800-627-3529 or [www.mnsu.edu/campushub](http://www.mnsu.edu/campushub)

\_\_\_\_\_ **Student is actively enrolled in the correct classes and flight lab.** Students need to be enrolled in a flight lab class at MNSU to engage in flight training, and need to be enrolled in the appropriate ground school at the same time (or prior) to flight lab enrollment. Flight lab enrollment requires completion of the Permission to Register (PTR) process, which can be started at [link.mnsu.edu/flightlab](http://link.mnsu.edu/flightlab). Students are advised to keep an eye on their MNSU email for instructions and updates as they navigate the process.

\_\_\_\_\_ **Required flight training items have been purchased.** These include, but may not be limited to, an aviation headset, appropriate aircraft manuals, fuel strainer, vision restricting device, E6B calculator, and a bag to carry these in. The items are available at North Star Aviation either in kits or by individual items (<https://www.flymankato.com/fbo-services/shop/>) or through other various online retailers such as Sporty's Pilot shop or MyPilotStore.

\_\_\_\_\_ **Electronic Flight Chart Capability is purchased.** A rapidly changing area of aviation is the conversion to electronic charts. The Aviation program is requiring all flight students to have an iPad or iPad Mini, which allows students to download flight charts. Please note that as of 2024, 4<sup>th</sup> Generation IPADS (or older) are no longer compatible with Foreflight, the flight chart software used by MNSU. In addition to being newer than a fourth generation, IPADS need to have Wi-Fi and GPS capabilities. Often times a cellular model of IPAD is required for the GPS, but a cellular plan is not needed. We also recommend an IPAD mini for maneuverability in the cockpit. For a current ForeFlight buying guide, please reference <https://foreflight.com/support/buying-guide/>.

\_\_\_\_\_ **Required documentation is sent to North Star Aviation ASAP. This includes:**

\_\_\_\_\_ Class/work/extracurricular schedules have been sent to [documents@flymankato.com](mailto:documents@flymankato.com). Please send any and all schedules that impact your availability to fly. The sooner you turn these schedules in, the better times you will have available for flight training, and the better North Star can match you with a CFI with availability that matches yours. If you are unsure of your work or extra-curricular schedule, turn them in as soon as you know them. **This is a requirement every semester you intend to fly.**

\_\_\_\_\_ Your medical certificate has been scanned in and sent to [documents@flymankato.com](mailto:documents@flymankato.com). Please do this as soon as you receive your medical certificate, and plan on bringing your medical certificate with you to Mankato. You will want to keep your medical certificate accessible/with you throughout the entirety of your flight training.

\_\_\_\_\_ If you are coming in with your Private Pilot's License (PPL) complete, please scan and send a copy to [documents@flymankato.com](mailto:documents@flymankato.com). You will want to keep your PPL accessible/with you throughout the entirety your flight training.

\_\_\_\_\_ **Reliable Transportation is secured.** Students are required to have their own transportation to the airport to get to flight lessons on time. This transportation should be reliable year-round, so please do **NOT** count on seasonal transportation (bicycle, motorcycle, etc.).