



Caribbean Air Academy, LTD

DBA – CROSSBONES AVIATION

Phone: 470.309.4091 / 242.376.9698 - Web: www.carib-air.com

Nassau, Bahamas



INTERNATIONAL STUDENT ENROLLMENT CHECKLIST

Step-by-Step Guide for Students from Any Country • June 2026

Welcome to Caribbean Air Academy (Crossbones Aviation) in Nassau, Bahamas. This checklist provides the recommended sequence for international students to enroll in our structured 250-hour FAA pilot training program. The order helps minimize delays, as several steps (TSA FTSP, entry authorization) have processing times. We operate a professional, demand-driven program with modern glass-cockpit aircraft, airline-style training standards, and full support for your stay and training. If you are working with an authorized international recruiter or partner, coordinate with them in parallel. Otherwise, contact the academy directly.

EXPECTED TIMELINE: 6–9 months total for the full Career-Track Program. TSA FTSP (typically 2–3+ weeks to fingerprint request letter) and entry processes are the main variables.

ENROLLMENT STEPS (COMPLETE IN ORDER)

STEP 1: Submit Online Student Application

- Complete the online application by visiting www.carib-air.com and navigating to the Flight Training section. Select the appropriate application for your training program. Provide accurate passport details, contact information, and upload the requested documents.
- After submission, notify admissions@carib-air.com (include your application reference if available). We will send a welcome email with next-step instructions.

Timeline: Start immediately. This triggers all follow-up actions and official records.

STEP 2: Begin TSA FTSP (Security Threat Assessment) - Typically 2–3 Weeks

- Initiate the TSA Flight Training Security Program process immediately after (or concurrent with) your application. This is mandatory for non-U.S. persons pursuing FAA flight training.
- Submit the required biographic and travel history information through the TSA portal (guidance provided after application).
- Timeline: Initial review typically takes 2–3 weeks to issue a fingerprint request letter. Full clearance follows submission of fingerprints.
- Important: The academy will arrange your in-person fingerprints and FAA medical exam after you arrive in Nassau. Do not delay starting this step.

Priority: Highest after application. This is the longest-lead item.

STEP 3: Flight Circle (FLIGHT CIRCLE) Onboarding

- Once your application is received and processed, the academy will email you a link to create your FLIGHT CIRCLE account using the email you provided.
- Log in, complete your profile, and go to the Documents section. Upload any documents you can (e.g., passport scan, photos).
- Items that cannot be uploaded directly (certain photo IDs, signed forms, etc.) should be emailed to admissions@carib-air.com with your name and application reference in the subject line.
- Confirm your preferred training start window so we can reserve your slot.

Timeline: Shortly after application. FLIGHT CIRCLE is your hub for scheduling, invoices, and progress.

STEP 4: FAA IACRA - Student Pilot Certificate Application (Agent of Service)

- Register or log in at <https://iacra.faa.gov> and apply for a Student Pilot Certificate.
- For the Designated Agent / Agent for Service of Process field, use: Name: Kenneth R. Combs | Address: 644 Lost Grove Circle, Winter Garden, FL 34787-5012 (Registered Agent / Agent of Service address).
- Important clarification: This is our official registered agent / agent of service address in the U.S. All official FAA correspondence and academy communications will be directed here. If you have a personal U.S. residential address and enter it in IACRA, that is where official items will be sent to you. Otherwise, use us as your agent of service - everything comes through us and is mailed to the address above. We will immediately forward (ship) any such items down to the Bahamas or to your location after training.
- Note: A recommending instructor will be assigned after you are scheduled into the training program.



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***Can be completed after FLIGHT CIRCLE onboarding (Step 3) but before visa/entry applications.
Establishes your official FAA student pilot record.***

STEP 5: Choose Housing/Transport Option (BEFORE Invoice) & Pay Initial Deposit

- Housing & Transportation Selection (required before invoice is generated): You must choose whether to take the Academy's optional housing + transport package or make your own arrangements. This choice must be confirmed before we issue your invoice.
- Academy Housing + Transport Option (\$14,000 for expected ~7-month duration): Includes verified accommodation and transportation from the hotel to training events only. We provide official verification of your place to stay.
- Self-Arranged Option: You make your own accommodation booking/reservation and handle your own transportation. The accommodation you arrange must be submitted to the academy for verification to ensure student safety and suitability.
- After your housing choice is confirmed and your FLIGHT CIRCLE profile is active, we will prepare a personalized quotation outlining your selected training package, housing option (if applicable), and any approved payment plan. Once accepted, an official invoice will be generated in Flight Circle (FLIGHT CIRCLE).
- Your required initial deposit will be identified in your quotation and official invoice. Payment instructions will be provided separately. Include your full name and invoice number in the wire reference. The required initial deposit must be received and cleared before the academy can issue an Acceptance / Enrollment Letter, provide visa-support documentation, activate Sporty's Ground School access, or reserve your training start date.
- Immediately after payment, email your wire confirmation or payment receipt to admissions@carib-air.com so we can promptly verify and credit your account.

Timeline: Housing selection before quotation and invoice. The required initial deposit must clear before the Acceptance / Enrollment Letter and related student services are issued.

STEP 6: Receive Official Acceptance / Enrollment Letter (Comprehensive Single Document) + Sporty's Ground School Access

- We issue your personalized Acceptance / Enrollment Letter (PDF) once we have: completed application + FLIGHT CIRCLE active + IACRA submitted + required initial deposit cleared + training slot confirmed + housing choice recorded.
- This is a single comprehensive document. It confirms your acceptance into the program, states your start date and expected duration, and includes all required contact/sponsor information, training purpose, and commitment details (required initial deposit paid, FTSP application submitted, Student Pilot application submitted, and other key milestones cleared). We design this one letter to contain every keyword and piece of information immigration and other official entities typically require - so you do not need a separate contact or sponsor letter.
- After the required initial deposit has cleared and the Acceptance / Enrollment Letter has been issued: You also receive access to Sporty's Pilot Shop online ground school. Begin Private Pilot theory studies immediately while completing remaining documentation and awaiting your travel date.

Timeline: Usually issued within 1–3 business days after verification and payment clearance.

STEP 7: Handle Entry Authorization / Visa Requirements for Bahamas

- Check if you need a visa or eVisa. Requirements vary by nationality. Check the official Bahamas e-Visa website or Bahamas Immigration website for the current list of countries that require a visa. If your country is not on the list, you can typically enter on a tourist/entry authorization supported by our letter.
- Use your Acceptance Letter + passport + other supporting documents. Immigration typically grants a minimum of 90 days for non-eVisa holders. With strong supporting documents (including our detailed letter), students should receive the full eight months stamped in their passport. If a shorter period is initially granted, we have a straightforward plan - we go downtown together and apply for an extension (normally not a problem).
- U.S. Entry / Transit Note: Because of your extended training stay in the Bahamas, you have the ability to apply for any required U.S. visa or travel authorization at the U.S. Embassy in Nassau.
- Transit Options: For most students the easiest routing is via London (British Airways direct to Nassau). Canada is also a viable option. Confirm the exact type of transit authorization needed and check with the academy before applying.



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Travel Rule: Book flights to Nassau only after confirming entry requirements and having the fingerprint request letter + Acceptance Letter.

STEP 8: Travel to Nassau & Complete Arrival / Onboarding

- Fly to Nassau. An academy representative or clear instructions will guide you from the airport.
- Upon arrival: We arrange in-person fingerprints (for TSA) and your FAA medical with an authorized AME. We verify final TSA clearance.
- Begin training per your FLIGHT CIRCLE schedule in modern Cessna 172s with Garmin GTN 650Xi glass cockpits, GFC 500 autopilot, Smart Glide, and full maritime safety equipment.

Training starts as soon as clearances are confirmed. The program is agile and demand-driven.

PRE-DEPARTURE DOCUMENT CHECKLIST - TRAVEL WITH THESE IN ONE ENVELOPE

Prepare and carry the following documents together (immigration or officials may request some or all). Keep copies and digital scans:

- **Passport** - Valid $\geq$ 6 months beyond planned stay/departure.
- **Return or Onward Ticket** - Showing departure within program period (we support extensions).
- **Proof of Housing / Local Address** - If using Academy option: we provide verification. If self-arranged: your booking + transport proof; academy must verify the accommodation for student safety/suitability.
- **Proof of Financial Support / Funds** - Bank statements, sponsor letter, or scholarship docs showing ability to cover training + housing + your own planning for uncovered personal expenses (food, airfare, incidentals, etc. not included in package).
- **Academy Acceptance / Enrollment Letter** (Comprehensive Single Document) - This one letter confirms acceptance, start date, training purpose & duration, includes all required contact/sponsor information, and contains every keyword and detail typically needed for immigration and official purposes. We design it so you do not need a separate contact or sponsor letter.

Entry Guidance: Check official Bahamas sources for visa requirements. If not required, enter with the letter supporting tourist/entry authorization (typical minimum 90 days; full 8 months goal with strong documentation).

IMPORTANT NOTES & REMINDERS

- No hidden fees on academy invoice. Quoted package prices cover standard training costs (aircraft, fuel, instruction, insurance, digital logbooks). Airfare, meals, personal expenses, and optional housing/transport are your responsibility.
- Third-Party / Direct Payments (NOT included in main academy invoice): Items such as TSA FTSP, fingerprints, certain medical/supplies, Garmin Pilot (in some cases), and similar third-party fees are paid directly by the student to the vendor and are not part of the academy training invoice.
- Housing & Transport: Academy option (\$14,000 for ~7 months) includes verified stay + hotel-to-training transport only. Must choose before invoice. Self-arrange option requires academy verification of accommodation for safety.
- Ground School Head Start: After deposit + Acceptance Letter you gain Sporty's online access - start studying immediately.
- Questions? Email admissions@carib-air.com or WhatsApp/call +1 470-309-4091. We guide you from application through graduation and license conversion readiness.

Caribbean Air Academy - Built From Scratch on a Part 121 Foundation. Modern integrated avionics, dedicated protected airspace, zero ground delays, and genuine multi-crew CRM. Our single comprehensive Acceptance Letter contains everything needed for immigration and official purposes.