

Updated: September 2024

# **ONE-STOP PROCESSING PACKET**

**Fall 2025 thru  
Summer 2026**

## **What is One Stop?**

One Stop is the process by which the University of Oklahoma will obtain copies of your required flight training documents.

## **Documents Required to Complete the One Stop Process**

### **U.S. CITIZENS**

- Proof of U.S. Citizenship
  - Valid, unexpired U.S. passport **OR**
  - Original or government-issued birth certificate of the U.S., American Samoa, or Swains Island AND a government-issued picture identification **OR**
  - Original certification of birth abroad with raised seal (Form FS-545 or Form DS-1350) AND a government- issued picture identification **OR**
  - Original certificate of U.S. citizenship with raised seal (Form N-560 or N-561) or a Certificate of
    - Repatriation (Form N-581) AND government-issued pictured ID **OR**
  - Original U.S. Naturalization Certificate with raised seal (Form N-550 or N-570) AND a government-issued picture ID
- FAA Class I or Class II Medical (An AME may tell you that only a 3<sup>rd</sup> class is required. OU requires a class I or II)
- FAA Airman's Certificate (Student Pilot Certificate (SPL) or Private Pilots Certificate (PPL)). Either an SPL or PPL certificate is required for the One Stop packet.
- FAA Knowledge Test (if completed)

### **FOREIGN NATIONALS**

- Passport
- Visa
- FAA Class I or Class II Medical
- Complete TSA Training Application @ <https://www.fts.tsa.dhs.gov/home>

## IMPORTANT INFORMATION ABOUT PERSONAL DOCUMENTS

**The information presented on all forms of ID must match exactly.** Common issues include misspelled names, wrong birth dates, wrong eye, or hair color, not including “Jr” or “Sr” or “II” or “III”. The driver’s license or US Passport **MUST MATCH** your birth certificate at the time of ONE STOP processing. If your birth certificate or passport lists your official legal name as “James Robert Smith”, your driver’s license **MUST** say “James Robert Smith”, not “Jim R. Smith”, “J.R. Smith”, or “Jim Bob Smith”. If it does not match, go to your local DMV and get a corrected driver’s license before showing up for your One Stop appointment.

Ensure when you put data into the web data bases for both your FAA medical and your FAA Student Pilot License that **YOU USE YOUR FULL LEGAL NAME** as it is or will be on your driver’s license or US Passport – **you may be disenrolled from the course if your documents do not match.**

Additionally, your address on the driver’s license must be a current residential address at which you can receive mail. This may be a parental address if you are living in a temporary location (apartment, dorm, fraternity house, etc.).

## YOUR FIRST CHECKLIST!

### Items to be completed.

- Obtain FAA Class I or Class II Medical (See directions on next page)
- Obtain your Student Pilot Certificate (See directions on next page) \*If you have your Privat Pilots License (PPL) a student pilot certificate (SPL) is not required.
- Scan and save your required documents

- FAA Medical
- Pilot Certificate (SPL or PPL) These can be the temporary print out
- Government issued photo ID
- Proof of Citizenship

Email All the documents from above to: [soonerflightops@ou.edu](mailto:soonerflightops@ou.edu)

o Include the following information in the subject line of your email.

SUBJECT – (Last name, ONE STOP, Academic year 2025)

- Students coming in with their Private Pilot’s License (PPL) include a statement with the following information:
  - Your major and if you currently have your Private Pilot Certificate. If you are working on your PPL, you must have it complete prior to the January 15<sup>th</sup> deadline. If not completed by this deadline you can elect to complete your PPL with OU.
  - **Special note:** If you currently hold a PPL please indicate if your training is a 141 school or part 61. You’ll be required to complete a Prior Learning Assessment written test on the first day of classes and if you pass the written, the flight portion within the first two weeks of your arrival at OU. You will receive an email form Assistant Chief Phillip Donihoo regarding the times the PLA written will be given. His email is [phildonihoo@ou.edu](mailto:phildonihoo@ou.edu) if you have questions regarding the PLA process.  
**IMPORTANT NOTE:** If you fail the PLA written you will be required to take Introduction to Aviation (AVIA 1113) and Primary Flying (AVIA 1222). You will not be able to take Advanced Flying (AVIA 2231) until you complete Primary Flying (AVIA 1222).
- Follow this link and scroll down to our PLA tab for all your PLA instructions and forms.
  - [Resources](#)

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\* You will receive confirmation once we receive all the documents requested in one email. During your New Student Orientation (NSO), you will be given your starting semester and a link to a survey that will ask about your class schedule for the Fall of 2025 that needs to be completed by the July 15<sup>th</sup> deadline stated below. **SAVE THIS DOCUMENT!** You must follow its instructions carefully or you will not be scheduled or assigned a CFI! If your One Stop packet is not complete by the stated deadline you will lose your flying spot as these documents are an FAA requirement to fly. \*

## **IMPORTANT DUE DATES TO REMEMBER**

- |   |                                    |
|---|------------------------------------|
| ▪ State issued ID, Birth Certificate or unexpired Passport, SPL or PPL: | <b>January 15<sup>th</sup></b>     |
| ▪ Medical Class I or II required for One Stop completion:               | <b>Due May 1st</b>                 |
| ▪ Flight Survey Due:  | <b>July 15th, 2025</b>             |
| ▪ First Time Flyers Meeting:  | <b>First day of class @ 5:00pm</b> |

## **THE HOW – TO**

### **FAA KNOWLEDGE TEST**

If you have already completed ground school, you must pass your FAA Knowledge Test prior to the first day of class. If you have not, you will be automatically dropped from your flight course. If you are enrolled in ground school for the same semester that you are enrolled in flying, this requirement does not apply to you.

### **OBTAINING AN FAA MEDICAL**

- You must obtain either a Class I or Class II medical. First, visit the FAA MedExpress website: (<https://medexpress.faa.gov/medexpress/>) and create a username/password.
- After filling out your medical history through the Med Express website, contact an FAA Aviation Medical Examiner (AME) and set up an appointment. You may find a list of FAA Medical Examiners at (<https://www.faa.gov/pilots/amelocator/amedirectory/>). The medical typically costs \$100.
- If you have any medical issues or concerns, the approval for your medical may take additional time. Therefore, you should not hesitate to begin this process now.

NOTE: In April 2016, the FAA separated the FAA Medical from the student pilot license. You may find material on the internet referring to the combined student pilot license / medical, however this is no longer the case. The documents are issued separately. However, if you already received your medical before April 1, 2016, you may already have your combined student pilot license/medical.

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## **OBTAINING YOUR STUDENT PILOT LICENSE (SPL)**

You must obtain a student pilot certificate as part of this process BEFORE the January 15th deadline. To do this you have three options:

- Contact your local FSDO (Flight Standards District Office) and schedule an appointment OR...
- Contact a local flight school or Certified Flight Instructor and set up an appointment to apply through them. OR...
- Come to OU school of aviation studies and apply through our CFIs. (\*if you choose this option, it MUST be completed by January 15th).

**You must submit State issued ID, Birth Certificate or unexpired Passport, SPL or PPL by the January 15<sup>th</sup> deadline and Medical by May 1<sup>st</sup> deadline. Bring all One stop documents with you on your first day of classes. They cannot be copies, screenshots, or emails of the original documents**