Airman Full Name

Airman Street Address

City, State Zip

Date of Request

Federal Aviation Administration

Airmen Certification Branch

ATTN: AFB-720

PO Box 25082

Oklahoma City, OK 73125

Dear Sir or Madam:

I am writing to request that the FAA submit to Thomas Edison State University an Official College Credit Letter which confirms that I hold the type certification(s) and rating(s) checked below. Please also indicate the Original Date of Issue for the highest rating I hold in each type certification.

Full Legal Name:

FAA Certificate #: (for pilots, list highest level only)

Date of Birth:

Last date of issue:

Type Certification/Rating(s):

Air Traffic

* Control Tower Operator (CTO) certification

Airworthiness

* Repairman certification
* Mechanic Airframe certification
* Mechanic Powerplant certification

Crewmember

* Aircraft Dispatcher certification Part 65, Subpart C
* Flight Engineer
* Flight Navigator

Instructor

* Certified Flight Instructor Rating (CFI)
* Certified Flight Instructor Instrument Rating (CFII)

*Checklist continues on next page*

Pilot

Airline Transport Pilot (ATP)

* Airplane/Helicopter Rating
* Airplane/Helicopter Rating (Restricted)

Commercial Pilot

* Airplane Single-Engine Rating
* Airplane Multi-Engine Rating
* Rotorcraft-Helicopter Rating
* Flight Instrument Rating

Private Pilot

* Airplane Single-Engine Rating
* Airplane Multi-Engine Rating
* Rotorcraft-Helicopter Rating
* Flight Instrument Rating

Please ensure that the letter is on Official FAA letterhead and addressed to:

Thomas Edison State University

Office of the Registrar

111 West State Street

Trenton, NJ 08608

If you require any additional information to process this request I can be reached at the mailing address above or at phone #.

Thank you for your kind and prompt attention.

Sincerely,

(AIRMAN MUST SIGN LETTER TO BE A VALID REQUEST)

Print Airman Name