

OVERSEAS TRAINING REQUEST APPLICATION FORM

IMPORTANT – READ BEFORE APPLYING

- Please complete this form in type format.
- **All fields below are mandatory.**
- Incomplete applications will not be processed.

PLEASE COMPLETE ALL BOXES BELOW IN TYPE FORMAT

1. TRAINING PROVIDER MAKING REQUEST

Training Provider (Legal Entity Name):

Registered Address:

Registered Training Provider Number:

2. ENTITY RECEIVING THE TRAINING

Entity Name:

Contact Name:

Website:

Email Address:

Telephone Number:

3. LOCATION WHERE TRAINING IS REQUESTED TO TAKE PLACE

City:

Country:

Venue:

4. REQUESTED DATE AND DURATION

Requested Training Date(s) and Duration:

5. TYPE OF TRAINING REQUESTED

Training Syllabus or Course Description:

6. PRACTICALITIES

Please include the proposed number of trainees, number of instructors, facilities, and any other relevant information.

7. REASONS FOR THE REQUEST

Please set out the reasons for the request, considering the conditions set out at [Overseas Training Requests | UK Civil Aviation Authority](#).

DECLARATION

I confirm that the information provided in this application is complete and accurate and that the eligibility conditions outlined above have been considered prior to submission.

Name:

Position / Role:

Organisation:

Date:

APPLICATION FORM SUBMISSION SERVICE (SUBMIT)

Once you have completed your application form, please save a copy to your device. Click on the button below to submit your application and supporting documentation (if applicable). You will be required to upload a copy of the completed application form as part of the submission.

The button will direct you to the CAA Customer Portal. The first time you access the CAA Customer Portal you will need to create a user account, there are instructions provided and it only takes a few minutes to register. If you have used the CAA Customer Portal before, please log in to your existing user account.

Please note: Your application will not be processed until you have submitted it via the CAA Customer Portal and provided the supporting documentation (if applicable).

Important: Please save your completed form before proceeding

Application Form Submission Service

If you prefer, you can access the service by logging onto the CAA Customer Portal via <https://portal.caa.co.uk> and selecting the Application Form Submission Service.