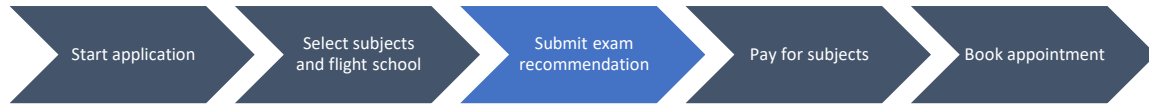


# Application for Theory Exams for Candidates

This guide describes the process of applying, paying, and booking a theory exam in dLIS. It is intended for candidates.

The steps marked in dark blue are to be completed by you. The light blue step is performed by your flight school.



## 1. Start the application

Select the FCL section (1). After completing the dLIS onboarding process and as soon as the FCL module has been activated, you will see your licence number here. If you have already taken a theory exam before the introduction of dLIS, your requested licence level will also be displayed. In this case, click directly on (3).

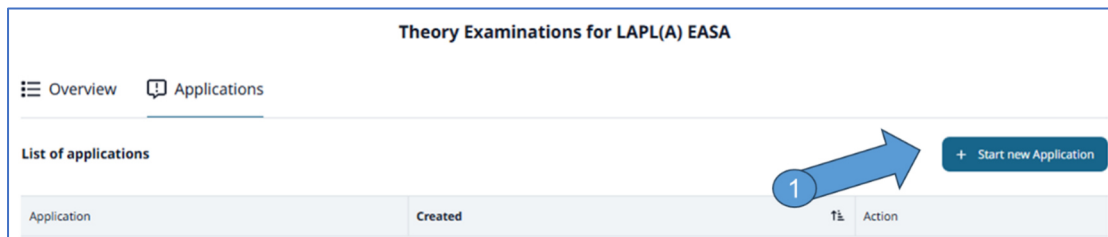
If this is your first theory exam, choose “+Obtain new Licence” (2) and specify the licence for which you intend to take the practical exam later.

Depending on the licence, you can click on (3) to select additional details. For example, in the case of a PPL, your preferred exam language, or in the case of a CPL licence, whether you want to apply for a CPL or ATPL theory exam. Your flight school can advise you in selecting the correct theory exam.

The screenshot shows the dLIS application interface. At the top, there is a navigation bar with 'FOCA | dLIS', 'Dashboard', 'Domains', and 'Applications'. The 'Domains' tab is selected, and a blue arrow labeled '1' points to it. Below the navigation bar, the 'Domains Flight Personnel (FCL)' section is visible. It contains a 'Pilot Licence Number' field with the value '123456'. Below this, the 'Licences / IR FCL' section is shown. It has a table with columns 'Licence' and 'Status'. The first row shows 'PPL(A) EASA' and 'Incomplete'. A blue arrow labeled '2' points to the '+ Obtain new Licence' button. Below the 'Licences / IR FCL' section, the 'Ongoing Theory Examinations' section is visible. It has a table with columns 'Licence', 'Examination', and 'Action'. The first row shows 'PPL(A) EASA' and 'PPL(A) in national language (DE/FR/IT)'. A blue arrow labeled '3' points to the 'Show details' button.

Licence	Examination	Action
PPL(A) EASA	PPL(A) in national language (DE/FR/IT)	Show details →

To start a new application, click on “+ Start new Application” (1).



## 2. Select subjects and flight school

In the next step, select the subjects.

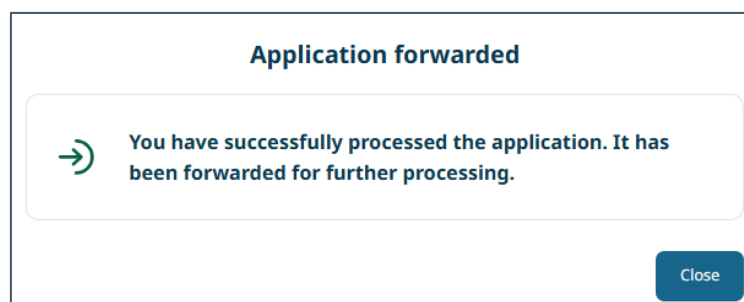
Only choose subjects you want to take on the same exam day (PPL, SPL, BPL) or in the same exam session (ATPL, CPL, IR). A separate application must be submitted for each exam day or session.

In the field “Organisation Name,” you can search for and select your flight school.

The screenshot shows the 'Training Organisation' selection screen. At the top, there is a title 'Training Organisation'. Below the title is a section titled 'Select your Training Organisation:'. Under this section is a search bar labeled 'Name Organisation'. Below the search bar is a message: 'If you cannot find the organisation, it means it is not yet registered in dLIS as a training organisation. Please contact your training organisation.' Below this message is a link: 'For more informations, see also on: [www.bazl.admin.ch](http://www.bazl.admin.ch)'. At the bottom right, there are two buttons: 'Overview' and 'Next'.

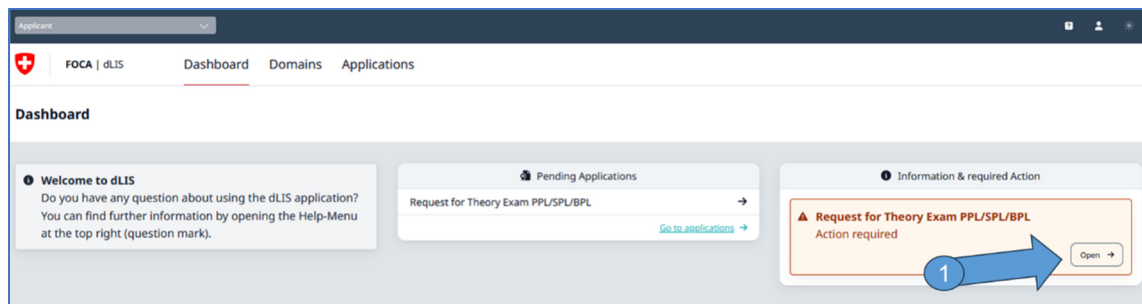
## 3. Submit exam recommendation

You have successfully completed the first part. Your application is now forwarded to your flight school. Once you meet the requirements for the theory exam, your flight school will approve the subjects and you can continue with your application.



#### 4. Pay for subjects

Once your flight school has approved the subjects, you will find a new required action on your Dashboard (1). You will then proceed to the payment process.



The following payment methods are accepted: credit cards (e.g., Mastercard, Visa, and American Express), PostFinance Pay, PostFinance Card, and TWINT.

#### 5. Book appointment

After successful payment, you can select your exam date. Click on the desired date (1) and then on "Next" (2) to confirm the booking.

**Subjects**

Subject	Description	Licence
010	Air Law	LAPL(A) EASA
020	Aircraft General Knowledge	LAPL(A) EASA
030	Flight Performance and Planning	LAPL(A) EASA

**Select Examination Location & Date**

29.08.2025  
Ittigen BAV

03.09.2025  
Bellinzona

04.09.2025  
Illnau

**Provisional Registration**

Date	Begin	End	Subjects	Address location
04.09.2025	09:00	10:45	010, 020, 030	Hotzehuus Usterstrasse 2 8308 Illnau

More information on [FOCA website](#)

[Overview](#) [Next →](#)

You can reschedule your appointment (3) until the registration deadline.

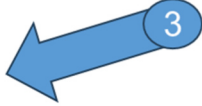
Reschedule examination

If, for urgent reasons, you are unable to take your exam on the scheduled date, you can reschedule it as long as the registration deadline has not passed.

**Registration deadline**

04.09.2025

[Reschedule](#)



You can view your appointment confirmation anytime in dLIS. We wish you success in your exam!