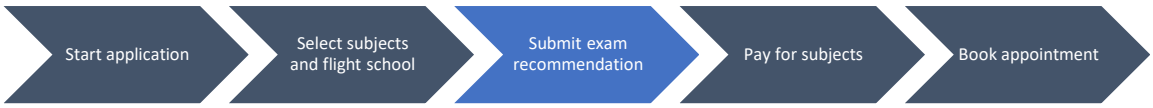
Application for Theory Exams for Candidates

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.

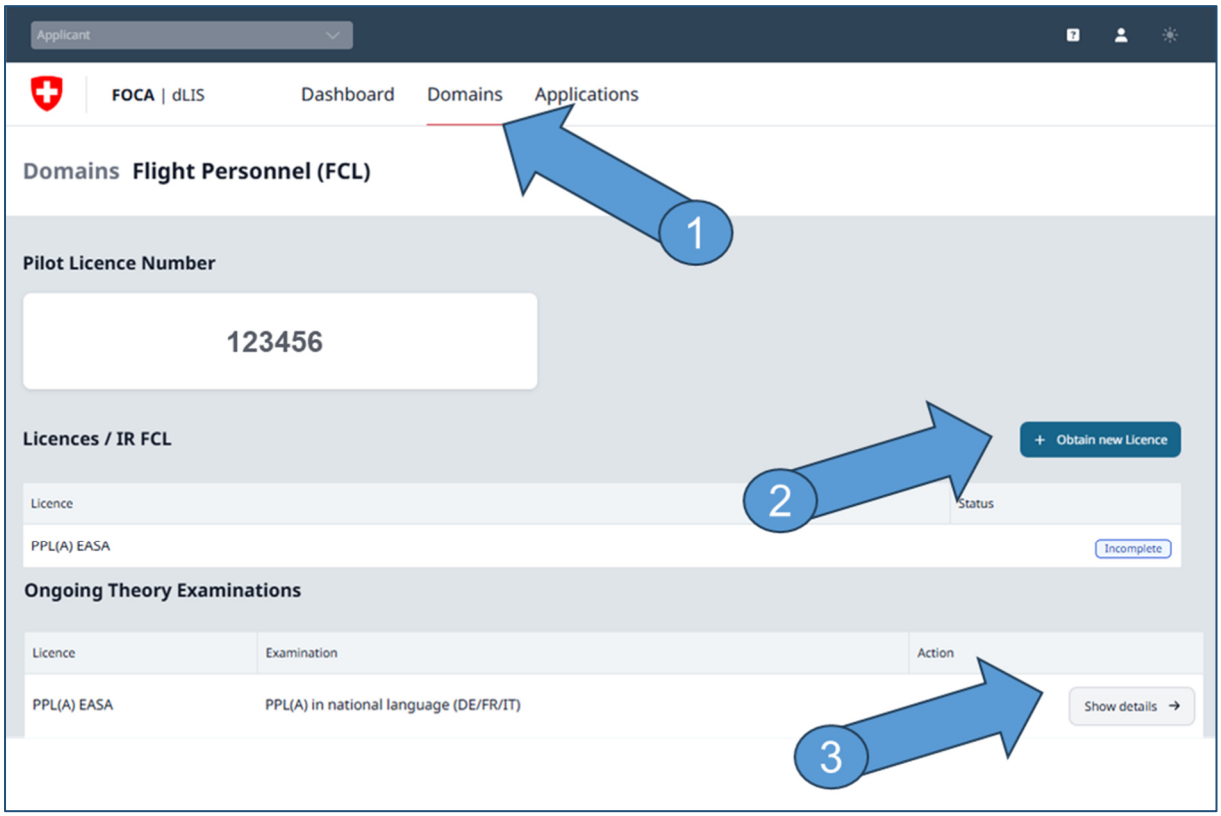


1. Start the application

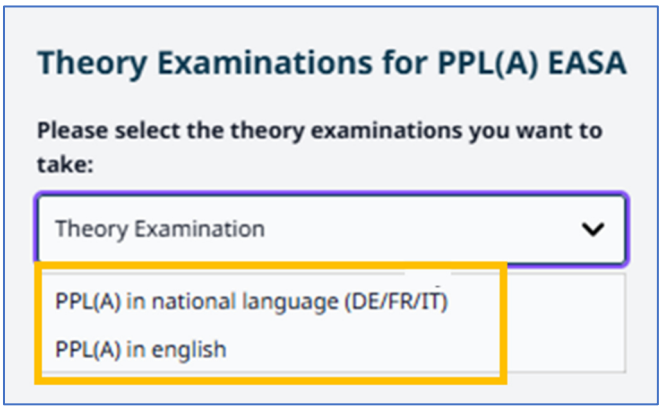
Select the FCL section (1). After completing the dLIS onboarding process and as soon as the FCL module has been activated, you will see your licence number here. If you have already taken a theory exam before the introduction of dLIS, your requested licence level will also be displayed. In this case,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

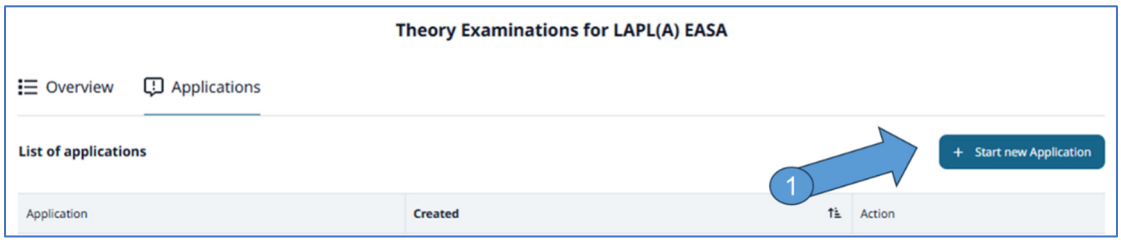
Depending on the licence, you can click on (3) to select additional details. For example, in the case of a PPL, your preferred exam language, or in the case of a CPL licence, whether you want to apply for a CPL or ATPL theory exam. Your flight school can advise you in selecting the correct theory exam.



For the PPL(A) or PPL(H), you can select the examination language once:



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

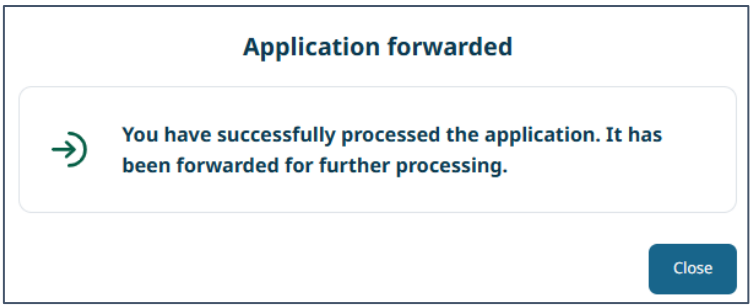


2. Select subjects and flight school
In the next step, select the subjects.
Only choose subjects you want to take on the same exam day (PPL, SPL, BPL) or in the same exam session (ATPL, CPL, IR). A separate application must be submitted for each exam day or session.

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

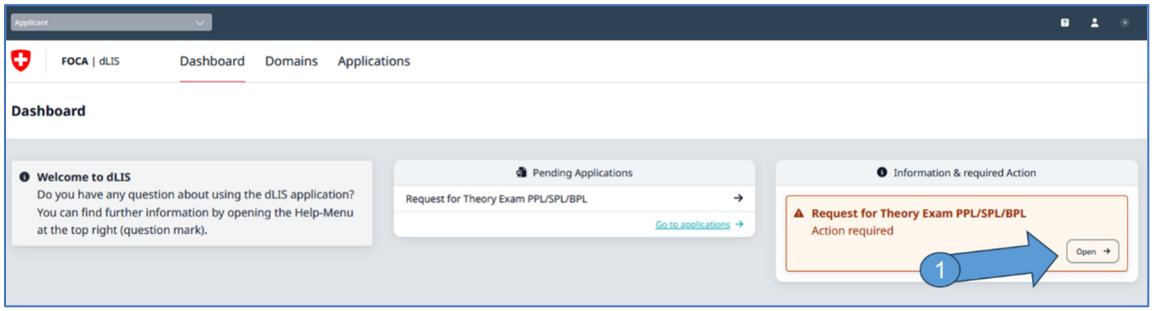
3. Submit exam recommendation

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

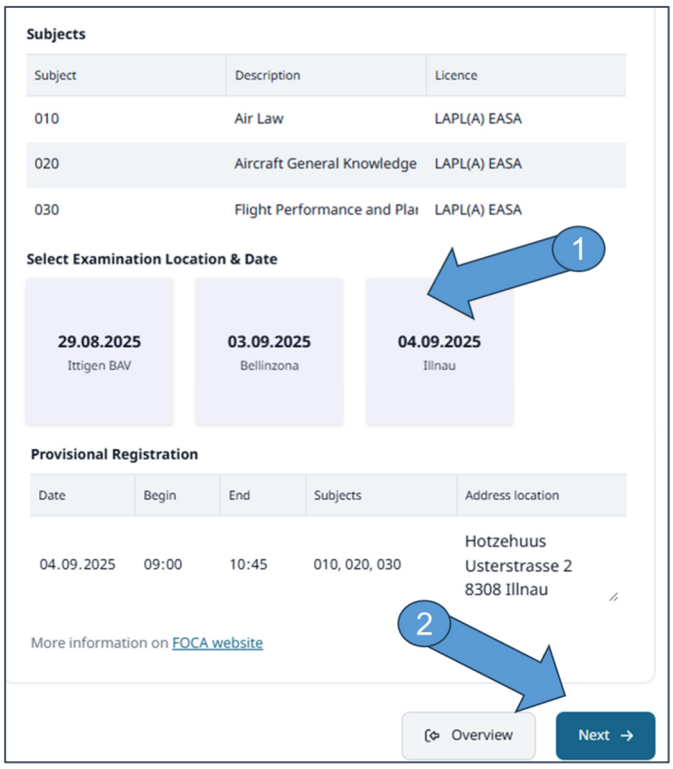
Once your flight school has approved the subjects, you will find a new required action on your Dashboard (1). You will then proceed to the payment process.



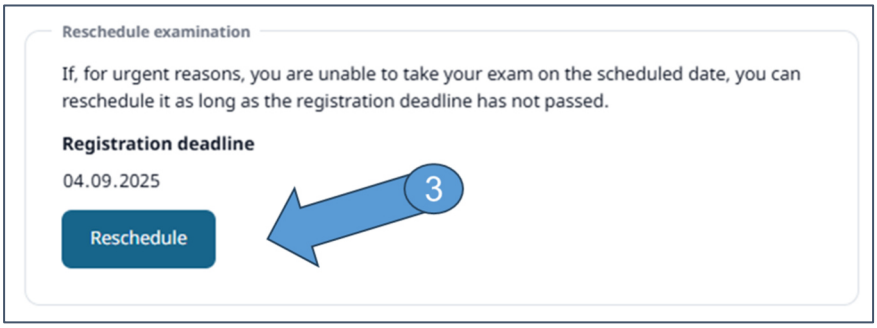
The following payment methods are accepted: credit cards (e.g., Mastercard, Visa, and American Express), PostFinance Pay, PostFinance Card, and TWINT.

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.



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



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