

# How to Register as a Foreign Flight Instructor or Examiner

## Introduction

This guide explains how to register as a foreign flight instructor and/or examiner with the Swiss Federal Office of Civil Aviation (FOCA) using the dLIS platform. This process is intended for holders of an EASA licence issued by another country who wish to conduct flight instruction or examinations in Switzerland.

## Prerequisites

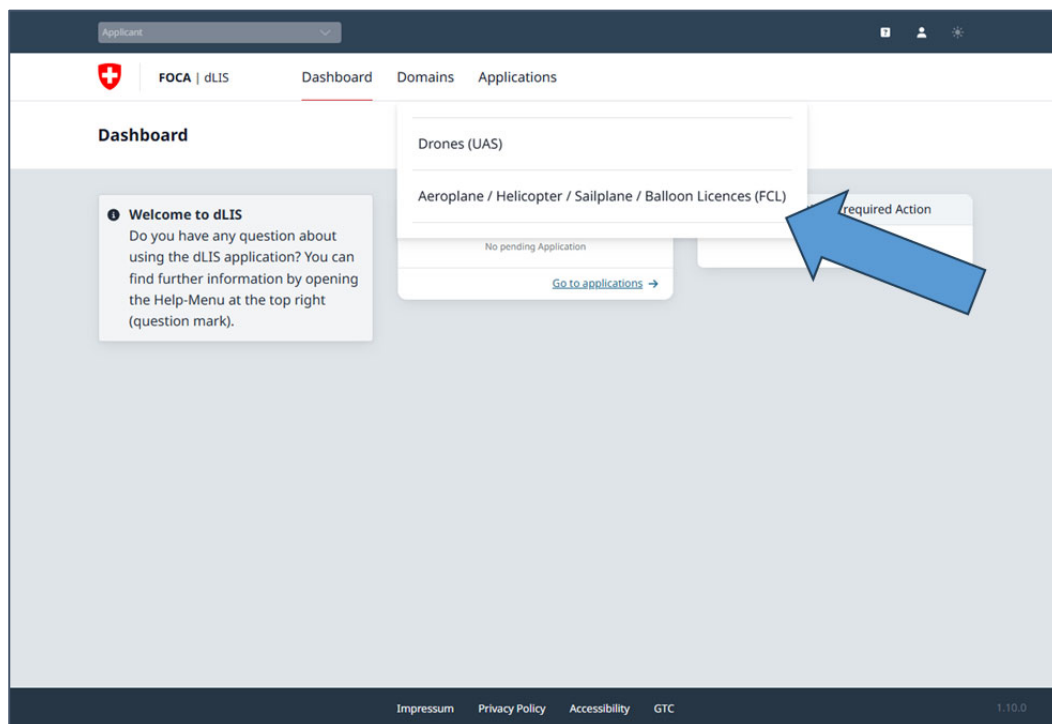
Before you begin, please ensure the following:

- You have an active dLIS account. For further information, please refer to the instruction: [Onboarding for Individuals](#)
- You hold a valid EASA licence issued by a country other than Switzerland.
- You have digital copies of the required documents ready for upload (JPG, PNG or PDF, max. 20 MB per file).

## 1. Navigate to the FCL Domain

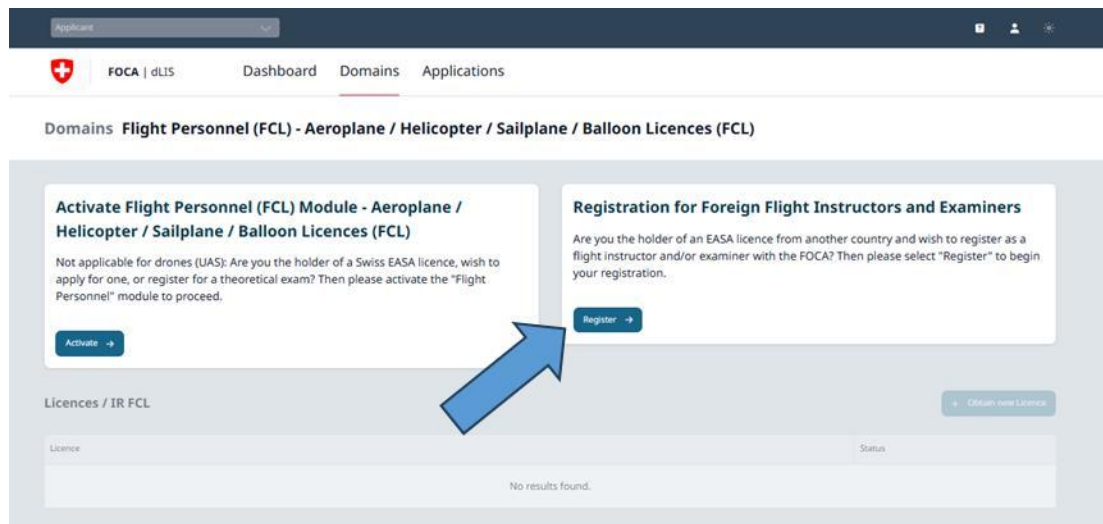
Log in to dLIS: <https://www.dlis.bazl.admin.ch>

Once logged in, you will see the main dashboard. Navigate to the "Domains" and select "Aeroplane / Helicopter / Sailplane / Balloon Licences (FCL)" to access your licence overview.



## 2. Overview FCL Domain

On the FCL overview page, you will see a section titled "Registration for Foreign Flight Instructors and Examiners" on the right-hand side. Click the "Register" button to begin your registration.



### 3. Upload Required Documents

You will be shown an overview of the required documents. Click "Next" to proceed to the upload screen. On the upload page, select the appropriate document category from the dropdown menu (e.g. "Examiner Certificate and/or Licence") and upload the corresponding file by clicking "Click to Upload" or by dragging and dropping the file into the upload area. Accepted file formats are JPG, PNG and PDF (max. 20 MB per file, PDF preferred).

Repeat this step for each required document. Once all documents have been uploaded, click "Next" to submit your registration.

The image shows a screenshot of the 'Register foreign EASA Instructor/Examiner' upload screen. The title is 'Register foreign EASA Instructor/Examiner'. Below the title is the heading 'Upload File(s)'. There is a section for 'Upload' with a 'Category' dropdown menu set to 'Examiner Certificate and/or Licence'. Below the category is a 'File' upload area with a dashed border and a central icon of a document with an upward arrow. The text 'Click to Upload or drag and drop' is centered in the area, with 'JPG, PNG, PDF (max. 20 MB / PDF preferred)' below it. At the bottom right, there are two buttons: 'Overview' and 'Next'.

#### 4. Registration Submitted

After submitting your documents, you will see a confirmation screen indicating that your application has been successfully forwarded to FOCA for further processing.

FOCA will review your application within the next business days. Once the FCL module has been activated for your account, you will receive an email notification. You can then click "Close" to return to the dashboard. You can then log in to dLIS and access the full FCL functionality as foreign EASA Instructor or Examiner.

