



Travel Documents

When traveling abroad, you will need a passport, an official identification document issued by the government of your home country. You may also need a visa, a document granted by the government of another country giving you official permission to visit that country. *You must have a passport before you can apply for a visa.*

Passport

Start with the US Department of State's passport website at http://travel.state.gov/passport/passport_1738.html

This will provide a printable application form, a list of materials to include with your application, a list of government offices where you can submit your application, a list of fees, and other instructions. (You can also obtain these things from any US Post Office.)

If you already have a passport, be sure that it will be valid for the entire time that you will be abroad, plus three months. If it will expire before the end of that period, you must renew it before going abroad.

Anyone applying for his or her *first* passport must apply in person at a designated government office (including some – but not all – US Post Offices). If you are applying to *renew* a passport that you obtained when you were sixteen years of age or younger, you must also apply in person. (However, some other applications for renewals can be done by mail.) See the Department of State's passport website for details.

Apply early! Normal processing time is four to six weeks, even longer during the peak travel season (March to August).

Here is a list of what you must present with your application form:

- Proof of U.S. citizenship (i.e., an official birth certificate, a naturalization certificate, or a previous U.S. passport). *Note that it may take several days or weeks to obtain an official birth certificate if you do not have one; check this now to avoid delays in obtaining your passport.*
- Current ID featuring your signature and photograph (i.e., driver's license)
- Two recent identical color photographs (2"x2") with a white background
- Application fee (approx. \$100)

Be sure to check the US Department of State's passport website for the most up-to-date information.

Be sure to sign your passport after you receive it.

Treat your passport as the precious document that it is. Stolen US passports often find their way into the hands of illegal organizations and are then used to commit illegal acts; you have a responsibility to prevent this from happening. Consider buying (or making) a cover to keep it from being damaged if you will carry it in a pocket for a long time.

Make several copies of your passport. Leave one at home and carry one with you (but **not** in the same bag or pocket as your actual passport). If your passport should be lost or stolen while you are abroad, report this to the local police and to the nearest US consulate. Having a photocopy of your passport may speed the process of obtaining a replacement from that consulate.

Visas

You will be informed as early as possible if you must obtain a visa to take part in your study abroad program. If you do need one, you will receive advice on the application process from the study abroad office, or the organization that administers your program, or the overseas institution where you will study. But be aware that obtaining a visa is ultimately the responsibility of the person who will use it.

Obtaining a visa is similar to obtaining a passport; you will probably need to submit forms, supporting materials and a fee. The visa is usually a stamp or sticker placed in your passport, or sometimes a separate certificate. **You need a valid passport before you can apply for a visa, so be sure that your passport is in order now if you are going abroad in the next few months.**

Visa requirements are different for citizens of different countries. If you are not a US citizen, your visa application requirements may be very different from those of US citizens going on the same program.



Passport Information Form

Today's date: _____

Name: _____
Last First Middle

Age Last Birthday: _____

Date of Birth: _____

Place of Birth: _____

Citizenship: _____

Passport Number: _____

Date of Issue: _____

Authority: _____

Expiration Date: _____

Study Abroad Program: _____

Attach a copy of your signed passport to this form.

Do not fax this form or the copy of your passport; please mail or deliver in person

to the office specified on your *My Study Abroad* page.