



## **OFF-CAMPUS STUDY & EXCHANGES** **HOW TO OBTAIN A U.S. PASSPORT**

All students studying abroad must have a passport in order to travel to their overseas destination. In addition, those of you who need visas will need a passport before you can apply for a visa. **If you do not have a passport, apply for one immediately.** If your current passport **expires within 6 months** from the end of your program, you must **renew your passport right away.**

### **FIRST-TIME APPLICATIONS**

Passport applications are available at most U.S. Post Offices, although the applications are processed through the U.S. Department of State. Please contact your local Post Office to see if it is a passport agent. Instructions for first-time applicants are available online at [http://travel.state.gov/passport/passport\\_1738.html](http://travel.state.gov/passport/passport_1738.html). You can also find a link to an application at [http://travel.state.gov/passport/get\\_first\\_apply.html](http://travel.state.gov/passport/get_first_apply.html).

If you are applying for a passport for the first time, you will need:

1. Passport application (Skidmore students can go to the Washington Street Post Office or the Office of Off-Campus Study & Exchanges for applications, or download an application from the Internet.)
2. Original (raised seal) birth certificate or other proof of citizenship.
3. Two (2) identical passport photos (must be official passport photos – no hats or headgear – confirm information online regarding digitized photo requirements.)
4. Photo ID (driver's license) with issue date, expiration date, and ID number.
5. Checks for passport fees (Confirm with Post Office or web for exact amounts.)

### **TO RENEW A U.S. PASSPORT**

Passports can be renewed by mail. Instructions for renewing a U.S. passport are available online at [http://travel.state.gov/passport/passport\\_1738.html](http://travel.state.gov/passport/passport_1738.html). Applications are available at most U.S. Post Offices or you can find a link to an application online at [http://travel.state.gov/passport/get/renew/renew\\_833.html](http://travel.state.gov/passport/get/renew/renew_833.html).

To renew your passport, you will need:

1. A "Passport Renewal Form" from a passport agency. (Skidmore students can go to the Washington Street Post Office or the Office of Off-Campus Study & Exchanges for applications for applications or download an application from the web.)
2. Two (2) identical passport photos (must be official passport photos, no hats or headgear– confirm information online regarding digitized photo requirements.)
3. Your old passport.
4. Checks for passport fees (Confirm with Post Office or the web for exact amounts.)

Send in your old passport, payment, new passport photos, and completed application form. Confirm with the issuing agent to ensure you are following all necessary instructions. Mailing instructions can be found on the web.

**NOTE:** The processing time for US passports is approximately six (6) weeks for standard processing. It is a good practice to confirm estimated processing times for new or renewal applications before you apply. Confirm processing times online at [http://www.travel.state.gov/passport/get/processing/processing\\_1740.html](http://www.travel.state.gov/passport/get/processing/processing_1740.html). It is also important that you apply right away, especially if you will need to apply for a visa for the country to which you wish to study abroad. If you need a passport more quickly, you can pay an extra fee to expedite the process. Please confirm with the passport issuing agent regarding exact fees.