



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 now.**

FIRST-TIME APPLICANTS

Passport applications are available at most U.S. Post Offices, although the applications are processed through the U.S. Department of State (DOS). Please contact your local Post Office to see if it is a passport agent. Instructions for first-time applicants are available on the DOS Web site at http://travel.state.gov/passport/get/first/first_830.html.

To apply for your first U.S. passport, you will need the following items. Be sure to view the **full list** of required applications materials at http://travel.state.gov/passport/get/first/first_830.html.

- Passport application (Skidmore students can go to the Washington Street Post Office or Off-Campus Study & Exchanges for applications, or download an application at http://travel.state.gov/passport/forms/forms_847.html.)
- Certified copy (includes raised seal) of your birth certificate or other proof of citizenship.
- Two (2) identical ID photos (must be official passport photos – no hats or headgear – exactly 2 x 2 inches.)
- Government-issued ID (i.e. driver's license).
- Checks, money orders, or credit card for passport fees (confirm fees and payment options online at http://travel.state.gov/passport/fees/fees_837.html.)

U.S. PASSPORT RENEWAL

Passports can be renewed by mail for some individuals, while other must renew in person. Instructions for renewing a U.S. passport are available online at http://travel.state.gov/passport/renew/renew_833.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/forms/forms_847.html.

To apply for your first U.S. passport, you will need the following items. Be sure to view the **full list** of required applications materials at http://travel.state.gov/passport/renew/renew_833.html.

- Passport renewal application (Skidmore students can go to the Washington Street Post Office or Off-Campus Study & Exchanges for applications, or download an application at http://travel.state.gov/passport/forms/forms_847.html.)
- Two (2) identical ID photos (must be official passport photos – no hats or headgear – exactly 2 x 2 inches.)
- Your old passport (it will be returned to you along with the new passport).
- Checks, money orders, or credit card for passport fees (confirm fees and payment options online at http://travel.state.gov/passport/fees/fees_837.html.)

NOTE: The processing time for U.S. passports is approximately four (4) to 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://travel.state.gov/passport/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 in less time than the standard processing delay, you can pay an extra fee to expedite the process. Please confirm exact fees with the passport issuing agent.