



PARIS FALL SEMINAR 2009
Writing Paris
Application Instructions

SKIDMORE COLLEGE
Off-Campus Study & Exchanges
815 North Broadway
Saratoga Springs, NY 12866
Tel: 518-580-5355 Fax: 518 580-5359
E-mail: ocse@skidmore.edu

Application Deadline: MARCH 15

Off-Campus Study & Exchanges (OCSE) recommends that you submit your application during the semester prior to your desired term abroad. OCSE is not responsible for students filing applications after the program deadline. You may be denied acceptance to the program if your application is late.

Eligibility Requirements:

Before you submit your application please be sure you are familiar with program eligibility requirements and Skidmore's off-campus study policies. You may find them online with OCSE at <http://cms.skidmore.edu/ocse/policies/index.cfm>.

You must also meet the requirements and program prerequisites established specifically for the Paris Fall Seminar program. Visit the Paris Fall Seminar Web site for details: http://cms.skidmore.edu/ocse/programs/paris_fall/apply.cfm.

Instructions: (Incomplete applications will not be accepted.)

- 1) **Declare your major.**
- 2) **Complete Paris Fall Seminar application materials:**
 - Pages requiring Personal Information, Parent/Guardian Information, and signed statement.**
 - Responses to Applicant Background questions.**
 - Off-Campus Proposed Course of Study Form.**
 - Academic Recommendation(s):** We suggest you ask your academic advisor or another professor who has recently taught you to complete this recommendation. This must be completed by a different professor than who will complete your Language Assessment. **NOTE:** Have two (2) of these forms completed by different professors if you are not currently enrolled in a French course, or, if your last French course was completed earlier than last semester.
 - Language Assessment:** For students currently enrolled in a French language course We suggest you ask your current French language instructor to complete the Language Assessment. This must be completed by a different professor than who will complete your Academic Recommendation.
 - French Placement Exam:** All applicants not currently enrolled in a French course must take an online placement test: www.skidmore.edu/academics/fl/webcape.html. Print your results screen and attach to your application materials and write your exam score on Language Assessment form.
 - Housing Questionnaire.**
 - Language Pledge.**
- 3) **Attach all of the following materials:**
 - Transcript:** OCSE will obtain transcripts for all Skidmore students.
 - Updated Degree Audit:** Print from Office of the Registrar's Web site at www.skidmore.edu/registrar/regoff.html. Degree audits **MUST** include major.
 - Photos:** Nine (9) passport-size and quality photos should be submitted to OCSE with your application.
 - Photocopy of your passport:** This should be a clear, legible copy of the identification page of your passport that includes your photo. Your passport must be valid for at least six (6) months beyond your anticipated return date (i.e. 6 months after the program ends). If you do not yet have a passport, or if your passport will become invalid within six (6) months of the end of the program, please apply for one or renew immediately. Instructions for passport applications are included in this packet.

- **Application Fee:** Include payment of \$25.00 (checks and money orders must be made payable to "Skidmore College"). Please include your name on the check/money order and add "Paris Fall Seminar '09 – Application Fee" on the memo line. The fee is non-refundable and cannot be waived.

- ☐ **4) Submit your Paris Fall Seminar application and supporting materials to Off-Campus Study & Exchanges, 202 Starbuck Center. If mailing application, send to:**

Off-Campus Study & Exchanges
Re: Paris Fall Seminar
Skidmore College
815 N. Broadway
Saratoga Springs, NY 12866

- ☐ **5) Financial Aid:** Non-Skidmore students should check with the financial aid office at their home campus for information. All Skidmore College recipients of financial aid are eligible to use some or all of their aid on an approved program. You are urged to meet with a Student Aid Representative to understand the implications based on your chosen program. This consultation should take place as soon as possible. If you are a highly aided student, we recommend that this consultation take place immediately to assist you in the program selection process.
- ☐ **6) Further advice:** If you need further advice on approved programs and/or the application process, please consult with a staff member in Off-Campus Study & Exchanges.

NOTE: All accepted students are **REQUIRED to attend a MANDATORY pre-departure orientation** in order to participate in this program.

Pre-Departure Orientation for Fall 2009 program: **SUNDAY, APRIL 5, 2009**



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Please TYPE or PRINT all information in BLUE or BLACK INK only.

PERSONAL INFORMATION:

Name: _____

E-mail: _____

Alternate e-mail: _____

Campus Address: _____

Permanent Address: _____

Campus Phone: (_____) _____

Permanent Address Phone: _____

Cell Phone: (_____) _____

(_____) _____

OCSE will distribute my name, address, email address, and telephone number to other program participants. If I do not wish to have my information released I will check the box below.

I do not wish to have my name, address, email address and telephone number shared.

Date of Birth (MM/DD/YYYY): _____ Gender: _____

Are you currently living in on-campus housing? Yes No

Are you a New York state resident? Yes No

Country of Citizenship: United States Canada Other _____

Non-resident alien — If non-resident alien, visa type _____ Lawful permanent resident

Passport Number: _____

Place/Date of Issue: _____

ACADEMIC INFORMATION:

Skidmore Academic Advisor(s): _____

Major: _____

Second Major: _____

Minor: _____

GPA: _____

College ID#: _____

Current Class Level: FY SO JR SR Anticipated graduation date Month/Year: _____

PARENT/GUARDIAN INFORMATION:

Please provide contact information for the person(s) with whom we should communicate regarding your participation in the program. This (These) person(s) will serve as our contact for financial issues as well as in cases of emergency.

1.) Name: _____

2.) Name: _____

Relationship to you: _____

Relationship to you: _____

Address: _____

Address: _____

(city) (state) (zip)

(city) (state) (zip)

Home Phone: (_____) _____

Home Phone: (_____) _____

Work Phone: (_____) _____

Work Phone: (_____) _____

E-mail: _____

E-mail: _____

Dear Student:

By signing your name below, you permit Skidmore College's Off-Campus Study & Exchanges to release information to the contacts you have listed above. This information will include, but is not limited to, pre-departure information regarding the program, billing statements and other financial information, and information regarding your whereabouts while you are abroad.

If you choose not to sign below, we will NOT be allowed to release any type of information to your guardian/parent while you are abroad, **except in the case of an emergency.**

I, _____ permit Skidmore College's Off-Campus Study & Exchanges to release information to the contacts I have indicated above.

Student's Signature

Date

SPECIAL NEEDS OR CIRCUMSTANCES

If you have a physical condition for which accessible, on-campus housing or classroom accommodation might be needed; a documented disability which may require academic accommodation (e.g., note takers, taped texts); a medical condition which might require immediate attention while abroad; or a condition which might affect emotional or mental well-being while abroad, you are encouraged to identify your needs by **attaching a separate page** indicating the nature and extent of your circumstances and arrangements which are currently being made for you on this campus. OCSE does not discriminate on the basis of special needs. Rather, your disclosure at this stage of the application process is invited in order to assist you in identifying a program site that can provide reasonable accommodation of your needs. Following acceptance it is your responsibility to consult with OCSE to determine the deadlines by which you must submit written, current, and professionally documented information.

RELEASE OF INFORMATION

The collection, retention, and dissemination of your records and information about you are subject to federal regulation under the Family Education Rights and Privacy Act (FERPA) of 1974. You are responsible for specifying the persons or agents who have access to your records. Therefore, it is necessary that we obtain your permission to request and release information pertinent to your exchange. Please read the following statements and sign below:

By signing your name below, you authorize Skidmore College's Off-Campus Study & Exchanges to have access to information regarding your academic, social, and financial standing. You also authorize Skidmore's Off-Campus Study & Exchanges to share any pertinent information with program providers, directors and staff overseas as needed. The

existence of a disciplinary record does not preclude admission, but will be considered in the overall evaluation of the application.

Studying abroad is a privilege that is available to students who have demonstrated the ability to adjust academically and emotionally to college, and who are ready to benefit from the challenges of off-campus study. Only students in good academic, social, and financial standing are eligible to study abroad. I further understand that submitting an application is not a guarantee of application acceptance. Failure to maintain (prior to and during the exchange) all of the eligibility requirements of the program and those of Skidmore College will result in cancellation of participation. Failure to pay all financial obligations to Skidmore College will also result in cancellation of participation. I also understand that until financial obligations are met, Skidmore College and the host program will not report grades or release transcripts; and I will not be permitted to re-enroll at, or graduate from, Skidmore College.

I have read and fully understand Skidmore's information on eligibility, policy, and procedures presented on the OCSE Web site.

Please be aware that the stress of travel and adjusting to a new culture can exacerbate physical or psychological conditions that may be under control at home. Physical or psychological disorders can become serious under the stresses of a new environment. Therefore, if you have a physical or psychological condition it is important that you meet with your physician or counselor to discuss how studying off campus could affect your medical condition. Addressing your health issues prior to studying off campus will help you to identify those resources that will and will not be available at your program site.

If accepted for participation in a study abroad program, I agree to adhere to all the rules and regulations of both Skidmore College and the host program. Failure to do so may result in the cancellation of my exchange.

I affirm that all information is complete, accurate, and true to the best of my knowledge. I acknowledge that I am signing freely, voluntarily, and under no compulsion.

I, _____, have read and understand the above statements.
(please print name)

Student's Signature

Date



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APPLICANT BACKGROUND

Please answer the following questions on separate sheets of paper. Be sure to number your responses accordingly, answer in complete sentences, and attach the extra sheets to this application packet.

1. List all the courses not on your transcript that you will have completed before the beginning of the program.
2. If you have previously studied French, what was your last course level, when and where was it taken, and what grade did you achieve?
3. What course work or additional academic work (outside of a formal class), if any, have you done that would serve as background for this program?
4. What most interests you about the program courses? How will these courses assist you in completing your requirements at Skidmore?
5. Have you ever traveled or lived outside of the United States? If so, please describe your experience and how you will incorporate it into your preparations for your experience abroad. If you have not traveled outside of the United States, explain how you plan to prepare for the experience.
6. Do you have any special needs about which we should be informed? Please note: This information will be kept confidential and is NOT considered as part of the selection process. By informing us of special needs now, you will allow us to make arrangements that will best serve you while you are overseas and ensure that we can identify necessary resources abroad.
 - ✓ Are you currently under medical treatment for any reason?
 - ✓ Are you currently being treated by a psychologist/physician for an emotional, nervous or mental condition?
 - ✓ Do you have any physical or learning disabilities for which you will need special arrangements?

ESSAY QUESTIONS

On a separate sheet of paper, please answer the following questions in essay format. Responses should each be between 250-500 words.

1. Why do you want to participate in the Paris Fall Seminar program? How will this program assist you in achieving your academic objectives and personal goals?
2. How do you plan to incorporate the experience and knowledge you gain while abroad into your studies at your home institution?



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OFF-CAMPUS PROPOSED COURSE OF STUDY FORM

Please complete the top section of this form and have your advisor sign at the bottom. If you wish to have a Seminar course count toward a requirement for your major or minor, it must have the signature of the appropriate Department Chair. Contact Off-Campus Study & Exchanges at (518) 580-5355 or ocse@skidmore.edu if you have any questions.

Name: _____ Class Year: _____

Major(s): _____ Minor: _____

**** SHADED AREA TO BE COMPLETED BY DEPARTMENT CHAIR OR PROGRAM DIRECTOR ****

COURSE NUMBER AND TITLE	CR	MAJOR/MINOR REQUIREMENT FULFILLED	CHAIR'S / DIRECTOR'S SIGNATURE
JPFF 195 – Intensive Oral & Written French	4		
JPFL 325 – Contemporary French Society	4		
JPEN 205 – Writing Arts Reviews in Paris	4		
JPEN 364 – Adv. Non-Fiction Writing Workshop: Travel Writing	4		
TOTAL CREDITS	16		

To be completed by applicant's academic advisor in major department:

Please check the appropriate boxes:

- I am familiar with the applicant's academic progress and believe that his or her training and intellectual interests are such as to qualify the student to benefit from participating in the Paris Fall Seminar program.
- I recommend the applicant with respect to character and maturity for admission to the Paris Fall Seminar study abroad program.

Comments: _____

 Academic Advisor Name - PRINT

 Title

 Academic Advisor Signature

 Date



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ACADEMIC RECOMMENDATION FORM (I)

I. TO BE COMPLETED BY THE APPLICANT

Applicant Name: _____ Phone: (_____) _____

Evaluator Name (if applicable): _____

Course(s) taken with Evaluator (if applicable): _____

II. TO BE COMPLETED BY FACULTY

For how long have you known the applicant? _____

In what capacity? _____

In which course(s) have you taught this student? _____

How would you feel if this applicant were to be a member of an overseas study group of which you were the director?

Using a **separate sheet of paper**, please comment on the applicant's general intellectual ability and motivation for studying abroad. Please include references to his/her emotional maturity and stability, ability to function in a foreign environment, ability to relate to others, and ability to work independently.

Name of Evaluator (please print): _____

Title: _____ Institution: _____

Address: _____

Phone: (_____) _____ E-mail: _____

Signature: _____ Date: _____

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ACADEMIC RECOMMENDATION FORM (II – to be completed only by students who cannot submit Language Assessment)

I. TO BE COMPLETED BY THE APPLICANT

Applicant Name: _____ Phone: (_____) _____

Evaluator Name (if applicable): _____

Course(s) taken with Evaluator (if applicable): _____

II. TO BE COMPLETED BY FACULTY

For how long have you known the applicant? _____

In what capacity? _____

In which course(s) have you taught this student? _____

How would you feel if this applicant were to be a member of an overseas study group of which you were the director?

Using a **separate sheet of paper**, please comment on the applicant's general intellectual ability and motivation for studying abroad. Please include references to his/her emotional maturity and stability, ability to function in a foreign environment, ability to relate to others, and ability to work independently.

Name of Evaluator (please print): _____

Title: _____ Institution: _____

Address: _____

Phone: (_____) _____ E-mail: _____

Signature: _____ Date: _____

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LANGUAGE ASSESSMENT FORM

I. TO BE COMPLETED BY THE APPLICANT

Applicant Name: _____ Phone: (_____) _____

Evaluator Name (if applicable): _____

Course(s) taken with Evaluator (if applicable): _____

II. TO BE COMPLETED BY ALL APPLICANTS NOT CURRENTLY ENROLLED IN A FRENCH COURSE AT SKIDMORE COLLEGE

Applicants who complete this section should not have Section III completed. Write in exam score below and attach printed test results screen. Please complete the Skidmore College Online Placement Exam (WebCAPE) at <http://www.skidmore.edu/academics/fil/webcape.html>.

Placement Test Exam Score:

III. TO BE COMPLETED BY FACULTY

For how long have you known the applicant? _____

In what capacity? _____

In which course(s) have you taught this student? _____

How would you feel if this applicant were to be a member of an overseas study group of which you were the director?

Using a **separate sheet of paper**, please comment on the applicant's general intellectual ability and motivation for studying abroad. Please include references to his/her emotional maturity and stability, ability to function in a foreign environment, ability to relate to others, and ability to work independently.

GENERAL LANGUAGE PROFICIENCY ASSESSMENT

	Upper 10%	Next 15%	Mid 50%	Lower 25%	Unable to Judge
Overall Knowledge of French					
Listening Comprehension					
Fluency					
Reading Comprehension					
Written Expression					

Name of Evaluator (please print): _____

Title: _____ Institution: _____

Address: _____

Phone: (_____) _____ E-mail: _____

Signature: _____ Date: _____

**Please return to Off-Campus Study & Exchanges
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HOUSING QUESTIONNAIRE FORM

The following questionnaire will be used by the Paris staff to match you with a compatible French host family. It is to your advantage to be as SPECIFIC and HONEST as possible. All information is treated with the utmost discretion and is seen only by OCSE, the Skidmore in Paris resident staff. **PLEASE PRINT CLEARLY.**

Student name: _____ Term Abroad: _____
Last, First, Middle

Date of Birth: _____ Place of Birth: _____
DD/MM/YYYY City, State/Province, Country

Passport Number: _____ Issuing State & Country: _____ Expiration Date: _____
DD/MM/YYYY

E-mail Address: _____

Father's full name: _____ Date of Birth: _____
DD/MM/YYYY

Father's profession (past or present): _____

Mother's full name: _____ Date of Birth: _____
DD/MM/YYYY

Include maiden name (if applicable): _____

Mother's profession (past or present): _____

If you have siblings: Names and Ages of brothers: _____

sisters: _____

Please check if parents are: separated divorced deceased

If one of the above is checked, with whom do you make your permanent home, and since when?

Mother Father Other: _____ Since (year): _____

Please mention, if you wish, any special family circumstances (for example, a recent death of a close relative, etc.):

PARENT/GUARDIAN CONTACT INFORMATION:

Father's Address: _____
House/Apt # and Street City, State/Province, Country

Telephone: (_____) _____ (_____) _____
Daytime Evening

Email: _____

Name: _____

Paris Fall Seminar - _____
Year

Mother's Address: _____
House/Apt # and Street City, State/Province, Country

Telephone: (_____) _____
Daytime Evening

Email: _____

What kind of relationship do you have with your family? _____

What types of activities do you do together as a family? _____

Do you generally eat meals together when you are home? Yes No

Would you like/dislike having a similar relationship with your host family? Why/why not? _____

Please describe the relationship you had with your First-Year roommate. Was it a positive/negative experience?:

Could something have been done differently to improve the situation, if it was a negative one? _____

Do you have any pet peeves? If so, what are they? _____

Are you a "morning person", a "night person", or neither? Please explain: _____

Do you like spending time with new people? Yes No Depends on situation (explain below)

Do you need to be alone and/or have down-time? Yes No Depends on situation (explain below)

Do you *generally* have any problems sleeping? Yes No

Name: _____

Paris Fall Seminar - _____

Year

Do you tend to be neat and organized with your belongings or are you unorganized and messy?

How do you judge yourself to be? Extroverted Introverted

Why? _____

Do you currently live in a: dorm apartment? Is your current room a: single double?

Have you ever lived in a big city? Yes No If Yes, when and where? _____

How do you feel about living in a big city? _____

How do you feel about taking public transportation? _____

Have you traveled or lived outside of the United States? Yes No

Have you previously been to France? Yes No

If Yes, please describe briefly where, how long, if as a tourist, student, etc.: _____

Since when have you studied French, if at all? _____

What do you consider to be your speaking ability in French? Beginner Intermediate Advanced

What do you consider to be your comprehension ability in French? Beginner Intermediate Advanced

How do you spend your free time at school? _____

How do you usually spend your vacations/summers? _____

What sports/physical activities do you regularly practice at school or at home? _____

What is the most important aspect of a study abroad experience in Paris for you? _____

What is your motivation for attending the Paris program? _____

Name: _____

Paris Fall Seminar - _____

Year

Living with the French allows students to discover and appreciate a different culture as well as improving language abilities through daily contact with all family members. A variety of housing situations is available in which students will always have a single room. In all cases the parent has had experience with children of their own. Please place the following situations in your order of preference, numbering 1-4:

_____ COUPLE WITH CHILD(REN)

_____ SINGLE WOMAN WITH CHILD(REN)

_____ COUPLE WITHOUT CHILD(REN)

_____ SINGLE WOMAN WITHOUT CHILD(REN)

Various relationships with your hosts are possible, depending on their expectations and yours, please explain what kind of relationship you would like to have and why: _____

In the case of a family with children, what age children would you enjoy living with? Why? _____

What age children would you **NOT** enjoy living with? Why? _____

Would you object to being placed with a family that has a French or foreign student already in residence, both of you in separate rooms? Yes No If Yes, why? _____

Would you be able to live with a dog(s)? Yes No Cats? Yes No

Please explain if you have any objection to living with pets? _____

Do you smoke? Yes No If Yes, could you restrict your smoking to OUTSIDE the residence? Yes No

Would you object to your host smoking (indoors) regularly? Yes No Occasionally? Yes No

If you practice a religion, which one? _____

Do you have any special dietary requirements? Yes No If Yes, please explain. *(Please note that vegetarians / non-meat eaters may have a more limited dietary selection)* _____

Are you a "picky" eater? Yes No If Yes, please explain. _____

Name: _____

Paris Fall Seminar - _____

Year

Please explain if you have any food or medical allergies of which we should be aware? _____

If they are available, students will have single bedrooms. Most bedrooms are within the apartment but some are historically a former "maid's room" (generally on the top floor in the same building as your host; possibility with separate entrances; sink with hot/cold water; WC in the hallway shared with others; shower usually down in host's apt; total and desired access to the host's apartment). Would you object to a maid's room? Yes No

If Yes, why? _____

Everyone will have an average traveling time of **20-25 minutes** by Métro to classes. Would you object to living a bit farther away (30-40 minute Métro) if the family is more suited to your needs? Yes No

If Yes, why? _____

It is usually not possible to place students according to all their preferences. Please number the following aspects in order of their priority, 1-6:

_____ family composition

_____ religious preference

_____ location in relation to classes

_____ spacious housing arrangements

_____ diet restrictions

_____ smoking or pet restrictions

Please add any other details that may help in placing you in a family, if applicable. _____

Contact details during semester break (for spring program) or during summer (for fall/academic year program):

House/Apt # and Street

City, State/Province, Country

Telephone (include country code, if applicable)



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LANGUAGE PLEDGE

Upon accepting my participation in the Paris Fall Seminar program, I accept fully and completely the Center language rule in Paris and promise to make an honest effort to speak only French at the Program Center, with my host family, and during cultural activities organized by the Program.

I understand that my commitments will promote maximum linguistic benefits for all program participants and aid in our process of integration in the French culture.

I understand that by speaking English at the Program Center, I am jeopardizing my own language progress, as well as that of other students. Such behavior undermines the spirit of the Program.

Student Name (PRINT)

Student Signature

Date

**OFF-CAMPUS SKIDMORE COLLEGE
OFFICE OF RESIDENTIAL LIFE
HOUSING PREFERENCE FORM**

Name _____ Class _____ Date _____

Leave Location _____

Cell Phone and Skidmore Email Address _____

Home Address _____

I am returning _____
Semester Year

PLEASE NOTE: To be eligible to participate in the room selection process (this includes the Off Campus Drawing), you must pay your Returning Student Deposit.

_____ I have arranged for a friend to draw for me _____
Name

_____ I would like Residential Life to draw for me.

I prefer (list at least 3 residence hall choices):

_____ Single _____ Double

Residence Halls _____

_____ Apartments _____

_____ Off Campus (Off campus living is available for a limited number of students.)

I am a smoker _____ Yes _____ No

I prefer: ___ Multiculture (if available) ___ Women's Floor ___ Honor Floor ___ Gender Orientation

Beginning in the academic year 2006-2007, all residence halls (not apartments) will be substance free.

If we are unable to house you in a single room, you will be placed in a double room. Please list any information which should be considered in this placement.

Residential Life will attempt to house you in one of the residence halls you have indicated. However, it cannot be guaranteed that your preference will be accommodated.

This form must be returned to the Office of Residential Life when your leave is approved.



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. You can also find a link to an application at 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. 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.

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. 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.