

Students that have below a 3.0 GPA requirement or who are applying to study outside of their junior year must also submit:

- GPA Petition or Non-Junior Letter of Intent:** *(if applicable)* Applicants whose GPA is less than 3.0 or who will not be a college junior during the program must submit a petition with this application. For guidelines on the petition process, please see the OCSE Web site at <http://cms.skidmore.edu/ocse/policies/petition.cfm>. **NOTE:** Submission of a petition does not guarantee approval.
- GPA or Non-Junior Letter(s) of Support:** *(if applicable)* Please see guidelines at the Web site referenced above for number of letters required.

Requirements for Non-Skidmore students only:

- Program Approval Form:** To be completed by your dean or director of international programs/study abroad.
- Payment Agreement Form:** Consult your home school's study abroad office if you have questions about completing this form.
- Official Transcript:** Non-Skidmore students must have an official transcript from their home institution sent to OCSE.
- French Online Placement Exam:** Take the online placement test at <http://cms.skidmore.edu/fl/requirements.cfm>. *Print the results screen* and attach it to your application materials, and also *write your exam score* on Language Assessment form. (Note for Non-Skidmore students: Login according to the instructions online, using the first 7 digits of your own college ID number.)

Submit your Skidmore in Paris: Advanced Studies application and supporting materials by the official the stated deadline to Off-Campus Study & Exchanges, 202 Starbuck Center. If mailing application, send to:

**Off-Campus Study & Exchanges
Skidmore College
815 N. Broadway
Saratoga Springs, NY 12866**

Additional Information:

Financial Aid: 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 Financial 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 as early as possible to assist you in the program selection process.

** Non-Skidmore students should check with the financial aid office at their home campus for information. Non-Skidmore students are not eligible for financial aid through Skidmore College. To review participant fees for the Skidmore in Paris: Advanced Studies program, please see http://cms.skidmore.edu/ocse/finance/upload/Participant-Fees_FY-11_12.pdf.

Further advice: If you need further advice on the application process, please consult with a staff member in Off-Campus Study & Exchanges.

NOTE: Skidmore students accepted to this program are **REQUIRED to attend a MANDATORY Pre-Departure Orientation** in order to participate in this program. Non-Skidmore students are encouraged, but not required, to attend if travel to Skidmore's campus is possible. In lieu of attendance, non-Skidmore students must schedule a required telephone meeting with the Program Manager to discuss relevant information.

Pre-Departure Orientation for the fall 2012 and 2012-13 academic year programs:

**APRIL 9, 2012
(6:00-8:30 pm in Bolton 100)**



Paris: Advanced Studies APPLICATION

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 Deadlines: **October 15** - spring program
March 15 - fall or academic year program

Desired term(s) of study: Academic Year Fall Spring 20_____

*Please TYPE or PRINT all information in **BLACK INK** only. Do NOT use pencil.*

PERSONAL INFORMATION

Full Name: _____

Nickname (if applicable): _____

E-mail: _____

Alternate e-mail: _____

School Address: _____

Permanent Address: _____

Campus Mailbox: _____

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: _____ Date of Issue: _____ Expiration: _____

Check this box if you are currently renewing or applying for a passport

ACADEMIC INFORMATION

Academic Advisor(s): _____

Major: _____

Second Major: _____

Minor: _____

GPA: _____

College ID#: _____

Current Class Level: FY SO JR SR

Anticipated graduation date Month/Year: _____

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.

PROGRAM HOUSING

The housing option for the Skidmore in Paris program is a home-stay with a French family. Skidmore and non-Skidmore students are required to use housing provided by the Skidmore in Paris program. Consult with OCSE if you have any questions.

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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for 2-sided printing.

Name: _____

Term Abroad: Acad. Yr Fall Spring 20_____

PROPOSED COURSE OF STUDY FORM

You must enroll in a **full course of study** while off campus (generally **14-17 semester credits** and no more than 18). Students are **required*** to take 2 courses at the Skidmore Center: (1) 3- or 4-credit Advanced French grammar course and (2) one 3-credit course on contemporary French society, art or media taught in French at the Skidmore Center. **Skidmore students MUST attach a course description for each course to obtain credit approvals.** Course information can be found online at <http://cms.skidmore.edu/ocse/programs/paris/courses/index.cfm>.

Please report your intended off-campus course enrollment on this form. You must obtain approvals for all courses *except* those you expect to use as general electives. Be sure that you discuss with your advisor how your course selections will affect your progress toward graduation.

If You Want To:

Obtain Approval From:

- Fulfill major requirement(s).....Major Department Chair or Program Director
- Fulfill minor requirement(s).....Minor Department Chair or Program Director
- Fulfill breadth requirement(s).....Dept. Chair or Prog. Director in same discipline or Registrar
- Fulfill Maturity-level requirement(s)..... Department Chair or Program Director in same discipline
- Enroll in any foreign language course(s) (i.e. grammar, literature).....Chair of Dept. of Foreign Languages & Literatures
- Enroll in general elective course(s)..... (signature not required)
- Submit this form to OCSE..... Your faculty advisor

COURSE APPROVALS

Course availability off campus may be limited, so be sure to include alternate course selections for approval.

TO BE COMPLETED BY STUDENT		TO BE COMPLETED BY DEPARTMENT CHAIRS / PROGRAM DIRECTORS			
Off-campus course title and number <i>(attach all course descriptions or syllabi)</i>	Credits <i>(per course description)</i>	Skidmore equivalent course number	Counts for Maturity/300-level credit		Chair's or Director's Signature
JPF261* Grammar and Written French OR JPF361* Adv. Grammar and Comp. I	4 ----- 3		Y	N	
			Y	N	
			Y	N	
			Y	N	
			Y	N	
			Y	N	
			Y	N	
			Y	N	
			Y	N	

* Required course. Enrollment in JPF261 and JPF361 is determined by a placement test taken in Paris.

To be completed by applicant's FACULTY 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 profit by participating in this study abroad program.
- I recommend the applicant with respect to character and maturity for admission to this study abroad program.

Comments: _____

Faculty Advisor's Signature: _____

Date: _____

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Paris: Advanced Studies *BACKGROUND & ESSAY QUESTIONS*

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

APPLICANT BACKGROUND QUESTIONS

Please answer the following questions on a **separate sheet of paper**. Be sure to include your name, the program name and semester for which you are applying. Please number your responses accordingly and answer in complete sentences.

1. List all the courses not on your transcript that you will have completed before the beginning of the program (such as your current enrollment and/or upcoming summer courses).
2. At what level was your last course in French, and when and where was it taken? Please include the grade achieved.
3. What additional academic work (outside of a formal class) have you done, if any, that would serve as background for this program?
4. What subjects are you most interested to pursue while on the program? How will courses in these subjects assist you in completing your graduation requirements?
5. If you ever traveled or lived outside of the United States, please describe your experience and how you will incorporate it into your preparations for your experience in Paris. If you have not previously traveled outside of the United States, explain how you plan to prepare for your international 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 as a participant on this program and ensure that we can identify necessary the resources in advance.
 - ✓ 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 400-600 words.

1. **PLEASE RESPOND TO THIS QUESTION IN FRENCH.**
Why do you want to participate in the Skidmore in Paris: Advanced Studies program? How will this program assist you in achieving your academic objectives and personal goals?
2. **RESPONSES TO THIS QUESTION MAY BE IN ENGLISH OR FRENCH.**
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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Paris: Advanced Studies
ACADEMIC RECOMMENDATION

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

ACADEMIC RECOMMENDATION FORM

I. TO BE COMPLETED BY THE APPLICANT

Applicant Name: _____ Class Year: _____

Term Abroad: _____ Phone: (_____) _____

Evaluator Name: _____

Course(s) taken with Evaluator: _____

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 a study abroad group for 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: _____

PLEASE RETURN TO OFF-CAMPUS STUDY & EXCHANGES AT SKIDMORE COLLEGE BY
October 15: Spring program
March 15: Academic Year/Fall Semester program

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**Paris: Advanced Studies
LANGUAGE ASSESSMENT**

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

LANGUAGE ASSESSMENT FORM

I. TO BE COMPLETED BY THE APPLICANT

Applicant Name: _____ Class Year: _____

Term Abroad: _____ Phone: (_____) _____

Evaluator Name: _____

Course(s) taken with Evaluator: _____

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

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/fll/webcape.html>. (Skidmore students who complete this section do not complete section III.)

Placement Test Exam Score: _____

III. TO BE COMPLETED BY CURRENT OR RECENT FRENCH COURSE INSTRUCTOR

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 a study abroad group for 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 AT SKIDMORE COLLEGE BY
October 15: Spring program
March 15: Academic Year/Fall Semester program

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Paris: Advanced Studies
HOUSING QUESTIONNAIRE

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

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 Director and Associate Director. **PLEASE PRINT CLEARLY.**

Student name: _____
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: _____

Names and Ages of 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: _____

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: _____

Do you tend to be neat and organized with your belongings or are you unorganized and messy? (Be honest!)

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: _____

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: _____

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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Paris: Advanced Studies
LANGUAGE PLEDGE

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

ENGAGEMENT LINGUISTIQUE (LANGUAGE PLEDGE)

En acceptant de participer au Programme de Skidmore à Paris, j'accepte entièrement et complètement les règles linguistiques de Paris. Je promets de parler uniquement français au Centre et pendant toutes les activités organisées par le Programme.

Je comprends que mon engagement à pour but de maximiser mon apprentissage linguistiques et mon intégration dans la culture française.

Je comprends que parler anglais au Centre ne favorise pas mon perfectionnement linguistique ni celui des autres étudiants du Programme.

Tout comportement contraire à cet engagement personnel dévalorise l'esprit du programme et ne justifie plus ma présence à Paris.

Upon accepting my participation in the Paris: Advanced Studies 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

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Paris: Advanced Studies
STUDY ABROAD APPROVAL

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

STUDY ABROAD APPROVAL FORM
FOR NON-SKIDMORE STUDENTS ONLY

I. TO BE COMPLETED BY THE APPLICANT

Applicant Name: _____ Class Year: _____

Term Abroad: Academic Year Fall Spring 20____ Phone: (____) _____

Home Institution: _____

II. TO BE COMPLETED BY DIRECTOR OF STUDY ABROAD AT HOME INSTITUTION

Please check all that apply:

- The applicant is in good academic and social standing at his/her home institution.
- I recommend the applicant with respect to scholarship, character, and personality for admission to the Skidmore in Paris program.
- I have reviewed and approve the applicant's plan of study and consider the work creditable toward his/her degree.
- I will consider the work for credit upon the student's successful completion of the program and return to the home institution.
- My institution will not grant credit for coursework completed on the program.

Comments or concerns regarding the applicant:

Please indicate name and address to which **official transcript** should be mailed:

Name (please print): _____ Title: _____

Address: _____

Phone: (____) _____ E-mail: _____

Signature: _____ Date: _____

Please complete the Payment Agreement Form on the reverse side.



**Paris: Advanced Studies
PAYMENT AGREEMENT**

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

**STUDY ABROAD PAYMENT AGREEMENT FORM
FOR NON-SKIDMORE STUDENTS ONLY**

Applicant Name: _____ Class Year: _____

Term Abroad: Academic Year Fall Spring 20_____

Home Institution: _____

Please indicate to whom **program invoice** should be sent and the fees that the party is responsible for:

Student

Social Security Number: _____

Date of Birth: _____

Billing Address: _____

I understand that once I confirm my participation in the program, that I will be responsible for payment of the following program cost(s)* and will make payment as stipulated on the invoice from Skidmore College:

Tuition Room Board Mandatory Program Fees Course Fees Course Overload Fees

Signature: _____ Date: _____

Home institution (Please indicate name and address to which the invoice should be directed):

The person signing below is authorized to assume financial responsibility on behalf of the home institution and agrees to assume liability for the following cost(s)* for the program referenced above:

Tuition Room Board Mandatory Program Fees Course Fees Course Overload Fees

Name (please print): _____ Title: _____

Address: _____

Phone: (_____) _____ E-mail: _____

Signature: _____ Date: _____

**PLEASE RETURN TO THE SKIDMORE COLLEGE OFFICE OF OFF-CAMPUS STUDY & EXCHANGES BY
October 15: Spring program
March 15: Academic Year/Fall Semester program**

* In cases of split billing both parties will receive a bill for the entire amount. It will be the responsibility of each to pay their portion of the bill.



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.