



## **SKIDMORE IN BEIJING** **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](mailto:ocse@skidmore.edu)

**Application Deadline:** March 15 (fall program only)

**Off-Campus Study & Exchanges (OCSE) recommends that you submit your application as early as possible 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 Skidmore in Beijing program. Visit the Skidmore in Beijing Web site for details: <http://cms.skidmore.edu/ocse/programs/beijing/requirements.cfm>.

### **Instructions: (Incomplete applications will not be accepted.)**

- 1) **Declare your major.** *This is only for Skidmore students only.*
- 2) **Complete Skidmore in Beijing application materials:**
  - Pages requiring Personal Information, Parent/Guardian Information, and signed statement.**
  - Responses to Applicant Background questions and essays.**
  - Off-Campus Proposed Course of Study Form:** Attach corresponding course descriptions from <http://cms.skidmore.edu/ocse/programs/beijing/courses/descriptions.cfm>.
  - 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 from 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 Chinese language course, or, if your last Chinese language course was completed earlier than last semester.
  - Language Assessment:** For students currently enrolled in a Chinese language language course, we suggest you ask your current instructor to complete the Language Assessment. **NOTE:** This must be completed by a different professor from who will complete your Academic Recommendation.
  - Program Approval Form:** *This is for Non-Skidmore students only.* To be completed by your dean or director of international programs/study abroad.
- 3) **Attach all of the following materials:**
  - Course descriptions.** Attach one course description for each course included on your Proposed Course of Study form. Descriptions are online at <http://cms.skidmore.edu/ocse/programs/beijing/courses/descriptions.cfm>.
  - Transcript:** OCSE will obtain transcripts for all Skidmore students. Non-Skidmore students must have an official transcript sent to OCSE.
  - Updated Degree Audit:** *This is for Skidmore students only.* Print from Office of the Registrar's Web site at [www.skidmore.edu/registrar/regoff.html](http://www.skidmore.edu/registrar/regoff.html). Degree audits MUST include major.
  - 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 "Skidmore in Beijing – Application Fee" on the memo line. The fee is non-refundable and cannot be waived.
  
- ☐ **4) Submit your Skidmore in Beijing application and supporting materials to Off-Campus Study & Exchanges, 202 Starbuck Center.** If mailing application, send to:
  - Off-Campus Study & Exchanges
  - Re: Skidmore in Beijing
  - 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:** Skidmore students are **REQUIRED to attend a MANDATORY pre-departure orientation** in order to participate in this program. Non-Skidmore students are invited and welcome to attend if they are able, but are not required to attend. In lieu of attending, however, non-Skidmore students will have a required telephone meeting to discuss details with OCSE.

Pre-Departure Orientation for Fall 2009 program: **SATURDAY, APRIL 18, 2009**



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E-mail: ocse@skidmore.edu

**Application Deadline:** March 15

**Desired term(s) of study:** Fall 20\_\_\_\_\_

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.

## 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: \_\_\_\_\_

## DEMOGRAPHIC INFORMATION

Date of Birth (MM/DD/YYYY): \_\_\_\_\_

Gender:  Female  Male

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: \_\_\_\_\_

**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'S BACKGROUND**

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**Please answer the following questions on separate sheets of paper.** Be sure to number your responses accordingly 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. What was your last course in Chinese? When was it taken and where?
3. What course work or additional academic work (outside of a formal class) have you done that would serve as background for the program?
4. In what subjects are you most interested to pursue while on the program? How will courses in these subjects assist you in completing your requirements at your home campus?
5. Field Study Project: For your field study project, in what topic are you most interested to research while on the program? How does this topic relate to your current course of study? (Students will refine their topics if they are accepted into the program.)
6. 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.
7. 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**

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

1. Why do you want to participate in the Skidmore in Beijing 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?

Name: \_\_\_\_\_

Skidmore in Beijing, Fall 20\_\_\_\_\_

**PROPOSED COURSE OF STUDY WHILE ABROAD**

Instructions:

- ✓ Fill in course information about the classes you hope to take while studying off campus in the section entitled "To be completed by student." **Please note that course availability off-campus may be limited, so be sure to include alternate course selections.**
- ✓ Discuss your potential course selections with your faculty advisor. **Be sure that you understand how your course selection affects your progress toward graduation.** Obtain your advisor's signature.
- ✓ If you hope to receive credit toward your major or minor, please have the **department chair review the course description/syllabus** and complete the section entitled "To be completed by Department Chair". If you want a course to count toward a graduation requirement, please have the chair of the appropriate department review the course description/syllabus and complete the section entitled "To be completed by Department Chair." For example if you would like a selected course to count toward the all college arts requirement, you will need to obtain course approval from the Chair of the Art department. Any foreign language course undertaken while off campus will need approval from the Chair of the Department of Foreign Languages & Literatures.
- ✓ **You MUST attach a course description for each class to obtain credit approvals.** Course information can be found online at <http://cms.skidmore.edu/ocse/programs/beijing/courses/descriptions.cfm>.
- ✓ Remember that you must enroll in a full course of study in Beijing – four (4) courses.

To Be Completed By Student	To be Completed by Department Chair If credit for <b>any</b> graduation requirement is sought	
Course title and number	Does course fulfill major/minor requirement?	Chair's Signature
JCFC 205/209/363 Mandarin Language in China	Y / N	
JCAS 301 Field Work in China	Y / N	
	Y / N	
	Y / N	
	Y / N	
	Y / N	

**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 the Skidmore in Beijing study abroad program.
- I recommend the applicant with respect to character and maturity for admission to the Skidmore in Beijing study abroad program.

Comments:

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\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
Date





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## **INITIAL PROPOSAL FORM / FIELD STUDY RESEARCH PROJECT**

**TO BE COMPLETED BY THE STUDENT:**

Student Name: \_\_\_\_\_ Class Year: \_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Home School: \_\_\_\_\_ Current Language Course Title and Number: \_\_\_\_\_

Faculty Advisor's Name: \_\_\_\_\_

Department and E-mail Address: \_\_\_\_\_

Proposed Title of Research Project: \_\_\_\_\_

**Description of Proposed Research Project:**

Please use a separate sheet of paper to describe the purpose of research, the hypothesis statement (if any), and your qualifications/preparation that enable you to take on such an independent research project while abroad (limit 500 words).

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Academic Advisor's Approval and Signature

\_\_\_\_\_  
Date





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## **ACADEMIC RECOMMENDATION FORM (I)**

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### **I. TO BE COMPLETED BY THE APPLICANT**

Applicant's Name: \_\_\_\_\_

Term Abroad: \_\_\_\_\_ Phone: \_\_\_\_\_

Evaluator's Name: \_\_\_\_\_

Course(s) taken with Evaluator: \_\_\_\_\_

### **II. TO BE COMPLETED BY FACULTY MEMBER**

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.

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Name of Evaluator (please print): \_\_\_\_\_

Title: \_\_\_\_\_ Institution: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE RETURN TO OFF-CAMPUS STUDY & EXCHANGES AT SKIDMORE COLLEGE BY:**

**March 15**





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

**III. TO BE COMPLETED BY THE APPLICANT**

Applicant's Name: \_\_\_\_\_

Term Abroad: \_\_\_\_\_ Phone: \_\_\_\_\_

Evaluator's Name: \_\_\_\_\_

Course(s) taken with Evaluator: \_\_\_\_\_

**IV. TO BE COMPLETED BY FACULTY MEMBER**

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: \_\_\_\_\_

**PLEASE RETURN TO OFF-CAMPUS STUDY & EXCHANGES AT SKIDMORE COLLEGE BY:**

**March 15**





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## **LANGUAGE ASSESSMENT FORM**

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### **I. TO BE COMPLETED BY THE APPLICANT**

Applicant's Name: \_\_\_\_\_

Term Abroad: \_\_\_\_\_ Phone: \_\_\_\_\_

Evaluator's Name: \_\_\_\_\_

Course(s) taken with Evaluator: \_\_\_\_\_

- Please check here if you will enroll in summer intensive introductory Mandarin language courses in preparation for the Skidmore in Beijing program. Attach copy of summer course approval form and do not have Section II completed.**

### **II. TO BE COMPLETED BY FACULTY MEMBER**

For how long have you known the applicant? \_\_\_\_\_

In what capacity? \_\_\_\_\_

In which language 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.

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### **General Language Proficiency Assessment**

<b>LANGUAGE CRITERIA</b>	<b>Upper 10%</b>	<b>Next 15%</b>	<b>Mid 50%</b>	<b>Lower 25%</b>	<b>Unable to Judge</b>
Overall Knowledge of Mandarin					
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: March 15**





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## **STUDY ABROAD APPROVAL FORM**

### **FOR NON-SKIDMORE STUDENTS ONLY**

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#### **I. TO BE COMPLETED BY THE APPLICANT**

Applicant Name: \_\_\_\_\_ Class Year: \_\_\_\_\_

Term Abroad: Fall 20 Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Home Institution: \_\_\_\_\_

#### **II. TO BE COMPLETED BY DEAN OR 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 Beijing 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.

Comments or concerns regarding the applicant:

\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please indicate to whom **program invoice** should be sent:    Student    Home institution

If "Home Institution", please indicate office name and address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Name (please print): \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ E-mail: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE RETURN TO THE SKIDMORE COLLEGE OFFICE OF OFF-CAMPUS STUDY & EXCHANGES BY:**

**March 15**



**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](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.