

HOW TO GET A UNITED STATES 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 already, **apply for one immediately**. If your current passport expires within 6 months of the end of your program, you must renew your passport right away.

TO APPLY

Passport applications are available at most U.S. Post Offices. Please contact your local Post Office to see if they are a passport agent. Instructions for applying for a United States passport are available online at http://travel.state.gov/passport/get/get_840.html. You can also find a link to an application online at http://travel.state.gov/passport/get/first/first_832.html.

NOTE: Passports take 6 weeks to process. Therefore, it is important that you apply right away, especially if you need to also apply for a visa. If you need your passport more quickly, you can pay an extra fee to expedite the process. Please check with the passport issuing agent regarding exact fees.

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 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)
4. Photo ID (driver's license) with issue date, expiration date, and ID number
5. Checks for passport fees (Check with Post Office for exact amounts.)

TO GET A PASSPORT RENEWED

Passports can be renewed by mail. Applications are available at most United States Post Offices (Skidmore students can go to the Washington Street Post Office for applications.) Instructions for renewing a United States passport are available online at http://travel.state.gov/passport/get/get_840.html. You can also 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 for applications or download an application from the Internet.)
2. Two (2) identical passport photos (must be official passport photos)
3. Your old passport.
4. Checks for passport fees (Check with Post Office for exact amounts.)

Send in your old passport, check, new passport photos, and completed form. Check with the issuing agent to ensure you are following all necessary instructions.