



STEPS TO GETTING A PASSPORT

- **Complete DS-11 Form**



- DO NOT sign the form before the passport appointment; signatures must have a witness

- **Gather The Following:**

- Identity document such as a driver's license, military ID, or resident card
- If from out-of-state, the applicant will need to have two forms of ID
- Proof of U.S. citizenship such as a birth certificate, certificate of citizenship, or certificate of naturalization
- Photocopy of both the identity document and the proof of citizenship

- **Have Passport Photo Taken**

- Can be done at the post office for \$15, at Walgreens, or at a few other locations

- **Locate Acceptance Facility**



- **Schedule An Appointment**

- **Go To The Appointment**

- Bring all required documents
- Sign the DS-11 application form
- Pay the passport fees
 - About \$165



- **Wait For The Passport**

- Passport will take 7-10 weeks to arrive in the mail
- If expedited, passport can take 4-6 weeks

Learn More: <https://www.state.gov/travelers/>

STEPS TO RENEWING A PASSPORT



- **Complete DS-82 Form** 
 - If renewing less than one year after previous passport was issued, complete DS-5504 form instead 

- **Have Passport Photo Taken**
- **Gather The Following:**
 - Most recent U.S. passport
 - Original, or certified copy, of official name change document (as needed)

- **Write Check For Passport Fees**
 - Application fee is \$130
 - Check should be addressed to "U.S. Department of State"
 - Print full name and birthdate of applicant on the front-top of the check

- May not pay fee in cash
- **Mail In Completed Application**
 - Address the package to:

National Passport Processing Center
Post Office Box 90155
Philadelphia, PA 19190-0155

- Those living in California, Florida, Illinois, Minnesota, New York, or Texas should address the package to:
National Passport Processing Center
Post Office Box 640155
Irving, TX 75064-0155

- Forms must be sent with the United States Postal Service (USPS)
- UPS, FedEx, DHL, and others cannot deliver to the needed addresses so the packages will be returned
- **Wait For Passport To Arrive**
 - Submitted documents will be returned via mail
- **Passport Renewal By Mail Is Only Possible If The Applicant's Most Recent Passport Is:**
 - In the possession of the applicant (undamaged)
 - Was issued when the applicant was 16 or older
 - Was issued less than 15 years prior

Learn More: <https://www.state.gov/travelers/>

PASSPORT PHOTO REQUIREMENTS



- **Posing For The Photo**
 - Must face the camera directly; profile shots are not allowed
 - Expression must be neutral
 - Both eyes must be open
 - No hats, head coverings, or glasses
 - Head coverings are permitted with a signed statement verifying they are part of recognized religious attire
 - Glasses and head coverings that are medically necessary are permitted with a signed doctor's statement
 - Uniforms, or clothing that looks like a uniform such as camouflage, cannot be worn
- **Photo Set-Up**
 - Background must be plain white or off-white
 - No shadows can be visible on the background or face
 - The head should be centered and be between 1 and 1-3/8 inches (25 to 35 mm) from the chin to the top of head
 - Approximately 50-69% of the image's total height
 - Must be at least 600 x 600 pixels (54 kb)
- **Printing Photo**
 - Photo cannot be digitally altered
 - Must be exactly 2 x 2 inches in size
 - Must be in color
 - Must be printed on photo-quality paper
- **Get Photo Taken Professionally**
 - Passport photos can be taken at the post office, Walgreens, and many other locations

See examples here:





TRAVEL VISAS FOR NON-US STUDENTS

- **Determining If A Visa Is Needed**

Timatic App



Passport Index



iVisa



- **Finding Visa Requirements And Paperwork**

- Visit the host country's embassy website
 - A list of embassy websites is available here: 
- Look into the Schengen Visa if visiting the European Union
- Utilize third-party organizations such as iVisa as needed
 - These organizations usually charge an additional administrative fee

- **Returning To The United States After Travel**

- Students on F-1 Visas
 - Get a signature from an International Affairs advisor on the I-20
 - Make sure their I-20 will not expire while traveling
 - Make sure the passport's F-1 stamp is valid beyond the scheduled return date
- Students on J-1 Visas
 - Get a signature from an International Affairs advisor on the DS-2019
 - Make sure the DS-2019 will not expire while traveling
 - Make sure the passport's J-1 stamp is valid beyond the scheduled return date