

PASSPORT 101 STUDENT EDITION

STEPS TO APPLYING FOR A PASSPORT

1. APPLICATION FORM

- Verify which form you require online here: <https://travel.state.gov/content/travel/en/passports/how-apply/formfinder.html>

2. REQUIRED DOCUMENTS

- **Proof of Identification Document**—photocopy (copy of front and back). U.S. passport, In-State Driver's License, Certificate of Naturalization, Certificate of Citizenship, Government Employee ID, U.S. Military ID, Current Foreign Passport, Matriculate Consular, U.S. Permanent Residence Card, Traveler IDs, or Tribal Cards.
- **Proof of U.S. Citizenship Document**—photocopy (copy of front and back). U.S. Birth Certificate, Certificate of Naturalization, Certificate of Citizenship, or a valid and undamaged U.S. passport.
- Research the country you will be visiting to see if there are any other **additional travel documents required**. *Starting early will provide you with the necessary time to obtain travel documents for the country (or countries) you plan to visit.*

3. PHOTOS

- Size: 2 x 2 inches (head between 1-1 3/8 inches)
- You should receive two passport photos to submit with your passport application. See the Passport Agency website for the number of photos required with your application.
- Glossy or matte photo quality paper
- Color photo, taken within last six months
- Clear image (not blurry, grainy, or pixelated)
- No selfies
- Take off your eyeglasses
- Minimal jewelry
- Wear every day, casual wear (no uniforms or camouflage)
- White background
- No hat or head covering
- Full face (have **nothing** covering the face)
- Passport photos can be taken at Walgreens, CVS, or other photo centers. Check with your local area to see where you can obtain a passport photo.
- Passport photos can also be taken at passport acceptance facilities with additional costs. Find one near you at <https://iafdb.travel.state.gov>

4. FEES

- Find passport fees at <https://travel.state.gov/content/travel/en/passports.html>
- Verify passport acceptance facilities near you and their additional fees if applicable. Passport photos and the application fee varies at passport acceptance facilities.

5. SUBMIT ALL DOCUMENTS

- First-time applicants must submit your completed application with all required documents in person at a passport acceptance facility.
- Submit all required documentation to the Passport Agency. Verify the submission details on their website.

Please note that the U.S. Passport Agency is part of the U.S. Department of State—Bureau of Consular Affairs. This means that a passport is an official document issued by the U.S. government, certifying the holder's identity and citizenship. Students are responsible for monitoring the application process and requirements set forth by the Passport Agency to obtain their documentation.

STUDY ABROAD OFFICE

James M. Baker University Center | Suite 204, Main Street, across from the Loch Nest
2000 Clayton State Blvd., | Morrow, GA 30260
studyabroad@clayton.edu | www.clayton.edu/study-abroad
(678) 466-4092 | (678) 466-4090

TIPS

- **Apply early!** Six to nine months in advance before your trip's departure is recommended. This may vary depending on the Passport Agency's processing times.
- Some post offices or your county (i.e. Clayton County) may be able to assist with the passport process.
- Most passport acceptance facilities require appointments. Set-up your appointment early!
- Prepare the required documents and copies in advance of your appointment.
- **Delays can happen with this lengthy process or worstcase scenario—passport rejections!** Make sure there is adequate time to have your application reviewed and your passport will arrive before your travel dates OR by the required Study Abroad Office deadlines. Please see the Study Abroad Office to learn more about their deadlines.
- Check your U.S. passport application status with the Department of State website about two weeks after submitting your application.
- **Processing times:** 8-13 weeks or the expedited process can take 5-9 weeks. These times can vary, please verify with the Passport Agency.
- Start saving ASAP! Take note of **all fees** that will apply to this process. Your passport will be good for about 10 years and is an investment for the future!
- Check for in-depth details on the Department of State website <https://travel.state.gov/content/travel/en/passports.html>

