



PASSPORT APPLICATION GUIDE

Bentley-CIEE Passport Caravan

Student Center

October 18, 2016

Here's what you need to bring to your passport appointment on Tuesday, October 18!

COLLECT THESE ITEMS NOW! Some items will take time.

It is essential that you bring all of these materials, exactly as described. There are absolutely no exceptions!

1. PASSPORT APPLICATION FORM DS-11: COMPLETE BUT UNSIGNED

<https://travel.state.gov/content/passports/en/passports.html>

- Print as two separate pages. Do not print double-sided.
- Complete ahead of time in black ink only.
- **DO NOT SIGN**. It must be signed in the presence of the Passport Agent at the Passport Caravan.

2. PROOF OF US CITIZENSHIP (provide only ONE of the following)

- Previous fully valid US passport book or card; can be expired
- Certified US birth certificate – **photocopies CANNOT be accepted**
- Consular Report of Birth Abroad or Certification of Birth
- Certificate of Naturalization or Citizenship

3. PROOF OF INDENTITY (provide ONE of the following)

- Recently issued Certificate of Naturalization or Citizenship with easily recognizable photo
- Current valid driver's license or state ID*
- Government employee ID
- Military ID

*If an out of state Driver's License or State ID is presented, a second photo ID may be required by the passport agent. An official college/university issued student ID card is often an appropriate second form of identity.

4. PASSPORT PHOTOS (bring photos taken in advance or purchase them at the Caravan)

- 2" x 2" size passport photos are taken at most Walgreens/CVS/RiteAid stores, or at most passport-issuing locations, such as your local Post Office.
- Photos made at home or cut from previous pictures **CANNOT** be accepted. See guidelines: <https://travel.state.gov/content/passports/en/news/picture-perfect-passport.html>
- Photo services will be available on site for \$15.00. Cash or check only.

WALK-IN HOURS

Drop by Adamian 161 to review your application materials with a study abroad advisor on the following days:

- Wednesday, October 12: 10-12
- Thursday, October 13: 2:30-4:30
- Friday, October 14: 1-3

Please note: You will receive an email as well as an outlook invitation to the Passport Caravan on **Friday, October 7th**. Please respond to both the email and the outlook invitation, confirming your attendance, in order to hold your reservation. If we do not receive confirmation of your attendance by **Tuesday, October 11th** you will lose your reservation and it will be given to another applicant.

For full details on passport application requirements, please visit the [US Department of State website](https://travel.state.gov).

If you have any questions about your application, contact us at study_abroad@bentley.edu or call us at 781.891.3474.

Congratulations on taking this important step towards international travel and study abroad!