

Short-Term Programs Pre-Departure Information

Augsburg Abroad · Office of International Programs

Your Passport

If you do not have a passport, it is important that you apply for one early in the process. Receiving a passport late can cause delay for visa applications and departure on your program.

If you have a passport, be sure that it will be valid for at least 6 months beyond your return date to the U.S. If not, you'll need to renew your passport now. Many airlines will not let you board, and some immigration officials may not let you enter their country on an almost expired passport.



Applying For or Renewing a Passport

- A U.S. passport is valid for 10 years from the date of issue for those 18 years or older.
- The current passport application requires that you show proof of U.S. citizenship (certified copy of birth certificate, expired passport, or original proof of naturalization); current identification (driver's license, military ID card); and two identical passport quality photographs (2x2 inches). The fee is approximately \$85.
- For full instructions on these requirements and renewal, go to www.state.gov. Click on the Travel tab, and then Passports. There, you can find more information on applying, and download necessary forms.
- For a list of passport facilities in the Twin Cities area, go to <http://iafdb.travel.state.gov/>.
- If you are required to apply in person, go to: Hennepin County Government Center, 300 South 6th Street, Public Service Level, Minneapolis, MN 55487; tel: 612-348-8240; M – F 7:30 a.m. to 4:30 p.m.
- Passport photos may be purchased at a number of locations in the Twin Cities, including: Hennepin County Service Center (approximately \$10); Walgreen's; Kinko's; Photo Doc (822 Washington Ave SE, East Bank of the U's campus), Pro-Ex, etc. Check also the yellow pages under "Passport photo" for additional resources.
- A copy of your passport is required if you are admitted to the program. Copy the inside cover page that includes your photo and passport information.
- Usually, it takes 4 – 6 weeks to receive your passport. You can receive it sooner by paying an additional expedition fee of \$35. Please inform the passport facility if you need this option.

Visa Applications

Once your passport is returned, you can then apply for a visa, if required of the country in which you will be studying. Check with your program information or the closest consulate of your country for the latest requirements. For contact information of U.S. Embassies and other Diplomatic Missions go to <http://usembassy.state.gov>. Visa applications usually require additional photos.

Non-U.S. Citizens

Please inform the Augsburg Abroad office if you are not a U.S. citizen. You will likely have different visa requirements for your country of study, so check with the embassy or consulate of that country for the requirements of your nationality.