

IMPORTANT INFORMATION REGARDING PASSPORTS

The U.S. Transportation Safety Administration mandates the collection of diverse information from travelers' passports at the time airline reservations are booked for international flights. Flights are booked for OIS programs months before you leave for your program. **Accordingly, all students who confirm participation in a study abroad program must provide OIS with a .pdf scan of the signature page of their passport.**

If you have a valid passport:

- Bring your signed passport to the OIS office by **Friday, March 2**. OIS will scan your passport for our files.
- If your passport is at home, please ask a parent to scan the signature page (.pdf format) and email the scan to you or to the OIS office at ois@nd.edu. **Do not fax** a passport copy to OIS as the data is rendered illegible over fax lines.

If you do not have a passport or if your passport will expire earlier than 6 months before the completion of your program:

- **You MUST apply for your passport immediately.** Forms are available in 105 Main Building, at the U.S. Post Office, or online at www.travel.state.gov/passport. Completed applications are to be taken to the post office at Notre Dame, in South Bend, or your hometown. Most post offices require an appointment to process passport applications. Two passport photos and proof of American citizenship – either a birth certificate or naturalization papers – are required.
- **When your passport arrives, immediately sign it and scan it (.pdf format) or bring the passport to the Office of International Studies for scanning.** **Do not fax** the passport copy to OIS, as the data is rendered illegible over fax lines.

Your timely attention to securing a passport is necessary and appreciated.

Most programs require the submission of passport-size photos for uses other than for passports. The director of your specific program has indicated the number you need on the OIS Passport Picture Requirement sheet. Photos are needed for a variety of documents, such as:

visa applications

study abroad applications

study abroad universities

International Student Identity Cards

rail and bus passes

You may secure the necessary passport-size photos on your own or attend one of the photo sessions that will be held on campus. Please refer to the attached chart to learn the number of photos needed for your program.

Thank you for your cooperation. We look forward to working with you as you prepare for your study abroad experience.