IMPORTANT INFORMATION REGARDING PASSPORT APPLICATION/RENEWALS

If the Office of Study Abroad grants you approval to submit an application to one of our host institutions abroad, those host institutions will require valid passport information during their application process (which can take place as early as February 2022). Therefore, the Office of Study Abroad requires that you upload a scan of your signed, valid passport to your Holy Cross Study Abroad application, by 4 February 2022. If you currently have a passport, it should be valid through December of your senior year.

If you don't currently have a valid US passport, don't worry – you are still able to submit a Holy Cross study abroad application this semester. However, please read the following instructions and take action ASAP:

EXTREMELY IMPORTANT! Because of Covid-19, the U.S. Department of State is experiencing much longer than usual passport processing times and we STRONGLY suggest you act NOW to start your application process if you need a new or renewed passport. From the U.S. Department of State website on Passport Operations in Response to Covid 19 (https://travel.state.gov/content/travel/en/traveladvisories/ea/passport-covid-19.html) dated July 21, 2021:

What is the Current Status of Passport Operations?

What to Expect:

- Mail delays are impacting when we receive passport applications for processing. Our processing times begin the day we receive your application, not the day you mail it.
- **Routine service** can take up to 18 weeks from the day an application is **submitted** to the day a new passport is **received**. The 18-week timeframe includes up to 12 weeks for processing and 5 to 6 weeks for mailing times on the front and back end.
- **Expedite service** (for an additional $60) can take up to 12 weeks from the day an application is **submitted** to the day a new passport is **received**. The 12-week timeframe includes 6 weeks for processing and 5 to 6 weeks for mailing times on the front and back end.

We suggest you:

- Send your application to us via trackable mail, so you can track your application before it enters our system. This can be done whether applying at an acceptance facility or by mail.
- Pay an extra $17.56 for 1-2 day delivery for the return of your completed passport.

Use Self-Service Tools Online: You can get your questions answered immediately by using one of the self-service tools available on our site. Check online for your passport status. Customer service representatives will not give status updates over the phone.

Planning to Travel? Apply Early! Apply at least six months before planned travel.

NEW PASSPORT APPLICATIONS:
If you are in need of acquiring a **new passport**, print out Form DS 11 on the U.S. Dept. of State website: **(https://eforms.state.gov/Forms/ds11.pdf)**

- You will need to complete the form, and schedule an appointment through the USPS (United States Postal Service) online scheduler: **https://tools.usps.com/rcas.htm**
    - When you are filling out the online schedule form, under Step 1, choose *New Passport with Photo Services, then enter 1 for number of Adults*
    - *Search by **Location** and enter zip code **01610** (HC campus zip code), select a radius of **10 miles** and click on the **SEARCH** button.*
    - The five nearest locations with photo services will appear. Click on the **Select Location** button
    - Fill out the form, choosing the date and time you'd like your appointment within the hours shows for that location and complete the rest of the form. Click on the **Review the Appointment** button.
- Be sure to bring the following to your appointment:
    - Completed and signed DS11 Form
    - A photo ID
    - Passport fee: See https://travel.state.gov/content/travel/en/passports/how-apply/fees.html

PASSPORT RENEWALS:
If you need to **renew your passport,** you will need to do so by mail. Please visit https://travel.state.gov/content/travel/en/passports/have-passport/renew.html