

Preparing for Your Time Abroad: Getting Your Documents in Order

Information for Non-US Citizens

This document is intended for US citizens. Non-US citizens should consult the Embassy website of their home country for information. In addition, non-US citizens must also make sure that they are maintaining their F-1 student status while abroad and have the valid documents to return to the U.S. We highly recommend that you discuss your travel plans with your assigned ISSS advisor. Your advisor's contact information is available in iPenn: www.ipenn.oip.upenn.edu. Additional information is also available on the ISSS website: global.upenn.edu/iss/travel

Passport Information for US Citizens

Be sure you have a valid passport in time for travel

- You will need a passport that is valid for at least 6 months past the return date of your time abroad
- Typical processing time to obtain or renew a passport is 4-6 weeks, but can vary depending on the time of year
- If this is your first passport, you must apply in person
- If your passport is expired or will expire earlier than 6 months past your return date, you must renew it
 - You can typically renew your passport by mail
 - If your first passport was issued before you turned 16, you must apply in person

Processing center near campus:

Chestnut Street Post Office at 30th Street
3000 Chestnut Street
Philadelphia, PA 19104
8 AM - 4 PM, Mon - Sat
Takes Appointments and Walk-Ins
Passport Photos Available On-site

Complete information on obtaining and renewing your passport:

travel.state.gov/content/travel/en/passports.html

**Be Prepared
Apply or
Renew Early**

Visas

Depending on your country of citizenship, program type, travel duration, and destination country, you may be required to obtain a visa prior to going abroad

- The most current visa information can be found on your destination country's embassy website
 - Some visas require you to apply in-person at a specific consulate or embassy
 - Some visas require additional documentation including a program acceptance letter, invitation letter, proof of round-trip airfare or financial statements
 - If your visa requires a letter from Penn Abroad, contact your Global Programs Manager
 - PENN contracts with CIBT Visas for visa processing assistance
 - You can check visa requirements for your destination on the CIBT website
 - For a fee, CIBT can assist you in obtaining your visa
- Website: cibtvisas.com/portal?login=upenn

Obtaining Passport-Sized Photos

Both passport and visa applications require photos of a specific size. Passport-sized photos can be obtained at the following locations:

Penn Card Center

Penn Bookstore, 2nd Floor

8:30 AM - 5 PM, Weekdays

2 Photos - \$7.00

Campus Copy

3907 Walnut Street

8 AM - 10 PM Mon - Thurs

8 AM - 6 PM Fri

10 AM - 4 PM Sat - Sun

2 Photos - \$12.95 +tax



Penn Abroad

August 2018