

PASSPORT TO THE WORLD

TOOL KIT



Open Doors, an annual survey that provides information about international and U.S. student mobility, reports that approximately 300,000 U.S. students study outside the U.S. for credit each year. One of the first steps in the study abroad process is applying for and obtaining a valid passport. Additionally, while emergencies may happen while traveling abroad, there are many things students can do to be prepared before their travel.

This online tool kit contains tips, links, downloadable materials, and other general information for you to hold a Passport to the World event at your institution that will help your students (and their families and friends) prepare for their travel outside of the country. Use any combination of the information below to create an event that is specifically designed for your school community.

WHAT ARE THE GOALS OF A PASSPORT TO THE WORLD EVENT?

Your event might focus on any or all of the following goals.

Ensuring that students:

- * Apply as soon as possible for a U.S. passport for their trip, (NOTE: if the students are under the age of 16, inform them and their parents about the special requirements for applying for passports for minors);
- * Apply for the necessary study visas and other documents required by the receiving country/institution;
- * Become informed travelers and understand the importance of reviewing travel alerts and warnings;
- * Register their trip through the Smart Traveler Enrollment Program (STEP) at step.state.gov before they leave the U.S.;
- * Know how to contact the nearest U.S. consulate, consular agency, or embassy once they are abroad; and
- * Understand the services performed by the U.S. consulate, consular agency, or embassy and how to request services as an American Citizen.

For more information regarding IEW, check out the FAQ section of the IEW website.

EVENT IDEAS/RESOURCES

What you do for your activity depends on your time, resources, available partners, etc.

A successful event might be part of a wider event or separate activity on its own. Ideas and resources, such as downloadable handouts, include:

- * Partnering with a U.S. Department of State Passport Agency or a passport application acceptance facility (e.g. [post office](#), [clerk of court](#), [library](#)) to host a passport application acceptance activity on your campus in which students complete a passport application, pay the appropriate passport fees, and submit their documents to a Passport Agency employee or an Acceptance Facility employee,
- * Obtaining a supply of applications on your own, as well as information on how to apply for a passport, and distributing the blank applications and information in your student center or another area of your institution,
- * Launching a media campaign for International Education Week or throughout the month of November providing links to the U.S. Department of State (i.e., [Facebook](#), [YouTube](#), [Twitter](#), [Flickr](#), [RSS feeds](#), and [DipNote Blog](#)) to remind people to apply for a U.S. passport and providing information on traveling safely,
- * Having an informational table at an education abroad fair or during a specific cultural event, in school lounges, cafeterias, or with campus organizations to educate students about how to apply for a passport and travel safely, including information on:
 - how to register your trip with a U.S. consulate or embassy;
 - reading travel notices, including U.S. consulate, consular agency, or embassy locations in-country;
 - getting medical and/or evacuation insurance;
 - American Citizens Services provided by U.S. consulates, consular agencies, and embassies and how to access them;
 - considerations for women, disabled travelers, and LGBT travelers;
 - how to vote absentee; and
 - information on general airline packing restrictions.

More information about applying for a passport can be found in the FAQ section of the Passport Services website. For more information on safe travel see the U.S. Passports and International Travel section of [Travel.State.Gov](#), and specific information for Students Abroad.

For additional questions or support in planning your event, you can write to CA-PPT-OutreachEvents@state.gov. For questions about IEW, contact Feedback@state.gov.

ADVERTISING YOUR EVENT

In addition to your own marketing materials, we encourage you to use the sample press release, hashtags, and social media posts in the additional resources section of the IEW website to promote your event. Just add details such as your institutional information, as well as the date, time and location of your event. You can also use the IEW Logo and other details from the IEW website to create a campus poster, school news-paper announcement, palm cards, etc.

WHEN IS A GOOD DATE FOR THE EVENT?

The November release of the Open Doors report kicks off annual International Education Week. Each year there is extensive press coverage during this week regarding international education. Holding a Passport to the World event in conjunction with a study abroad fair or other activity during this week might result in great publicity for your institution. Anytime in November that is convenient for your campus and would maximize your outreach to students would be appropriate. Another time of year to repeat the activity could be one to two months before spring or summer break, when many students travel abroad on vacation. You can see the details of upcoming events and post your activity on the IEW website.

