Passport Reminder and Citizenship Advisory

**Citizenship Advisory for Internship Applicants:**

Non-US citizens requesting the Internship are required to submit an English Language Certificate (no more than 2 years old, showing your English language level of B2 or above). If you cannot provide this Certificate, then you cannot participate in the Internship - this is a Visa regulation. You will submit a copy of your Certificate to the ACCENT Office in San Francisco as soon as possible.

The UKBA is no longer accepting ETS tests (TOEFL) as evidence of English language ability. You should take a test with an alternative provider from this official list: [https://www.gov.uk/government/publications/guidance-on-applying-for-uk-visa-approved-english-language-tests](https://www.gov.uk/government/publications/guidance-on-applying-for-uk-visa-approved-english-language-tests). However, note that ETS tests taken before April 6, 2014 are still being accepted by the British Consulate in New York at this time.

**Passport Requirement**

A passport photocopy is *not* required at the time of application for this program.

However, all students must have a valid passport to travel abroad. Your passport must be valid for six months after the end of your projected stay abroad. **If you do not have a passport or your passport needs renewal, please apply immediately.**

The name printed on your passport must be identical to the name used in your EAP documents, since discrepancies (including missing middle initials, second half of hyphenated last names, etc.) result in problems with your host institution and student visa forms.

**How and Where to Apply for a Passport**

On average it will take 1.5 to 3 months to complete the passport application process. First-time passport applicants must submit evidence of U.S. Citizenship (for example, an original birth certificate), which can be time-consuming to obtain. Passport application instructions are available on the U.S. Department of State website: [http://travel.state.gov/passport/passport_1738.html](http://travel.state.gov/passport/passport_1738.html)

You may be required to apply for a passport in person at a Passport Acceptance Facility. The [Recreational Sports Facility (RSF)](http://travel.state.gov/passport/passport_1738.html) at 2301 Bancroft Way (on the Berkeley Campus) and the Berkeley Main Post Office at Allston and Milvia both process passports. For additional locations, see the U.S. Department of State website above.

**Instructions for Non-US Citizens**

Contact your host country’s consulate *immediately* to determine your visa requirements. The visa process may take several months longer than for U.S. citizens. If necessary, contact the Immigration and Naturalization Service to extend the expiration date on your re-entry permit.