Passport Requirements and Photocopy Instructions

Passport Requirements
A valid passport is required at the time of application for this program. Please ensure you meet the following requirements before you submit your EAP application:

- Your passport **must be valid for at least six months after the projected end date of your EAP program.** If your current passport will expire less than six months after the end of your program, apply to renew your passport immediately.

- The name printed on your passport must be identical to the name used in your MyEAP online application (even if this name does not match your Berkeley records) since discrepancies (including missing middle initials, second half of hyphenated last names, etc.) can result in problems with your host institution and student visa forms.

- Your passport must be signed to be valid. Remember to sign your passport before making your photocopies.

New Zealand Universities require a certified copy of your passport. A passport photocopy certified by a notary public or your EAP campus adviser is acceptable. If you wish to have your EAP adviser certify the passport for you, please:

1. Make a copy of the information and picture page of your passport.
2. Below the passport image on the photocopy, write "Certified original sighted and this is a true copy of that original."
3. Bring your original passport and the photocopy to your EAP Adviser's drop-in advising office hours and request to have it signed.

If Your Valid Passport is Unavailable by the Application Deadline
You must submit a copy of a passport order receipt if your valid passport is unavailable by the application deadline. The receipt is a temporary measure until you submit your passport photocopies. Your application is not complete unless you submit a passport photocopy OR passport order receipt by the application deadline.

Do I need to Use Expedited (Rush) Processing for the EAP Application Deadline?
You are not required to use Expedited (Rush) processing **IF** you apply for or renew your passport by the day of the EAP deadline and can provide a copy of the receipt as explained above. If you have been given permission to submit a late application, or if you did not provide a receipt by the EAP application deadline, you will be required to use Expedited (Rush) processing.

Photocopy Instructions
The passport copy must be a scanned photocopy – NOT a photograph. Each photocopy should be made directly from your passport and NOT from copies of the passport. Copy it on full sheets of 8.5” X 11” paper. Do not cut the sheets to size. Experiment with the copy machine until you get a clear, identifiable copy. Copies made too dark or too light to show your facial features will not be accepted.

The photocopies must show:
- Clear Photo
- Passport Number
- Date of Issue
- Date of Expiration
- Signature
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

You may be required to apply for a passport in person at a Passport Acceptance Facility. The Recreational Sports Facility (RSF) 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.