

Will my college pay for my passport?

College of Liberal Arts & Sciences

This scholarship is awarded to first-time travelers. Fill out the Passport Award Application found on abroad.las.iastate.edu. Bring this, plus your itemized receipt of payment, to 223 Catt Hall. Questions can be sent to maryuh@iastate.edu.

College of Human Sciences

The first 20 travelers in an academic year will receive reimbursement for their new or renewed passports. Bring the Passport Reimbursement Form found at intl.hs.iastate.edu with the photocopy of your new passport info page and itemized receipt to 131 MacKay Hall. Questions can be sent to chsintl@iastate.edu.

College of Agriculture & Life Sciences

First-time travelers on a study abroad program can bring their new passport to 18 Curtiss Hall to receive reimbursement.



Study Abroad Center

Iowa State University
3224 Memorial Union
Ames, IA 50011-1133
Phone: (515) 294-6792
Fax: (515) 294-7724
studyabroad@iastate.edu

How do I get a U.S. passport?



Information for first-time
and renewal applicants

How do I get a U.S. passport? ----->✈

What do I need?

☐ Completed application form

- Use [form DS-11](#) if you're applying for the first time, or if your previous passport was issued when you were younger than 16.
- Use [form DS-82](#) if you're renewing and your previous passport was issued when you were older than 16.

☐ Certified birth certificate OR naturalization papers

☐ Photo ID

- Driver's license, or
- Previous passport, or
- Military ID

☐ 2" x 2" color photograph

☐ Fees

- \$110 application fee, paid via check or money order
- \$25 execution fee (if using form DS-11), paid via cash, check, credit, or money order

How do I apply?

Passport application forms can be found online at travel.state.gov. Complete the application fully and attach your 2" x 2" photo. Make sure you are applying for a passport **book**, not a passport **card**, which is not valid for international air travel.

Processing and mailing time can take 6 to 8 weeks, so be sure to apply well ahead of any international travel. If you're in a pinch, expedited service – a 3-week processing time – is available for an extra \$60 fee, and overnight shipping is available for \$20.66.

ISU students traveling on university programs may have their passport photo taken in the Study Abroad Center from 1:00pm to 4:00pm each weekday. The cost is \$15 charged to your Ubill.

What if I'm renewing my passport?

If you are renewing using form DS-82, you will be able to apply via mail. Mail all supporting documents, plus your previous passport, to the [National Passport Processing Center](#).

What if this is my first passport?

Applicants using form DS-11 will need to appear in person at a local passport acceptance facility. These are usually post offices or civic buildings; locations can be found online at travel.state.gov. Do not sign the application until instructed to do so by your agent.

Ames Post Office

[525 Kellogg Ave, Ames IA 50011](#)

Open 8:00am – 1:00pm, Mon. – Fri.

- By appointment only, call (515) 232-0120 to schedule. May take up to two weeks during busy periods.
- Passport photos available for \$15

City of Huxley

[515 North Main Ave, Huxley IA 50124](#)

Open 8:00am – 4:30pm, Mon. – Fri.

- Passport photos available for \$10

Story County Recorder

[900 6th St, Nevada IA 50201](#)

Open 8:00am – 4:00pm, Mon. – Fri.

- If applying between 11:30am – 1:30pm, call (515) 382-7230 to ensure agent availability
- Passport photos available for \$10