

# UNIVERSITY of HOUSTON

## OFFICE OF THE PROVOST Learning Abroad

(713) 743-9167 APPOINTMENTS

HOURS OF OPERATION: 8:30AM – 1:00PM M – F (Last appointment 12:30PM)

4302 University Drive, Houston, TX 77204 (E. Cullen Suite 105)

Payment method: *\*Check or money order ONLY*

### NEW U.S. PASSPORT CHECKLIST:

#### Form DS-11: Application for a U.S. Passport

- Application and instructions available online at [www.state.gov](http://www.state.gov) or in the Learning Abroad office
- *Do not sign the application until requested to do so by a Passport Agent.*

#### Proof of U.S. Citizenship – *Original format, copies and laminated certificates will not be accepted*

- Primary Evidence (one of the following):
  - Previously issued, undamaged U.S. Passport
  - Certified birth certificate issued by the city, county, or state
  - Consular Report of Birth Abroad or Certification of Birth
  - Naturalization Certificate
  - Certificate of Citizenship

#### Proof of Identity - *Original format, no copies will be accepted*

- Primary Evidence (one of the following):
  - Previously issued, undamaged U.S. passport
  - Naturalization Certificate
  - Valid Driver's License
  - Current Government ID (city, state, or federal)
  - Current Military ID (military and dependents)

#### One Passport Photo

- Photo can be taken in the Learning Abroad office, free of charge to current UH students, staff and faculty. **General public cost \$10**

#### Passport Fees

- Mandatory Fees (Adult – age 16 and above)
  - Passport Book: **\$110** (6 weeks processing)- *\*Payable to the U.S. Department of State*
  - Facility Execution Fee: **\$25** – *\*Payable to the University of Houston*
    - *UH students will be billed the Execution Fee through Student Financial Services*
- Optional Fees
  - Expedited Service Fee: **\$60** (3 weeks processing)- Payable to the **U.S. Department of State**
  - Overnight Delivery Fee: **\$20.66** – (After processing, mailed overnight to applicant) - Payable to the **U.S. Department of State**

#### Reimbursement Checklist for current UH Students:

If you are a **current UH student**, you may be eligible to have the cost of your U.S. passport book (\$110) reimbursed. When you submit your U.S. passport application, you will be required to complete a Vendor Setup form, a W-9 form, and a direct deposit form. To complete the forms, you will need:

Social security number

Bank routing number

Bank account number