

# Passport & Visa Information

Citizens of the United States are required to have a valid U.S. passport in order to enter a foreign country and to re-enter the U.S. Some countries require that your passport be valid at least six months beyond the dates of your trip (**Italy is one of them**). Please check with the embassy or consulate of the country in which you plan to study for their specific requirements. In addition to a U.S. passport, most countries require a visa for extended stay. In order to get a visa, you must have a valid passport. ***If you already have a passport but it expires before the required dates of validity, you will need to apply for a new one.*** To check individual country requirements for visas, you can go to the embassy website, [www.embassy.org/embassies](http://www.embassy.org/embassies).

## **Applying for a Passport**

For detailed information on applying for a passport, and to obtain a passport application please go online at <http://travel.state.gov/passport>. You can also pick up passport applications at any U.S. Post Office.

The total fee for a first-time adult passport book is \$150.00 (\$110.00 passport fee plus \$25.00 execution fee plus \$15 photo fee). The fee to renew an adult passport book is \$110 plus \$15.00 for the photo (there is no execution fee in the case of a renewal). These fees must be paid separately by check (personal, certified, cashier's, or traveler's) or money order (U.S. Postal, international, or currency exchange). In many passport offices, cash is **not** accepted. Please note that the **Pittsburgh Passport Office does not accept cash.**

**Pittsburgh Passport Office  
222 Allegheny County Court House  
436 Grant Street  
Pittsburgh, PA 15219  
Hours: M-F 8:30-4:30**

**NOTE: On the First and Third Thursday of each month operating hours are 11:30AM to 7:30PM  
(412) 350-6071**

## **Visa Information**

A visa is an endorsement issued by a foreign country and placed in a passport to show that the passport has been examined so that the holder may enter and travel within their country. If a visa is needed, then it generally must be obtained before going abroad. If a visa is needed and you do not have one, then you will not be permitted to enter the country to which you are traveling. **Please note, however, that US and Canadian students who hold a valid passport do not need a visa for the Italian Campus program. If you hold other citizenship, please notify the OIP as soon as possible, since you may require a visa to study in Italy.**

**For more detailed information on applying for Passports and Visas, please stop by the Center for Global Engagement (DuqGlobal) in 601 Union.**