Office of International Student Services
Grossley Hall, Room 115

**TIPS ON TRAVELING ABROAD** if you need your passport immediately. Remember, you must make an appointment, you must have your flight itinerary and you must show a travel date of 14 days or earlier.

New Passport application:  [https://travel.state.gov/content/travel/en/passports/how-apply/forms.html](https://travel.state.gov/content/travel/en/passports/how-apply/forms.html)

Passport Renewal application:  [https://travel.state.gov/content/travel/en/passports/have-passport/renew.html](https://travel.state.gov/content/travel/en/passports/have-passport/renew.html)

**Locations:**

**Philadelphia Passport Agency**
http://travel.state.gov/content/passports/english/passports/information/where-to-apply/agencies/philadelphia.html

**Physical Address:**
U.S. Custom House
200 Chestnut Street, Room 103
Philadelphia, PA 19106
**Appointments Available:**
M-F 8:00 a.m. to 3:00 p.m.
Excluding Federal Holidays

**New York Passport Agency**

**Physical Address:**
Greater New York Federal Building
376 Hudson Street
New York, NY 10014-3621
**Appointments Available:**
M-F: 7:30 a.m. to 3:00 p.m.
Excluding Federal Holidays

Contact Number for All of the above agencies:
1-877-487-2778 *(Available 24 hours/7 days)*

Most countries require that a traveler’s U.S. passport be valid at least six months or longer beyond the dates of the trip.