

Passport Initiative

FAQ

(updated April 3, 2024)

Remaining Funding: **0 Students**

Admission Type: Rolling Basis

LAST Orientation of Cycle 2023-2024:

[Thursday \(April 4, 6:45 PM\)](#)

~~Application Submission Deadline (Graduating, Fall 2023):~~ **No Longer Eligible**

~~Application Submission Deadline (Graduating, Winter 2024):~~ **No Longer Eligible**

~~Application Submission Deadline (Graduating, Spring 2024):~~ **No Longer Eligible**

~~Application Submission Deadline (Graduating, Summer 2024):~~ **No Longer Eligible**

~~Application Submission Deadline (Returning / Non-Graduating):~~ **No Longer Eligible**

~~Passport Appointment Complete-By (Graduating, Fall 2023):~~ **No Longer Eligible**

~~Passport Appointment Complete-By (Graduating, Winter 2024):~~ **No Longer Eligible**

Passport Appointment Complete-By (Graduating, Spring 2024): April 1, 2024

Passport Appointment Complete-By (Graduating, Summer 2024): April 1, 2024

This FAQ is divided into multiple sections that address common questions asked by students and common issues faced by students. For quick referencing, the links below may be used to jump to relevant FAQ section(s). However, it is recommended that you look through the entire FAQ on your first perusal.

[Eligibility](#)

[Application + Deadline](#)

[Passport Appointment + DS-11](#)

FAQ updates will occur on a weekly basis the morning after application review, but spontaneous updates may also occur to better reflect funding availability.

FAQ: Eligibility

Q1. I am a RU student, but not RU New Brunswick. Am I eligible?

Yes, all RU students who are matriculated for Fall 2023 are eligible, regardless of their particular RU school, degree program, year of study, and/or campus affiliation.

Q2. I plan on studying abroad this or next semester. Can I still apply?

If you plan to study abroad in Fall 2023, Winter 2024, or in Spring 2024 (March Departure), then you are **NOT** eligible for the Passport Initiative. Spring 2024 (May / June Departure) and Summer 2024 programs are currently eligible.

Q3. My parents naturalized when I was a minor. Am I eligible?

Unless you are in possession of your own Certificate of Naturalization, you are NOT eligible to apply to the Passport Initiative.

Q4. I am a US citizen who was born abroad. Can I apply?

Yes, you are eligible to apply for the Passport Initiative. However, it is **highly recommended** that, **BEFORE** you submit your application, you have on hand your 1) infant / child US Passport, 2) Certificate of Citizenship, **OR** 3) Consular Report of Birth Abroad.

Q5. I have a passport from when I was a child. Can I still apply?

Yes, if you have a **child** passport, you can still apply as the Passport Initiative provides funding for first time **adult** passports. Please note that, to be considered a **CHILD** passport, said passport must have been issued when you were **15 or UNDER** and is valid for **ONLY 5-years**. If you already have a passport that is valid for 10 years, said passport is an ADULT passport.

If you have such a 10-year passport, you are **NOT eligible** and should NOT apply to the initiative.

As a result, please make sure your passport is indeed a child passport before applying. If you cannot tell the difference, feel free to email [Lisha](#).

Q6. My passport has not expired yet. Can I still apply?

If you indeed have a **child** passport (see Q4), you are eligible to apply to the Passport Initiative. However, if you have a few years left on your passport, we recommend **AGAINST** applying. One year or less on a **child** passport is okay.

FAQ: Application + Deadline

Q1. I am graduating this December / January and missed the application submission deadline. Can I get an extension?

No, we will **NOT** be granting any application submission extensions to students graduating in Fall 2023 or Winter 2024.

Q2. I am graduating this December / January, but will return to Rutgers as a graduate student in Spring 2024. Which deadline(s) apply to me?

If you are continuing your graduate education at Rutgers without break in Spring 2024, namely after graduating in Fall 2023 / Winter 2024, then the returning / non-graduating deadline(s) apply.

Q3. How long after I complete my application will I be notified?

Application review generally occurs weekly on Wednesday. However, please note that unexpected scheduling changes may occur due to emergencies and/or vacation. Depending on when you submit your application, the typical wait time ranges between about 1 day to about 2 weeks.

Q4. I was rejected from the initiative. Can I reapply if I am still a student?

Yes, you can reapply if you are still eligible for the Passport Initiative. If you were rejected due to lack of funding, your acceptance will auto defer to the next cohort.

Q5. I am not a great writer. Will this count against me in the essay component?

We do understand that our students come from a variety of backgrounds. As a result, acceptance decisions are generally based on the demonstrated effort made by the student. With that said, although we are not particularly strict, **please be aware that there are minimum requirements for your essays.**

FAQ: Passport Appointment + DS-11

Q1. What is this passport appointment you keep mentioning?

All **first-time** adult passports must be obtained **in-person** during a scheduled passport appointment at a designated processing facility. The designated processing facility for Camden and New Brunswick is the Camden County Clerk and the Middlesex County Clerk respectively. Newark students can go to any USPS location that offers passport processing services.

However, due to check unavailability at the current time, **ALL** students, regardless of campus location, are restricted to **USPS locations ONLY**. This issue of check unavailability is expected to be resolved by the end of October.

Q2. Which form should I use to apply for my passport?

All students who are eligible for the Passport Initiative can only use DS-11 to apply for their passport. If you find yourself debating between DS-11 and DS-82, you are most likely **NOT** eligible. Please refer to [“Eligibility: Q4”](#) for further details.

Q3. What do I need to apply for my passport?

Information on how to apply for your first time adult passport can be found on the [Department of State](#) website.

Q4. Where can I find DS-11?

When filling out your DS-11, it is recommended that you use the [“Form Filler” tool](#) provided by the Department of State. However, a blank PDF copy can be found [here](#). Do **NOT** sign your DS-11 once filled and/or printed. You will sign it DURING your appointment, namely in front of the processing agent.

Q5. I am also interested in applying for the passport card? What should I do?

If you are interested in applying for BOTH the passport book and the passport card, the cost of the passport card must come out of pocket, namely in the form of a personal check or money order, as it is NOT covered by the Passport Initiative.

Furthermore, when applying for BOTH the passport book (\$130) and passport card (\$30), the processing agent may or may NOT allow you to use two separate checks (or one check and one money order) to pay the Department of State. If you are rejected by the agent and you have enough funds to pay \$160 up front, we will reimburse you the \$130 once you have returned your unused check and submitted a scan or photo of your receipt to [Lisha](#).