

DOCUMENTATION

To facilitate travel to and from Dalkeith House, students and faculty participants need certain documents/letters.

Passport: The following is a brief synopsis of how to obtain a U.S. passport. More specific information can be found on the following website: <http://www.travel.state.gov/>. The application form is available to fill out online or download.

WIS faculty members are responsible for all costs associated with obtaining passports for themselves and their dependents. As of February 1, 2008, following are the fees to obtain a passport:

Age 16 and older: The total fee is \$100 (passport application fee is \$75; execution fee is \$25).

Under age 16: The total fee is \$85 (passport application fee is \$60; execution fee is \$25).

Note: You may be required to make two separate payments since the passport application fee is paid to the "U.S. Department of State" and the execution fee is paid to the facility where you apply.

To obtain a passport, you will need the following:

- Proof of U.S. citizenship (one of these): an official certified birth certificate (must bear the official stamp of the registrar); a previous U.S. passport; a consular report of birth abroad; naturalization certificate; or certificate of citizenship. (All documentation submitted as evidence of U.S. citizenship will be returned with the issued passport.)
- Proof of identity such as a current, valid driver's license; registered picture I.D; previous U.S. passport.
- Two passport photographs: must be 2x2 inches in size; identical; taken within the past 6 months; showing current appearance; color; full face, front view with a plain white or off-white background; between 1 inch and 1-3/8 inches from the bottom of the chin to the top of the head; and, taken in normal street attire.
- Your social security number.

You may apply for your passport at various county courthouses and post offices (allow up to 10 weeks for processing). Following are some of the local agencies:

U.S. Post Office
126 N. Barstow St.
Eau Claire, WI 54703
Phone: 715/830-5300

Clerk of Courts Office
Pierce County Courthouse
414 W. Main St.
Ellsworth, WI 54011
Phone: 715/273-3531

Clerk of Courts Office
St. Croix Co. Govt. Center
1101 Carmichael Rd.
Hudson, WI 54016
Phone: 715/386-4610

Clerk of Courts Office
Dunn County Courthouse
615 Stokke Parkway
Menomonie, WI 54751
Phone: 715/232-2611

U.S. Post Office
208 N. 2nd St.
River Falls, WI 54022
Phone: 715/425-8483

Clerk of Courts Office
Douglas Co. Courthouse
1313 Belknap St.
Superior, WI 54880
Phone: 715/395-1483

If you meet certain criteria, you may apply for your passport in person (an appointment is required) at:

Chicago Passport Agency
Kluczynski Federal Building
230 South Dearborn St., 18th Floor
Chicago, IL 60604-1564
Automated Appointment Number: 1-877-487-2778

Keep your passport safe and convenient whenever you travel. You will need to present it before boarding your transatlantic flight and upon arrival in Britain or any other European country.

Business Visitor Letter to UK Border Agency Officials

Prior to your departure, the WIS Administrative Office will issue you a business visitor letter to UK Border Agency officials. You need to take this letter with you and present it (along with your passport) upon your entrance into Great Britain. Any dependents that will be traveling with you must also be listed in this letter. Most importantly, as will be stated in this letter, your main purpose for coming to the UK is to accompany students, oversee their studies, and assist them with personal and academic issues during their study abroad experience in the Wisconsin in Scotland program at Dalkeith House, Dalkeith, Midlothian, Scotland.

Most European countries do not require a visa if you will be visiting there less than 30 days. However, it is advisable for you to verify which countries require a visa before completing your travel plans. In addition, travel warnings are issued to describe conditions that make a country dangerous or unstable (http://www.travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html).

Health Records

No special immunizations are currently required for entry to or return from Great Britain, nor has the Center for Disease Control issued any health advisories.