



## PASSPORT REQUIREMENTS

A passport will be required of every student.

**If you already have a valid passport**, please send us a photocopy of your signed passport by May 1<sup>st</sup>, or within two weeks of acceptance if after May 1<sup>st</sup>.

**If you do not already have a passport, if your passport is expired, or if your passport will expire during your first year at Cal Maritime**, you should apply for a passport as soon as possible—visit [www.travel.state.gov](http://www.travel.state.gov) to find out how to apply for or renew a passport.

**If you are a Naturalized Citizen or Permanent or International Resident:**

Please send a copy of your Naturalization Document along with your passport. If you are a Permanent Resident, send a copy of your passport and a copy of your Permanent Resident card (green card). If you are an International Resident, send a copy of your passport and your VISA. Please check all dates on any of these documents to make sure they are not expired. If they are expired, please renew prior to your arrival on campus.

### Instructions for Submitting Passport Photocopy

When submitting your photocopy of your passport, please note the following:

- 1) Be sure you sign your passport on the appropriate page before photocopying it. Photocopies of unsigned passports will not be accepted.
- 2) When aligning the passport for the photocopy, please leave a margin of 1.5 inches on the left and a margin of 2 inches at the top so that the passport image is centered on the paper.
- 3) You only need to photocopy the page with your signature and the page with your photo.
- 4) Please make sure that the photocopy is readable. If your signature or the printed information on those pages is not legible, or if your photo is not clear, the passport photocopy will not be accepted.
- 5) There are two ways to submit your photocopy. The first is to scan it, attach it in an e-mail, and submit it to [admission@csu.edu](mailto:admission@csu.edu). The other option (you do not need to do both) is to mail the photocopy to:

Admission Office  
California State University Maritime Academy  
200 Maritime Academy Drive  
Vallejo, CA 94590

A sample passport, and proper orientation, is provided for your reference on the next page.

# Sample passport page

Center passport on page. Be sure to sign the original passport before copying.

