

# PASSPORTS, VISAS & ISIC CARD

## OBTAINING A PASSPORT

A passport may be obtained from the US Post Office in Toccoa. Appointments to apply for a passport can be made by calling (706-886-4058) Monday through Friday, 9:00 am through 4:00 pm, and Saturday from 9:00 am to 11:00 am.

The cost for the passport is currently \$110 with an additional \$25 processing fee. They also provide two photos for the passports for an additional \$15.00 charge. You may want to go to Troup's Photo Service (706-886-2369) downtown where you can get two passport photos for \$9.50. Passports will take from four to six weeks for processing, so please plan ahead. You will need to bring an official/original birth certificate (with raised seal and has both parents names on it), and a photo id (driver's license or student id will suffice).

**More Information about applying for a passport can be found at:**

<https://www.usps.com/shop/apply-for-a-passport.htm>

**Passport application for first time applicant can be found at:**

<http://travel.state.gov/content/passports/english/passports/new.html>

## VISAS

The following website provides detailed information on obtaining Visas for the countries that require them: <http://www.traveldocs.com><<http://www.traveldocs.com/> Several months lead time are usually required for obtaining Visas. Once again, be sure to plan ahead.

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# PASSPORTS, VISAS & ISIC CARD

## Ordering Your ISIC Card

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1. Bring cash or check in the amount of \$25 to Kelly Vickers in the Registrar's Office. Checks should be made out to Toccoa Falls College. Cash—be sure to get a receipt.
2. At that time give me your First and Last Name as it will be printed on the card.
3. With a smartphone take a selfie of your head and shoulders against a plain background and email the image with your name to [registrar@tfc.edu](mailto:registrar@tfc.edu).
4. I will let you know when the card arrives—approximately 7-14 days, and you can come in to pick it up.
5. Instructions for uploading travel money to your ISIC Mastercard will be provided.