



STEP 3: STARTUP LOGISTICS & TRAINING- PASSPORTS

Procuring Passports and Passport Information from Team Members

Begin ASAP

It is important to follow up with team members about the status of their passports as soon as possible after assignment to a team. Check with all team members, especially those who indicated on their application that they did not yet have a passport, to be sure they have all received their passports or that they have applied. This process can take more time than you think and can hold up other travel arrangements and planning.

Instructions for Applying

You can give these instructions to your students who need to apply for a passport:
<https://travel.state.gov/content/travel/en/passports/how-apply.html>

Collect & Keep Passport Information

Collect and record passport information from all team members. Information should include their *complete/full* name, passport issue and expiration date, and the passport number. This is important for ticket purchasing later as well as to have on file for emergencies.

Be sure you check the passport expiration dates! Make sure the passports don't expire *within 6 months of their trip*. Many countries will not give entry visas if passports expire within 6 months of travel.

IMB "Trip" Passport Page Upload

The IMB requires each team member to upload a photocopy/photo of the front page (the information page) of their passports. You can help with this process by reminding team members early. Each team member will have a requirement on their "Trip" of 'Scanned Copy of Passport.' Either you or they can upload the image directly there and you should be able to access this as an admin on their "Trip."