



Background

CIEE is sponsoring passports for 10,000 students around the country as part of its participation in the national [Generation Study Abroad™](#) initiative. Developed in 2014 by the [Institute of International Education](#), the initiative seeks to double the number of U.S. students studying abroad by 2020 by breaking down the main barriers: cost, curriculum, and culture.

Objectives

The goals of the Passport Caravan Event are:

1. Support diverse students who are underrepresented in today's study abroad population
2. Secure the agreed upon number of completed passport applications on the day of the event
3. Increase awareness of CIEE as a provider of study abroad programs
4. Showcase each institution's Education Abroad programs, services and staff

CIEE will work with each institution selected as a Passport Caravan partner to choose a date that works with both the institution's calendar and the overall calendar of the Passport Caravan. When selecting the event date, each institution should consider the lead-time necessary to:

- Promote the passport opportunity to selected populations
- Establish a campus application process in which students indicate interest and a commitment to gather required documents
- Allow sufficient time for students to gather required documents such as an original birth certificate
- Allow sufficient time for institution to check student documents
- Allow sufficient time to market the event
- Schedule staff to help support the event

CIEE will provide input, ideas, tools, thoughts and suggestions throughout this entire process. We will help arrange for Passport Agents to be present the day of to process passports and will send our staff to facilitate the event.

Pre –Event Considerations

1. Student outreach

There are many students on each campus who would benefit from receiving a free passport to assist them in studying abroad. However, because the number of free passports available to each campus is limited, it is important for each institution to identify students that are under-represented in today's study abroad population. All students selected to receive CIEE sponsored passports should be first time passport recipients, not renewals.



2. Campus Passport Caravan application

While many students may express interest in receiving a free passport, completing the required government paperwork and gathering the required documents is no simple task. Most importantly, students must appear before the Government Passport Authority officials on the day of the event with ALL required documents.

To efficiently process applications on the day of the event, it is very important that an internal campus application process be established, and that a pre-event review of all student documents be completed to ensure students have ALL required documents ready to go on the day of the event. Each selected applicant will sign up for a specific appointment time to appear before the Passport Authority officials.