

## **Guidelines for CWS Sponsored Travel**

### **Passport and Visa Guidelines**

Students who do not have a passport are encouraged to apply for one as soon as possible, as it may take several months to receive a passport. Passports used for international travel need to have more than one year validity from proposed date of travel.

It is the student's responsibility to ensure she has the proper visa to travel to her host country. CWS internship staff are willing to meet any student to help her determine whether a visa is necessary for travel; however, most embassies and consulates will not allow anyone other than the passport holder to present the passport for processing. Students need to allow ample time for visa applications. The CWS recommends students begin the visa application process immediately after her plans are confirmed and approved by the CWS internship directors.

Students traveling abroad on an Identified Internship Program are requested to contact Tere Ramos ([tramos@wellesley.edu](mailto:tramos@wellesley.edu) or ext. 2607). We recommend that students have all travel documents completed by the first week in May.