

These hints are provided by Study Abroad UC San Diego to help you complete the country-specific pre-departure requirements from the UCEAP systemwide office in Santa Barbara.

1. **PHOTOS**

If your instructions require "**OFFICIAL PASSPORT PHOTOS**," we suggest contacting the following on campus offices or local stores:

- [UCSD Passport Offices](#)
- CVS Pharmacy Photo Center at LJ village
- Fed Ex/Kinkos at LJ Village
- [ePassportPhoto.Com](#): **Free: take your own photos in front of a white wall and crop** (print on photo paper or upload your JPG to a local store (ex: CVS) or online photo site (Google Photos). Be sure to read the instructions! This site also provides printing, and shipping

Note: UCEAP may provide specific photo size instructions such as for Japan.

If you need photos described as "**PASSPORT-TYPE**" or "**PASSPORT-STYLE**" or "**PASSPORT-SIZE**," they must be approx. 2"x2" and show a full-face view.

2. **TRANSCRIPTS**

You can order your [UCSD official transcript](#) free of charge

3. **POLICE CLEARANCE**

If required for your visa, you may need to provide a Police clearance from the station near your permanent address. Be sure to call ahead to see if this is possible. Some consulates may allow Letter of Good Conduct from the Campus Police, which has forms available [online](#) or at the front desk of the UCSD Police Department in the Campus Service Complex Building B. (Note: You'll need to provide a valid, government-issued photo ID when you submit the form and/ or pick up the letter. Allow at least one week).

Additional options which require more time are:

- [California Bureau of Criminal Identification](#), (916) 227-3822.
- [Federal Bureau of Investigation](#), (304) 625-3878, for instructions

4. **NOTARY PUBLIC**

A notary public is a person who is authorized in a particular state to certify the authenticity of your signature. If you must have a document signed in the presence of a notary public, do not sign it or fill in the notary statement beforehand. **Bring your CURRENT driver's license or passport with you.**

- Your bank: if you have a bank branch nearby, call them to see if they offer free notary services to their clients. Appointments may be necessary.
- Postal Annex/FedExKinkos/UPS Stores: these stores may offer notary services.