



Pre-Departure Hints

These hints are provided by Study Abroad UC San Diego to help you complete the country-specific pre-departure materials from the UCEAP office in Santa Barbara. If you have any questions about the information on this sheet, please contact our office at (858) 534-1123. Please pay attention to all deadlines and mailing information on your cover sheet. Read and follow the instructions very carefully. You may contact our office or UCEAP for help with your pre-departure materials.

1. **PHOTOS**

If your instructions require "**OFFICIAL PASSPORT PHOTOS**," there are several nearby stores that will give a discount for UCSD students with student ID:

CVS Pharmacy Photo Center
8831 Villa La Jolla Dr.
(858) 457-4480
(Photo service available at any location, but price may vary)
www.cvs.com

UCSD Imprints
Price Center
(858) 534-7050
8 a.m. – 4:30 p.m.
blink.ucsd.edu/facilities/services/imprints/passport.html

ePassportPhoto.com
www.epassportphoto.com
Free for do it yourself, or small fee for professional validation, printing, and shipping

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**

Study Abroad UC San Diego already has a copy of your latest unofficial UCSD Academic History. If your host university instructions require an official transcript, we will order it from the Registrar and notify you when it is ready for pick up.

3. **POLICE CLEARANCE**

If required for your visa, you may need to provide a Police clearance from the station near your permanent address. Some consulates may allow a clearance from the Campus Police, which has forms available online (<http://blink.ucsd.edu/safety/emergencies/security/letters.html>) or at the front desk of the UCSD Police Department in the Campus Service Complex Building B. Must submit completed form. 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.

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.** Several notaries close to UCSD are listed below.

A. The **USE Credit Union** (located in Gilman Parking Structure) provides notary service. Phone: (866) 873-4968. Hours: 9:00 am – 5:00 pm (Mon, Tues, Thurs, and Fri); 10:00 am – 5:00 pm (Wed).

NOTE: Students must have a USE account.

B. The notary at **Postal Annex** inside Ralphs (8677 Villa La Jolla Drive), Phone: (858) 453-9798, Hours: 8:00 am - 7:00 pm (Mon - Fri) and 9:00 am - 5:00 pm (Sat).