The CLS Program is proud to announce the availability of limited funds to support U.S. passport procurement for students who demonstrate exceptional financial need. The CLS Program will issue a reimbursement of **$165** for U.S. passport application fees (excluding fees to expedite processing and shipping costs) for CLS finalists applying for a first-time passport or a passport renewal in order to participate in the CLS Program. Please note that fees to expedite the application process and costs related to shipping or traveling to procure a passport are not reimbursable.

**ELIGIBILITY**

The purpose of passport assistance is to cover the cost of a regular U.S. passport for finalists selected for the CLS Program with exceptional financial need who must procure or renew a passport for the purpose of participating in the CLS Program. For that reason, passports must be procured/renewed during the eligibility period of **January 1, 2024 – June 1, 2024**. Passports procured before or after this period are not eligible for reimbursement.

All applications for reimbursement must be submitted by **July 1, 2024**. Applications submitted after that will not be reviewed.

To demonstrate financial need, undergraduate students must have received a Pell grant for the 2023-2024 academic year.

To demonstrate financial need, graduate students must write a short explanation of no more than 250 words describing their need and submit a letter or other document from their current graduate college or financial aid office confirming their financial need.

**HOW TO APPLY**

Applicants should send the following documents to **cls@americancouncils.org** with the subject line “Last Name, Language, Passport Assistance” (e.g., “Smith, Arabic, Passport Assistance”) no later than July 1, 2024. Notification will be issued to each applicant individually on a rolling basis but no later than August 1, 2024.

- A scan of the issued passport clearly showing the date of issue (between January 1, 2024 and June 1, 2024).
- FOR UNDERGRADUATE STUDENTS: A scan of student’s financial aid award from their current institution indicating Pell eligibility.
- FOR GRADUATE STUDENTS: A written statement describing the financial need of no more than 250 words AND a letter confirming that need from the student’s current institution’s office of financial aid or graduate college.

**REIMBURSEMENT**

CLS passport assistance functions as a reimbursement system. Finalists will need to pay for the cost of the passport up front and then submit materials for a reimbursement made via an ACH transfer to the bank account indicated in the acceptance materials for the student stipend.

Reimbursements will be issued after the start of the program on a rolling basis but not later than August 2024.

If a finalist is unable to travel for any reason, passport reimbursement will not be issued.