



## Application Instructions for Whitworth Off-Campus Programs (OCP)

The application period is **March 23-April 12, 2021**

*The online application system will not accept applications after April 12.*

**Apply Online:** [www.whitworth.edu/cms/academics/off-campus-programs](http://www.whitworth.edu/cms/academics/off-campus-programs)

### Important Information

1. Select programs in order of your preference (first choice, second choice, etc.)
  - a. Please note: Some programs are very competitive and you may not receive your first choice
  - b. To add a second and third choice, select the **green Add Program** box below your first choice
2. All applications must include one academic **and** one personal reference
  - a. Upon submission of your application, you will be provided a link for the personal/academic reference
  - b. **Each recommender must have a "whitworth.edu" email address**
  - c. Recommenders will receive an automated form to complete via email
  - d. References are due by April 12, 2021; be sure to follow up with your recommenders to make sure they are turned in. There are no system reminders.

### Selection Process

1st Round Selection: April 12-14, 2021

- Your completed application will be delivered electronically to your first-choice program leader
- By **Wednesday, April 14**, program leaders will notify students who have been selected to the program
- Students have until 4 p.m. on **Friday, April 16**, to pay the \$500 *non-refundable* deposit\*
- Students who fail to pay the deposit by the deadline will forfeit their spot

2nd Round Selection: April 26-28, 2021

- Applications not selected during the first round will automatically move to the second-choice program
- By **Wednesday, April 28**, program leaders will notify students selected for the program
- Students have until 4 p.m. on **Friday, April 30**, to pay the \$500 *non-refundable* deposit\*
- Students who fail to pay the deposit by the deadline will forfeit their spot

### Questions?

Please contact Whitworth Off-Campus Programs:

**Rebecca Gahl-Partridge:** [rgahl-partridge@whitworth.edu](mailto:rgahl-partridge@whitworth.edu) | 509.777.4499

# How to Apply For or Renew Your Passport

If accepted to a program, a copy of your passport or a copy of your receipt showing you have applied for a passport will be due to the OCP office via email ([ocp@whitworth.edu](mailto:ocp@whitworth.edu)) by **July 1, 2021**.

1. Go to the following website and fill out or download your form:  
<https://travel.state.gov/content/travel/en/passports/how-apply.html>
2. Submit a passport photo; Walgreens takes official passport photos. Please review the guidelines of passport photo requirements on the above website in order to ensure your photo is compliant.
3. You must present a physical, government-issued photo identification document. You must present one physical, primary ID which includes photo. If you cannot provide this, you must submit two secondary I.D.s. Refer to the above website for the full list of acceptable identification.
4. Cost of passport:  
First-time applicants' adult passport book: \$110 plus \$35 application fee  
Adult passport renewal applicants: \$110

**Sample Passport Acceptance Facilities:** *(others available and listed online via the State Department website)*

Facility Name	Street Address	City	State	ZIP Code	Public Phone
<a href="#">USPO - SHADLE GARLAND</a>	1903 W. GARLAND AVE	SPOKANE	WA	99205	5093286724
<a href="#">USPO RIVERSIDE STATION</a>	904 W. RIVERSIDE AVE	SPOKANE	WA	99201	5092522337
<a href="#">USPO - LIBERTY PARK STATION</a>	1602 E. SPRAGUE AVE.	SPOKANE	WA	99202	5095329352
<a href="#">USPO - DEER PARK</a>	19 S. VERNON AVE	DEER PARK	WA	99006	5092761091



**Questions? Contact us:**

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