



Global Access Fee Student Authorization Form

If you plan to study abroad while enrolled in Virginia State University, you will need to have a current U.S. Passport. The **Global Access Fee (\$135)** is a one-time charge that covers the cost of an ADULT U.S. Passport. Once this fee is paid in advance, you will not need to pay the application fee when you attend a *VSU Passport Day* event and apply in person for your US Passport. Just bring your documents and ID!

However, you must voluntarily elect to have the **Global Access Fee** charged to your student account. To do so, simply complete and sign this form. To be eligible for voluntary billing of this fee, you must (1) be a **currently enrolled incoming or returning VSU student** and (2) be a **US Citizen**. The **Global Access Fee** is NOT available to international students/other non-US citizens. This fee can only be used during an on-campus VSU Passport Day event.

Return the form to:

Dr. George H. Bennett Office for International Education, Trinkle Hall, Room 205, P.O. Box 9086, Virginia State University, VA 23806

Questions?? Call 804-524-8347 or 804-524-5986.

STUDENT INFORMATION

Name _____ V# _____

Permanent Address _____

City _____ State _____ ZIP _____

Phone _____ Email _____

(Needed to send confirmation of payment.)

ACKNOWLEDGEMENT – PLEASE READ CAREFULLY AND SIGN BELOW

I, _____ agree to have a charge of \$135 billed
Full Name

to my Virginia State University student account for payment of the **Global Access Fee**.

- I understand that in order to apply for my U.S. Passport during the VSU Passport Day event during Fall Semester, this charge must be paid/cleared on my student account by close of business on **OCTOBER 1**.
- I understand that in order to apply for my U.S. Passport during the VSU Passport Day event during Spring Semester, this charge must be paid/cleared on my student account by close of business on **FEBRUARY 1**.
- If I do not apply for a U.S. Passport during a VSU Passport Day event during the academic year in which the **Global Access Fee** is billed, the \$135 charge will be reversed by the Office for International Education.
- If I fail to show up for my confirmed appointment on a VSU Passport Day event, I understand that the \$135 application fee paid on my behalf will not be refunded.