



Office of International Programs

201 Wingo Hall
Charleston Southern University
Charleston, South Carolina
843-863-7569



International Visas

If the country you are planning to visit requires issuance of a Visa, this may entail submission of individual participant passports for review by the country's embassy in Washington, D. C. This process can take two to three weeks to complete.

The Office of International Programs recommends the services of Travel Document Systems (TDS), Washington, D. C., to safely handle the processing of Visa applications. Visa application forms are available for download from the TDS website (<http://www.traveldocs.com/>).

Once passports are received at the TDS office (sent by the faculty sponsor via FedEx Overnight), they are hand-carried to the embassy in question, processed, and then FedEx'd back to the faculty sponsor.

Each embassy has its own fee for processing Visas; TDS also charges a handling fee. These fees are identified on the TDS website and should be included in the overall trip budget calculations.

CSU groups have found it beneficial to process all Visa requests at the same time rather than on an individual basis. Therefore, it is advisable for the faculty sponsor to include within the overall trip timeline a date by which all participants are to have obtained their passport, completed the Visa application form and submitted it and their passport to the faculty sponsor.