

College/Vocational Student TAP card Application

The College/Vocational TAP Card Program allows college or vocational students to qualify for reduced fares on TAP-participating transit agencies. Call 866.TAPTOGO for eligibility requirements or additional information.

Application instructions

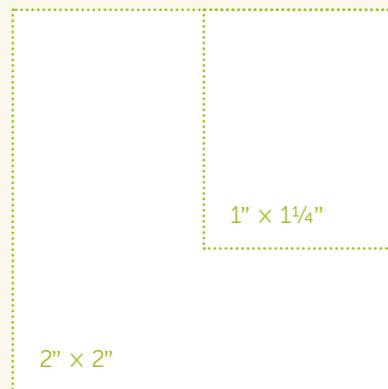
- All applicants are required to complete **SECTIONS 1, 2, 3 and 4** of this application and provide a copy of a valid photo ID.

SECTION 1 – Photo specifications

- All applications with photos that do not adhere to the guidelines listed below will not be processed.

Tape photo inside box

- Current full-face photo only
- No hats or sunglasses
- Photo size 2" x 2" or 1" x 1¼"
- Photo must fit in space provided (cut to size)
- Photo must be on photo paper, not photocopy paper



SECTION 2 – Applicant information

_____	_____	_____
Last Name	First Name	Middle Name or Initial
_____	_____	_____
Street Address		Apt #
_____		_____
City, State, Zip		Birth Date
_____		_____
E-mail		Telephone Number
_____		_____
Name of School		

School Street Address		City, State, Zip
_____		_____

SECTION 3 – Eligibility criteria & dates to apply

Qualified applicants may submit applications for a College/Vocational TAP card at any time during their current school term. Upon approval, applicants will receive a card that expires one year from the date of issuance.

Undergraduate and graduate students must provide proof of enrollment in an accredited school in Los Angeles County. Undergraduate students must be enrolled in a minimum of 12 units or 12 hours of in-classroom study per week for a minimum of three consecutive months. Graduate students must be enrolled in a minimum of eight units of in-classroom study per week for a minimum of three consecutive months. If you are enrolled in a summer program that meets for less than three months and/or 12 units, you can still qualify only if you met the eligibility requirements in the preceding spring term. If this is the case, both summer and spring documents must be submitted with this application.

Applicants must include one of the following documents listed below proving eligibility along with a valid photo ID or photocopy of photo ID if applying by mail. *Note: Document must indicate start and end dates for the classes.*

- _____ Current registration/fee receipt, which includes school term, the class schedule and units.
- _____ Computer printout showing enrollment units and/or in-classroom hours. This document must be stamped by the registrar's office.
- _____ Current contract or agreement between yourself and the school showing enrollment units and in-classroom hours.
- _____ Current registration form or enrollment certificate, showing enrollment units and/or in-classroom hours.
- _____ Letter on school letterhead containing the original signature of a school official, verifying the start and end dates, and indicating the total number of units and/or days and hours of attendance. Photocopies of school letters will not be accepted.

SECTION 4 – Signature

I understand that I may lose the use of my Reduced Fare TAP card if I misuse the card, or if I mark, tag or damage transit agency property. I understand that my TAP card is non-transferable. I hereby certify that the information provided above is true and correct.

Applicant Signature

Date

Submitting your application

A completed application ready for submission contains the following:

- A non-refundable \$1 application fee. If applying by mail, please send check or money order made payable to Metro.
- A current 2" x 2" or 1" x 1¼" full-face photo (no hats or sunglasses) taped to box in **SECTION 1**.
- A completed application: **SECTIONS 1, 2, 3 and 4**.
- Photocopy of valid photo ID (e.g. CA driver's license, CA ID card, school photo ID or passport).
- Proof of full-time enrollment.

You may submit your completed application packet in person at any of the Metro Customer Centers listed below, call your local transit agency for information on customer centers in your area, or mail to:

- TAP Reduced Fare Office
One Gateway Plaza
Mail Stop 99-PL-4
Los Angeles, CA 90012-2952

College/Vocational TAP cards will be mailed to eligible applicants within 20 business days after verification has been completed. Please allow additional time for mailed applications. Applications are for internal use only and will not be subject to public review. The College/Vocational TAP card is non-transferable.

Metro Customer Centers

Baldwin Hills/Crenshaw
3650 Martin Luther King Bl
Ste 189
Los Angeles, CA
Tuesday-Saturday, 10am-6pm

East Los Angeles
4501-B Whittier Bl
Los Angeles, CA
Tuesday-Saturday, 10am-6pm

Union Station East
One Gateway Plaza
Los Angeles, CA
Monday-Friday, 6am-6:30pm

Wilshire/Vermont
3183 Wilshire Bl
Ste 174
Los Angeles, CA
Monday-Friday, 10am-6pm

Lost, stolen or destroyed TAP cards

- Call TAP Regional Office at 866.TAPTOGO (866.827.8646).
- Pay a non-refundable, \$5 replacement fee.

For more information

Visit taptogo.net or call 866.TAPTOGO.