

# College/Vocational Students

Complete this application to receive your Reduced Fare TAP card.

The College/Vocational TAP Card Program allows college or vocational students to qualify for reduced fares on TAP-participating transit agencies. Upon approval, applicants will receive a card that is good for one year from the date of issuance.

## Application instructions

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

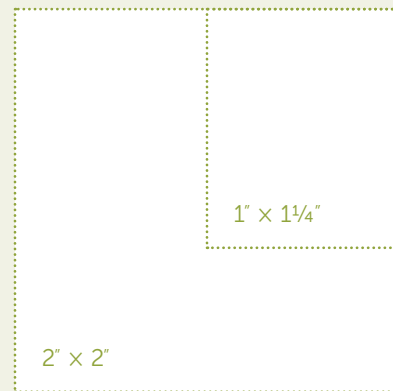
### SECTION 1

#### 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 must fit in the 2" x 2" or 1" x 1¼" space (cut to size)
- Photo must be in focus and in color



## 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

- Applicants must submit applications for a College/Vocational TAP card at least three weeks before the current term ends.
- Undergraduate and graduate students must provide proof of enrollment from an accredited school in LA County.
- Undergrads must be enrolled in a min. of 12 units or 12 hours of class\* per week for a min. of three consecutive months.
- Graduates must be enrolled in a min. of eight units of study\* per week for a min. of three consecutive months.
- If you are enrolled in a program that meets for less than three months or less than 12 units/hours for undergrads and less than eight units/hours for graduates you can still qualify, but only if you met the eligibility requirements in the preceding term. If this is the case, documents for both terms must be submitted with this application.

Applicants must include one of the following documents proving eligibility listed below, along with a valid photo ID, or a 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 with official school URL 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.

\* Online or in-class

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## 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

## Completing your application

A completed application ready for submission contains the following:

- 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** and **3**.
- Copy of an official photo ID (Choose one: current state ID card, driver's license, school photo ID or passport).
- Proof of full-time enrollment.

## Submitting your application

You may submit your completed application packet in one of two ways.

- In person at any of the Metro Customer Centers listed below:

### **Baldwin Hills/Crenshaw**

3650 W Martin Luther King Blvd  
Ste 189  
Los Angeles, CA  
*Tuesday-Saturday, 10am-6pm*

### **East Los Angeles**

4501 B Whittier Blvd  
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 Blvd  
Ste 174  
Los Angeles, CA  
*Monday-Friday, 10am-6pm*

- 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.

## 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](http://taptogo.net), call 866.TAPTOGO or email [reducedfare@metro.net](mailto:reducedfare@metro.net).
- Contact your local transit agency for information on its reduced fares program.