

## ACCEPTABLE PROOF OF FULL-TIME ENROLLMENT

All college students are required to provide proof of full-time status to establish eligibility. In most cases, your enrollment document(s) issued by your school will suffice.

A legible photocopy of one of the following documents indicating that **ALL** requirements have been met is acceptable:

- current registration/fee receipt which includes school term, class schedule, and/or units taken; or
- current computer or Internet printouts, MUST be stamped by the registrar's office; or
- current contract or agreement between you and the vocational school; or
- current registration form or enrollment certificate.

If your school's enrollment documents do not provide the above information, the following must accompany this application:

• A current letter from your school on original school letterhead (photocopies will NOT be accepted) with the signature of a school official; the total number of units/hours and/or days and hours of attendance; verification of class start and end dates.

Please note: <u>Tentative study lists</u> will only be accepted when stamped by the registrar's office and accompanied by applicant's current registration card.

# **VALID DATES**

Qualified applicants may apply for a TAP Photo ID card at any time during the current school term. Once a term has ended, only proof of full-time enrollment for the next school term will be accepted. Applicants enrolled in non-quarter or trimester summer programs or abbreviated winter programs that meet less than 3 months or 12 units/hours still qualify if they have met all Foothill Transit requirements during the previous school term – high school registration qualifies as meeting requirements during previous term. In such cases, both the spring and summer or fall and winter enrollment documents must be submitted with this application.

### **APPLICATION INSTRUCTIONS**

You **MUST** present your completed and signed college/vocational photo ID application **IN PERSON** to a Customer Service Representative at a Foothill Transit Store. <u>Mailed applications will not be accepted.</u> A digital photograph will be taken at time of application. No hats, bandanas or sunglasses may be worn for the photograph. When applying, the following items must be submitted:

- documentation containing proof of full-time student status (as listed above);
- photo identification: driver's license; State 10; school photo 10 or passport;
- a non-refundable \$2 application fee.

### FOOTHILL TRANSIT STORE LOCATIONS

**City of Industry - Puente Hills Mall** 1600 Azusa Avenue City of Industry, CA 91748

El Monte - El Monte Bus Station 3501 Santa Anita Ave. El Monte, CA 91731 Pomona - Pomona Transit Center 100 W. Commercial St. Pomona, CA 91768

West Covina - Chase Bank Building 100 S. Vincent Ave., Suite 200 West Covina, CA 91790

Transit Store operating hours vary. Call 1-800-RIDE-INFO (743-3463) or visit foothilltransit.org/transitstores for directions and individual store hours.

**REPLACEMENT INFORMATION** - For lost, stolen, or destroyed TAP photo ID cards:

Visit taptogo.net or call 1-866-TAP-TO-GO (827-8646) immediately to report a lost/stolen or destroyed Foothill Transit photo ID TAP card. Failure to do so may result in the loss of your discounted bus pass privileges. Submit a completed TAP Photo ID form in person at any Foothill Transit Store, accepted proof of student eligibility (as listed above), and non-refundable replacement fee of \$5.



□ NEW

# APPLICATION FOR COLLEGE PHOTO IDENTIFICATION CARD

TAP Photo ID cards are required with the use and purchase of any Foothill Transit discounted pass. They are obtainable only at one of the four Foothill Transit Stores. This is another step in Foothill Transit's efforts to curb fraud and keep our fares as low as possible.

☐ REPLACEMENT

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