

Instructions to apply for an MTA College vocational TAP Card TAP CARD:

- 1) Students need to fill out the TAP card application:
http://media.metro.net/riding_metro/riders_guide/images/tap_college_voc_application.pdf
- 2) Obtain an official copy of your class schedule indicating that you are enrolled in a minimum of 12 units or more. This must be stamped by the registrar office
- 3) Obtain a face photograph no larger than 2X2 ON PHOTO PAPER – NO Selfies on regular paper will be accepted by Metro.
- 4) Once the tap card is completely filled out with all attached additional materials, bring everything back to Student Activities office with a \$1 processing application fee (cash or check can be made out to METRO).
- 5) Student Activities will then mail in your application materials and it will take up to 20 days to receive the card. Once received, they will visit a Metro Center or find a more convenient location (<http://www.taptogo.net/tap/locator/>) to re-load their card with a monthly \$43 fee. The closest location to Otis is the Ralphs on Admiralty Way in Marina Del Rey.