



**Foothill Transit**

## 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: Tentative study lists 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. Mailed applications will not be accepted. 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 ID; school photo ID 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](http://foothilltransit.org/transitstores) for directions and individual store hours.

### REPLACEMENT INFORMATION – For lost, stolen, or destroyed TAP photo ID cards:

Visit [taptogo.net](http://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.

