MetroCard Procedures
MetroCard Program Committee

PROGRAM ELIGIBILITY
Students must be in good academic standing:
- Undergraduate students must have at least a 2.5 GPA to apply.
- Graduate Students must have at least a 3.0 GPA to apply.
- First semester undergraduate and graduate students are not eligible.
- Students who are scheduled to graduate prior to the date of their proposed activity are ineligible to apply for a metrocard, except in the case of enrollment into additional academic courses. Failure to provide proof of enrollment will result in a denied application.

Please note the MetroCard Program is designed for educational and professional development. If you are experiencing financial hardship, please contact Counseling Services at 212.237.8111 or email counseling@jjay.cuny.edu.

APPLICATION
All applicants must review the application checklist form before submission. The application checklist form outline all the required documents needed for a complete application. All incomplete applications will be denied.
- Students are limited to one metro card per academic year.
- The MetroCard Program Committee is not responsible for any theft, damage and or loss of metrocards.
- Students applying for a standard metrocard must attend at least one activity.
- Eligibility for a 30-day unlimited pass requires participation in an internship program, certificate program, training seminar, and or community service.
- After completion of all travel, all students must submit via email a photo PowerPoint presentation and post four pictures or one 15-second video to the Student Travel social media describing their overall event experiences.

Submission
All students must utilize John Jay College email addresses for electronic submission. Emailed applications must be submitted in PDF format to studenttravel@jjay.cuny.edu with the subject line that contains your first and last name and the phrase “MetroCard Application” (ex. Joe Smith MetroCard Application) in accordance with the designated submission schedule. If the document size is too large for one email than send multiple emails (Ex. Joe Smith MetroCard Application Pt 2, Joe Smith MetroCard Application Pt 3, and etc.). Printed applications must be single sided and typed.

ATTN: Jeffrey Aikens
524 West 59th Street, Rm L2.71.05
New York, NY 10019

For assistance, please contact Jeffrey Aikens at 212-393-6474 or email studenttravel@jjay.cuny.edu.