

How to Apply for a Vancouver U-Pass Exemption

Overview

The U-Pass is a discounted monthly transit pass within Metro Vancouver. Most students (some exclusions apply) are charged U-Pass fee. Some students may apply for an exemption if they meet one of the following criteria:

- They hold a valid U-Pass BC from another post-secondary institution within Metro Vancouver.
- They hold another valid non-transferable transit pass which is valid for each month of the duration of the U-Pass BC Term (e.g. transit employee subsidiary pass). Please provide a copy of the front and back of the pass by the exemption deadline.
- They are unable to use the U-Pass BC for reasons of a disability
- They do not live in Metro Vancouver AND do not take classes offered by UBC, VST, St. Mark's or Regent delivered within Metro Vancouver.

For more information about the U-Pass BC Program, please visit [here](#).

Things to Know

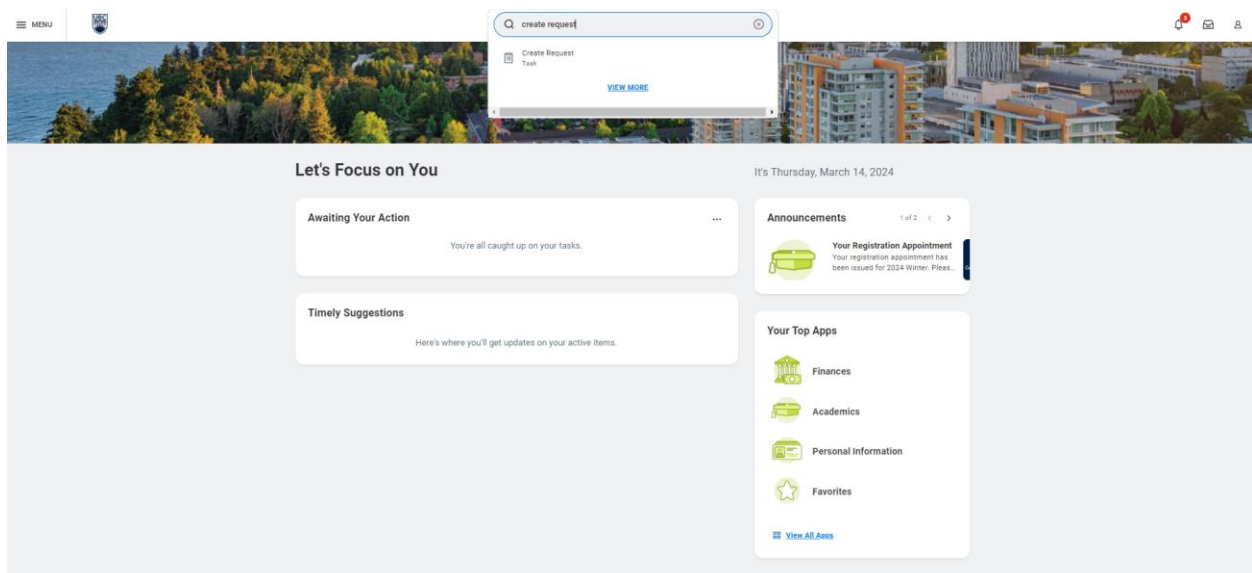
- This process is only applicable to students studying on the UBC-Vancouver Campus. If you are a UBC-Okanagan student. Please apply for U-Pass exemption [here](#).
- You cannot apply for this if you do not have U-Pass charge assessed on your account.

Learning Objectives

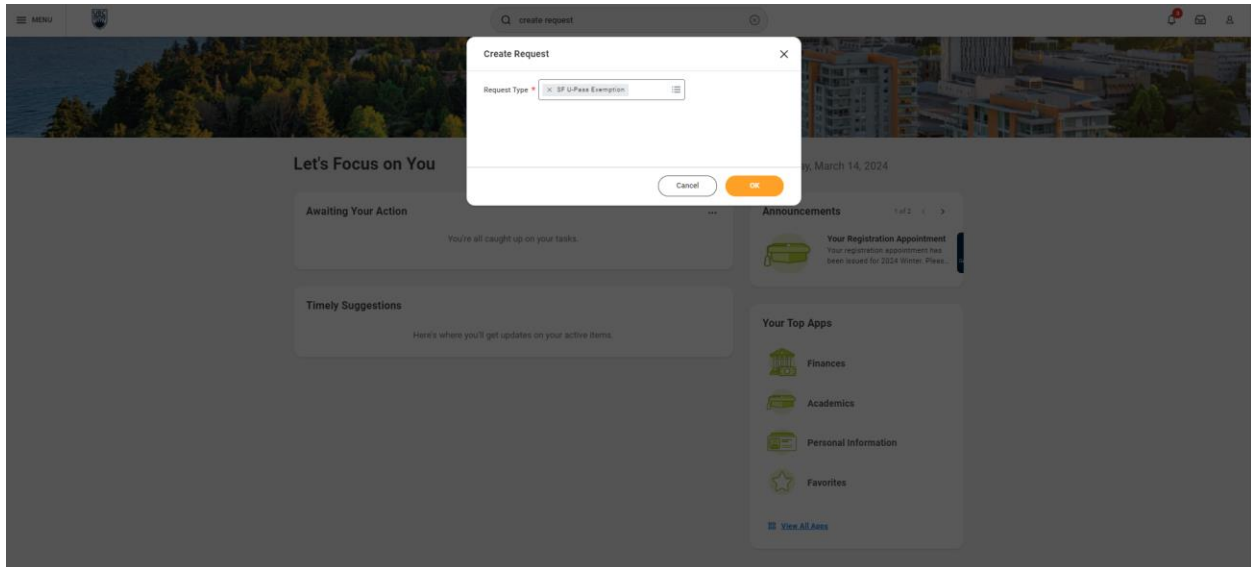
By the end of this training, you will understand how to submit a request for U-Pass exemption in Workday.

Step-by-Step Instructions

Step 1: In the Workday home page, type in **Create Request** in the search bar in the top, and select the task.

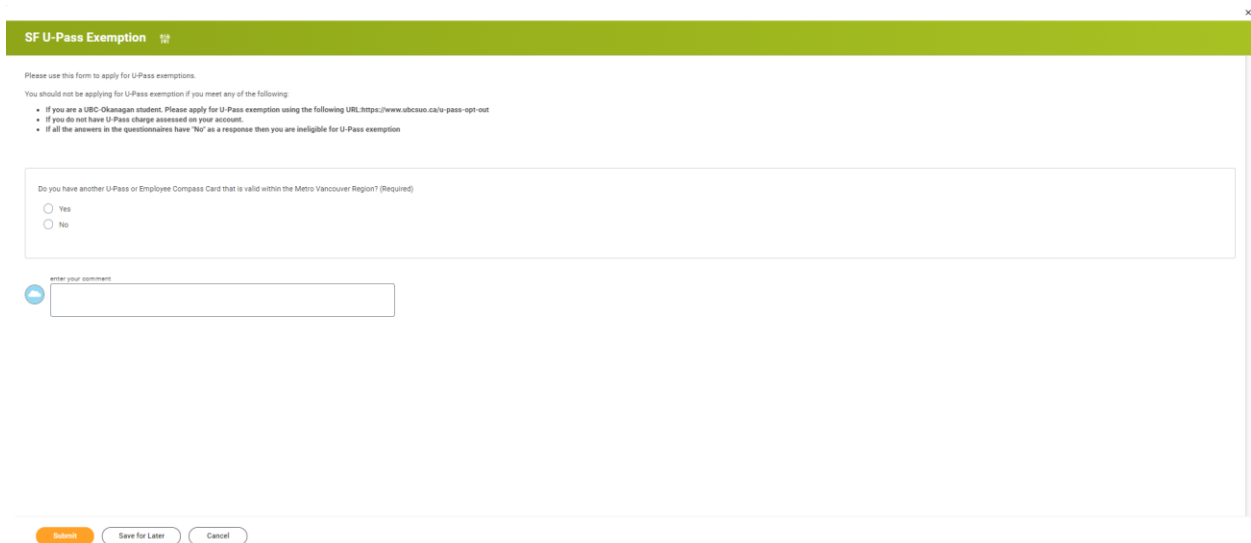


Step 2: A window will pop up. In the Request Type field, type in **U-Pass**, and hit enter. Click **Ok**.



Step 3: The U-Pass Exemption Request window will open. Follow the instructions to complete the form, which will dynamically update based on your answers.

Please note: If all the answers in the questionnaires have "No" as a response, then you are ineligible for U-Pass exemption.



Step 4: When you have completed all the questions that are prompted, you have the option to enter a comment, and hit **Submit**.

Once your exemption request is processed, you will receive a notification.