

ORCA Lift Subsidy Request Checklist

- 1)** Attend an ORCA event hosted at Seattle University **or** visit both the King County Public Health and King County Metro Transit offices on 201 S. Jackson St. Inform ORCA staff that you are a Seattle University student.

Ensure that your card is **associated to Seattle U** or we will be unable to subsidize your product.

- 2)** Once you have received your **Seattle U associated Lift card**, purchase the amount of e-purse or transit product that you would like subsidized. This amount will be limited according to the maximum subsidy you are eligible for. (See [our site](#) for details)

- 3)** If you have attended a Seattle U ORCA event, save the receipt that shows your purchase of e-purse or transit product onto your **Seattle U associated Lift card**.

Students will also be required to print a transaction history from the ORCA card website. (See our [ORCA Transaction History guide](#) online)

- 4)** Go on to the Seattle University website to fill out the **Online Subsidy Request form** that is available from The Office of Public Safety and Transportation Services. Subsidy applications that are returned without this form completed will not be accepted.

Print the email confirmation you receive.

- 5)** Bring the following documents to the Seattle U Transportation office: **1)** Seattle University ID, **2)** Seattle U associated ORCA Lift card, **3)** ORCA product receipt, **4)** ORCA Lift transaction history, and **5)** printed online form verification email.

Students will sign a subsidy request agreement in our office and verified candidates will receive an ORCA Lift subsidy.



For assistance answering any questions about your ORCA Lift Checklist, please visit our website at:

<https://www.seattleu.edu/transportation/orca-transit-pass/student/>

Applicants may also call, email, or visit the Transportation offices at:

901 12th Avenue, USVC 102, Seattle, WA 98122

(206) 296-5992

transitpass@seattleu.edu