

Manager, Business Operations (Concession Schemes Management)  
TransitLink Concession Card Replacement Office


**APPLICATION FOR SCHOOL SMART CARD (SSC)**

Name of Student : \_\_\_\_\_  
(Maximum characters including space: 32)

Birth Cert (SG)/NRIC/FIN No: \_\_\_\_\_ Date of Birth (DD/MM/YYYY): \_\_\_\_\_  
Level/Class: \_\_\_\_\_ Year: \_\_\_\_\_ Gender: \_\_\_\_\_

A) Stream (Applicable for Secondary School only): N / E / IP  
(Circle one only: N for Normal Stream, E for Express Stream, IP for Integrated Programme)

B) Under Leave Of Absence: Yes / No (Circle one only)

The above-mentioned student has been admitted to \_\_\_\_\_ School.  
He/She is currently not holding any valid SSC in the same category as per this application.

Please issue an SSC to this student for concessionary travel in the public transport system. We will inform TransitLink if the student leaves school prior to the end date indicated above.

Thank you.

Yours faithfully

\_\_\_\_\_  
Name of Officer-in-charge

\_\_\_\_\_  
Signature & Date

\_\_\_\_\_  
School Stamp

**IMPORTANT NOTES**

For SSC application, please visit any of the following TransitLink Concession Card Replacement Offices:

<ol style="list-style-type: none"> <li>1) Admiralty MRT Station</li> <li>2) Ang Mo Kio Bus Interchange</li> <li>3) Buona Vista MRT Station</li> <li>4) Choa Chu Kang Bus Interchange</li> <li>5) Jurong East Bus Interchange</li> <li>6) Hougang Central Bus Interchange</li> <li>7) Somerset MRT Station (meal break: 2 pm to 3 pm)</li> <li>8) Tampines Bus Interchange</li> </ol>	<p style="text-align: center;"><b>Operating hours</b></p> <p>Mondays to Sundays : 10 am to 6 pm Public Holidays : Closed</p>
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If you are heading down to the Concession Card Replacement Office to apply for an SSC, kindly bring along this letter and the following:

- Original copy of Singapore Birth Certificate/ NRIC or Foreign Student Immigration Pass (Issued by Singapore ICA)
- One colour passport sized photograph\* that was taken within the last 3 months
- Proxy's NRIC or passport if application is submitted by a proxy

\* Photograph must fulfill the following criteria:

- Taken in school uniform
- Taken against a white background, colour passport size. Light blue background is acceptable for students in white school uniform
- Hair must be neatly combed or tied up
- Image must show full face from chin to crown of the head