If you are an undergraduate student:

- **Registered for 1 or more classes?**
  - **Yes**
    - Are you an International Exchange, STEPS Forward, or Island Medical Program Student?
      - **Yes**
        - **I’m fully online!**
      - **No**
        - Have you been accepted into a co-op work term?
          - **Yes**
            - To opt-in for the U-Pass please go to the payment form and select either the Part-time or Full-time Distance option. Wait 1 business day to validate your ONECard.
          - **No**
            - To opt-in for the U-Pass please go to the payment form and select the option that applied to you. Wait 1 business day to validate your ONECard.
      - **No**
        - Are any of your classes on-campus?
          - **Yes**
            - Are you an International Exchange, STEPS Forward, or Island Medical Program Student?
              - **Yes**
                - To opt-in for the U-Pass please go to the payment form and select the option that applied to you. Wait 1 business day to validate your ONECard.
              - **No**
                - **You likely have already been charged for the U-Pass in your tuition, and do not need to opt-in.**
                  - Please check your tuition account summary (via your UVic MyPage) to confirm that you have been charged. If you have, then simply validate your ONECard at a U-Pass kiosk to use it on the bus!
                  - **Note:** You do not need to pay your tuition before activating your card.
          - **No**
            - Are you an International Exchange, STEPS Forward, or Island Medical Program Student?
              - **Yes**
                - To opt-in for the U-Pass please go to the payment form and select the option that applied to you. Wait 1 business day to validate your ONECard.
              - **No**
                - **You likely have already been charged for the U-Pass in your tuition, and do not need to opt-in.**
                  - Please check your tuition account summary (via your UVic MyPage) to confirm that you have been charged. If you have, then simply validate your ONECard at a U-Pass kiosk to use it on the bus!
                  - **Note:** You do not need to pay your tuition before activating your card.

- **No**
  - **Are you an graduate student?**
    - **Yes**
      - Are you a continuing studies student?
        - **Yes**
          - Please purchase your bus pass online through the Graduate Students’ Society by completing the online form and email it along with a screenshot of your current registrations.
            - Send to: gssoffice@uvic.ca
        - **No**
          - **Please go HERE to opt-in for a bus pass, or call 250-472-4747**
  - **No**
    - **Have you been accepted into a co-op work term?**
      - **Yes**
        - **Please purchase your bus pass online through the Graduate Students’ Society by completing the online form and email it along with a screenshot of your current registrations.**
          - Send to: gssoffice@uvic.ca
      - **No**
        - **You likely have already been charged for the U-Pass in your tuition, and do not need to opt-in.**
          - Please check your tuition account summary (via your UVic MyPage) to confirm that you have been charged. If you have, then simply validate your ONECard at a U-Pass kiosk to use it on the bus!

Students are only eligible for the U-Pass if they are actively registered for a class or co-op (not waitlisted)*

*Exception: Summer U-Pass (May-Aug) if the student meets certain eligibility requirements.

Please ensure that your co-op coordinator is aware that you have been accepted into a work term. Once this is done you may opt-in online via the online payment form.

Select the Co-op option from the drop-down menu.