

## How to obtain the Public Transport Student Benefit

In order to obtain the National Student Card (TNE in Spanish), also known as “pase escolar” and get a special discount on public transport in Santiago, you must follow these instructions:

- 1) First, you need to legalize your stay in Chile.
- 2) Once you have legalized your stay, you will receive a provisional document with your Chilean ID number (called RUT). You must bring this document to campus and present it to the Student Affairs Office (DAE). The secretary, Marion Lizama or the coordinator, Ximena Besa, will make a copy of the document and give it back to you. Once this process is done, DAE will send the application for the student card on your behalf.
- 3) After a business day, you may approach TNE offices to get your photograph taken for your card. We recommend you ask for a provisional letter that will allow you to get a discount only on the metro, while your card is being issued.

TNE offices are located in:

**Address:** General Salvo 134, comuna Providencia. (near Salvador metro station, line 1)

**Office hours:** Monday to Friday 9:00 to 18:00 hrs

- 4) Once your card is ready, the DAE coordinator will contact you via email. You must head to the bank to pay the card fee. The card is \$2.700 CLP which you can pay in Santander Bank (located right here on campus UDD). You must do this before 14.00 hrs. Since that is the closing time of the bank. Keep the receipt for this transaction.

**Account holder:** Universidad del Desarrollo

**Type of account:** Cuenta Corriente

**Account number:** 2599604-6

**RUT:** 71644300-0

- 5) You must return to DAE with the receipt in order to get your TNE. TNE works exactly as a normal Bip! Card, which can hold credit or pay as you go in every metro station or Bip! Office.

The earlier you start to legalize your stay in Chile, the earlier you can begin with this procedure. Please keep in mind that it may take at least a month to receive your card and it does not depend on the International Affairs Office nor on the Student Affairs office, and it is a state provided service.