

**Students & Learners interested in purchasing an MTA bus pass for September must adhere to the steps below:**

Send an email to [SOMBusinessServices@jhmi.edu](mailto:SOMBusinessServices@jhmi.edu) no later than **4:30 PM Tuesday August 18th** requesting an September MTA pass and provide the following information

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Current Street Address: \_\_\_\_\_

City \_\_\_\_\_

Zip Code: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

After emailing your formal request, please call the SOM Business Office (410-955-3216) between 9:00 AM and 4:30 PM to make a credit card payment over the phone – DO NOT submit your payment information in the email request.

- Once your payment has been received and approved, your MTA pass will be mailed to the home address provided in the email request
- If you do not call to make your payment by phone, your MTA pass will NOT be mailed

If your request and payment are not received by **4:30 PM on Tuesday August 18th**, you will not be able to purchase a September pass through our office.