Oyster card
Please find below the instructions for applying for an 18+ Student Oyster Card for travel in London. You will be able to do this online from 1st September 2011, but you will only be able to apply three weeks or less prior to the start date of your internship. I.e. if your internship starts on 28th September, you will be able to apply from 7th September onwards. The cards take approximately 2 weeks to process.

- Go to the following website http://www.tfl.gov.uk/tickets/14312.aspx
- To apply online you will need your Fordham University London Dramatic Academy Student ID number, the Start and Finish dates of your placement in London, a digital photograph and a debit or credit card to pay the £10.00 application fee
- Click on ‘Apply Online’
- Read the instructions carefully. As you will see from the instructions, the London Dramatic Academy needs to authorise your application once you have completed the online process
- Next, click on ‘Apply Now’ and complete the online application. Once you have completed it, you will be sent an email with your Application Number
- Once you have received it, send me an email with your application number as well as the start and end dates of your placement. I will then download the Placement Establishment Letter template and this will be completed by the London Dramatic Academy and sent to Transport for London as required

Once all of these stages are complete, Transport for London will contact you to let you know if your application has been accepted.

If your application has been declined, you will need to contact Transport for London to find out why. Their number is 0845 330 9876. They will only usually speak to the person who is making the application for the Oyster Card. Once you know the reason why your application has been declined, please contact me for further help.

Council Tax Exemption Certificate
The student services centre can provide you with council tax exemption certificates. It is very important that you apply for one of these when you have arrived in London, and have found your permanent address for your stay. Council tax is charged to all homes in the UK to pay for local services, but if all occupants are students, the home is exempt from these taxes. You will, however, need to prove at some point to the council that you are a student in order to remain exempt from the tax. You should update your details on the Student Portal with your London address. Details of how to apply for a Council Tax Exemption Certificate can be found at the following link: http://www.leeds.ac.uk/studentservicescentre/counterservices/counciltax.htm