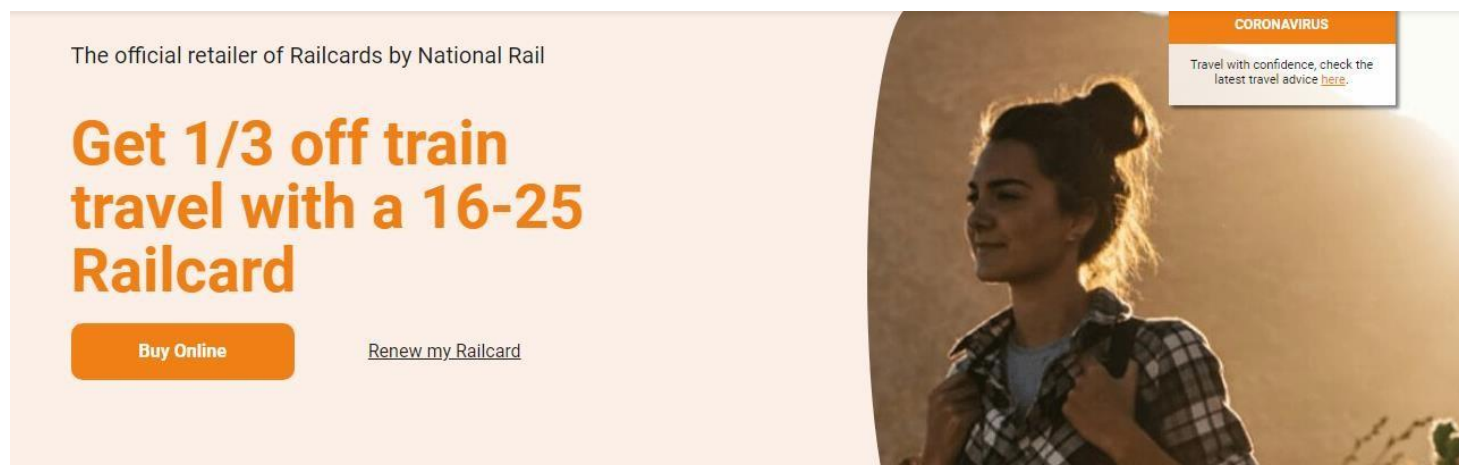


How to Apply For A 16-25 Railcard



Step 1: Go to <https://www.16-25railcard.co.uk/> Step

2: Click 'Buy Online'.



Please be aware that some screenshots may be out of date, and this document is merely produced as a guide. You should always check the relevant website for the most up-to-date information*

Step 3: Tick the box (Yes) if you are a mature student, and select duration the duration of your Railcard.

Are you a mature student? 

☐ Yes, I am a mature student

Select duration of Railcard *



Please be aware that some screenshots may be out of date, and this document is merely produced as a guide. You should always check the relevant website for the most up-to-date information*

Step 4: Choose the type of Railcard you would like to receive.

Choose the type of Railcard you would like: * ?

☐ Digital
Downloaded to your phone (Best option if you're travelling soon) 

☐ Plastic
Sent by post – UK address only 

Step 5: Confirm if the railcard is for you or someone else.

Who is the Railcard being purchased for? * ?

☐ The Railcard is for me 

☐ The Railcard is for someone else 

Step 6: Accept the Terms and conditions.

Terms and Conditions

☒ I have read and accept the [terms and conditions](#) for the Railcard highlighted above and [terms and conditions](#) for it being sent by post

Continue

Step 7: Have your documents ready.

What you will need:



A valid debit or credit card



Proof of eligibility (UK Driving Licence, Passport, Identity card)



A passport style photo (shoulders up). It can even be taken with your phone.



If you are a mature student - complete the [mature student application form](#) and have it ready to upload with your application.



If buying for someone else - the Railcard holder's details, including their email address



If you are aged 16 or 17, you may want to consider a [16-17 Saver](#) instead, which can get you 50% off rail travel.
(not valid on ScotRail or Caledonian Sleeper services)

Step 8: Complete your personal details section e.g. name, date of birth and telephone.

16-25 Railcard - Holder details

Please fill in the short form below to populate the details of your Railcard:

Title *

First Name *

Last Name *

Your Date of Birth * ?

Your UK Phone number

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Step 9: Select an eligibility check method.

16-25 Railcard - Select an eligibility check method

As you have selected a Railcard that is age-dependent, we need you to prove your eligibility using one of the three methods below:

☐ National Identity Card	
☐ Passport	
☐ UK Driving Licence	

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Step 10: Eligibility check for Mature Students.

16-25 Railcard - Provide Supporting Evidence

To be eligible as a mature student and buy a 1-year Railcard, you will need to prove you are attending a recognised college or university, for over 15 hours a week, at least 20 weeks a year. Unfortunately, Open University, distance learning and part-time courses do not qualify.

Fill out the [mature student application form](#) and upload the form when applying on the website. You'll also need a scanned copy of your student photo identity card or NUS photo ID.

Note: you will need to provide this evidence each time your Railcard is renewed or repurchased.

Choose file

No file selected

Upload

Note: You will need to printout the Mature Student Application form to complete and upload back to your online application.

Step 11: Choose the address where you would like your railcard to be sent to.

Please tell us where you live

Delivery Address

House Name/Number

Postcode

[FIND ADDRESS](#)

[Enter address manually](#)

Billing Address

House Name/Number

Postcode

[FIND ADDRESS](#)

[Enter address manually](#)

☐ My billing address is the same as my delivery address 

If the address on your bank account is different from the delivery address, you should ensure that you put the correct details under Billing Address section.

Step 12: Pick your delivery option.

Choose your Delivery Type?

Please select your delivery type *

☒ Royal Mail First Class (FREE) 

☐ Royal Mail Special Delivery (£6.50) 

The Railcard should be with you between 18/06/2018 and 22/06/2018.

[BACK](#)

We save your details at every step, just log back in to pick up where you left off

[NEXT](#)

Step 13: Upload passport style photograph of yourself and click Upload.

Upload Photo

Secure page

How your photo should look

Looks good ?



Not acceptable ?



You will need to provide a head and shoulders passport-style photo for your Railcard, preferably against a light background. The following are **very** important:

- The photo must be of you
- You must be instantly recognisable
- Not too close or too far away
- No sunglasses
- No image filters
- No larger than 4mb in file size

If a member of rail staff is unable to validate that the person on your Railcard is you, the Train Companies reserve the right to charge you the full price Standard Single fare for your journey as if no ticket was purchased before starting the journey and in some cases a Penalty Fare.

Please upload a photo of yourself

See our [FAQs](#) for more help on uploading your photo. All photos will be checked to make sure they meet our requirements. If your photo does not meet our requirements we will notify you by email within 24 hours and you will need to upload a new photo.

Browse to file *

CHOOSE IMAGE

No image chosen

UPLOAD

Step 14: Once you have accepted the terms and conditions, please click Confirm.

Terms and Conditions

- ☐ I accept the [terms and conditions](#) for the Railcard highlighted above. *
- ☐ I accept the [terms and conditions](#) for being sent a Railcard by post. *

TOTAL TO PAY

£30.00

(Payment to be taken on the next page)

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CONFIRM



16-25 Railcard not for you? Visit railcard.co.uk for other Railcards

[Mobile Version](#) | [Railcard Terms & Conditions](#) | [Website Terms & Conditions](#) | [Privacy Policy](#) | 2018 ATOC Ltd

Step 15: Please provide billing address details at which your bank card is registered.

Payment

1 Please enter your billing address

Title	Select Title ▼
First Name	
Last Name	
Address Line 1	
Address Line 2	
Town / City	
Postcode	
Country	United Kingdom ▼

Step 16: Enter your debit or credit card details. Click Pay to proceed with your transaction.

2 Please enter your debit or credit card details

Amount	£30.00
Card Type	Choose Type ▼
Card Number	
Expiry Date	-- ▼ ---- ▼
Security Code	

After completing the above fields, please press the Pay button. Authorising your transaction may take a little time - we appreciate your patience.

Please do NOT click the stop, refresh, or back buttons in your web browser during your payment as you may be charged multiple times.

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PAY

PLEASE NOTE: For your application to be approved, you will need to send an enrolment letter together with the application. You can request the letter on VLE -> iCentre -> Letters

For further information, please contact: icentre@london.northampton.ac.uk