Click here "Quiero obtener una Tarjeta Abono Publico"

Then click on Accept
Click here if you are between 7 and 25 years old

Click here if you are +26
Make sure you select the Passport option.

Introduce your Passport number.

Select your country.

Accept.
Select “Pedir cita previa”
Select “iniciar búsqueda de cita previa POR OFICINA DE GESTIÓN”

Choose the closest “office” to your house. If you want to choose one close to school choose (Moncloa, Ciudad Universitaria o Nuevos Ministerios)

Choose the date you want the appointment to be
Select a time which fits your schedule and select it (in the yellow slots)

Confirm your appointment here
Insert your email and phone number. Insert the code. Click here to finish.
PRINT THE APPOINTMENT RECEIPT

Remember to take with you:
1. the printed appointment receipt,
2. Your passport and a photocopy copy of your passport
3. 4 euros which is the cost of the transport card
You will then have to pay the amount for the month