



# PennCard Request Form

**Instructions:** Use this form to request a PennCard ID and/or PennKey for University Academic Affiliates, Associates, Guests and Temporary Staff. *Please note: Academic Affiliates (faculty) and staff using this form must have a completed record in Workday before applying for a PennCard.*

- **University Temporary Staff**  
Complete the form below and bring it, along with an official photo ID (U.S. issued driver's license or non-driving photo ID, passport, past PennCard, etc.) to the PennCard Center. Agency personnel who are not paid by the University are not considered Temporary Staff and will be issued Guest cards.
- **University Academic Affiliates, Associates, and Guests**  
Complete the form below and bring it, along with an official photo ID (U.S. issued driver's license or non-driving photo ID, passport, past PennCard, etc.) to the PennCard Center. Adjunct Faculty, Visiting Faculty, Visiting Scholar and Wistar Faculty must present their letter of appointment or invitation.

### PennCard Fees

PennCard does not charge a fee for the first card for new standing faculty, regular staff, and enrolled students of the University. For all others (including Penn Academic Affiliates, Associates, Guests, and Temporary Staff), the PennCard fee is \$30.00, payable by Budget Code, Cash, Check, Visa, or MasterCard at the time of issue.

### Affiliation of PennCard Recipient & PennKey Setup Code Authorization

- |   |   |  |  |
|---|---|--|--|
| <b>Academic Affiliate</b>   | <b>Associate</b>  | <b>Guest</b>   | <b>Temp Staff/ Contingent Worker</b>   |
| <input type="checkbox"/> Adjunct Faculty<br><input type="checkbox"/> Visiting Faculty<br><input type="checkbox"/> Visiting Scholar<br><input type="checkbox"/> Wistar Faculty | <input type="checkbox"/> Chaplain's Office<br><input type="checkbox"/> Courtesy Appointment<br><input type="checkbox"/> Visiting Student<br><input type="checkbox"/> NROTC Faculty<br><input type="checkbox"/> Wistar Staff | <input type="checkbox"/> Guest of Department<br><input type="checkbox"/> Contractor<br><input type="checkbox"/> Consultant<br><input type="checkbox"/> Other _____ | <input type="checkbox"/> Temporary Staff<br><input type="checkbox"/> Contingent Worker |

*Should the recipient have a PennKey?* (Leave blank if not applicable)

- Issue a PennKey Setup Code
- Do not issue a PennKey Setup Code

### Expiration Date – Academic Affiliates, Associates, Guests, and Temporary Staff

A PennCard expiration date is required for Academic Affiliates, Associates, Guests, and Temporary Staff. This date must not exceed one year from the date of the PennCard application (MM/DD/YYYY): \_\_\_\_\_

### Recipient Information (please print or type)

Recipient's Last Name	First Name	Middle Initial
Penn ID Number	Date of Birth	University Department or Affiliate

**Authorizing Signature** - This section must be completed by a Business Administrator or Director in your department for a PennCard to be authorized for issuance.

Signature	Print Name	Phone Number	Date
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### Budget Code

The recipient will be responsible for the PennCard fee if no budget code is provided.

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PennCard may change the above procedure, prices, or information without notice. Issuance or non-issuance of PennCards described in this request form remains under control of the PennCard Center and in adherence with policies and guidelines of the University of Pennsylvania.

The PennCard Center • 3601 Walnut Street, 2<sup>nd</sup> Floor • Philadelphia, PA 19104-3895