PennCard

UNIVERSITY *of* PENNSYLVANIA

PennCard Request Form

Instructions: Use this form to request a PennCard and / or PennKey for University Temporary Staff, Associates, Guests, and Post Doctorates.

> *Note: Faculty and staff using this form must allow 24 hours after being entered into (and have an active distribution line & minimum record ok) the University's payroll system 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 Associates, Guests, and Post Doctorates**
> 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. Visiting Faculty / Scholars and Adjunct faculty *must* present their letter of appointment or invitiation; if not, a Courtesy card will be issued.

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 affiliates who are not paid by the University), the PennCard fee is $30.00, payable by Cash, Check, Visa, MasterCard, or Budget Code at the time of issue.

Affiliation of PennCard Recipient & PennKey Setup Code Authorization

Academic Affiliate
☐ Adjunct Faculty
☐ Visiting Faculty
☐ Visiting Scholar
☐ Wistar Faculty

Courtesy / Associate
☐ Chaplain's Office
☐ Courtesy Appointment
☐ Visiting Student
☐ NROTC Faculty
☐ Wistar Staff

Guest
☐ Guest of Department
☐ Contractor
☐ Consultant

☐ Other:_____

Temporary / Contingent
☐ Temporary Staff
☐ Contingent Worker
☐ PENNCARES

> ➤ ***Should the recipient have a PennKey?***   ☐ Issue a PennKey Setup Code
> Leave blank if not applicable.   ☐ Do not issue a PennKey Setup Code

Expiration Date — Associates, Guests, Post Doctorates, and Temporary Staff
A PennCard expiration date must be provided for Associates, Guests, Post Doctorates, and Temporary Staff. This date must not exceed one year from the date of the PennCard application **(MM/DD/YYYY):** _____

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

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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 responsible party (such as Business Administrator or Director) in your department for a PennCard to be authorized for issuance.

_____	_____	_____	_____
Authorizing Signature	Printed Name	Phone Number	Date

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, Room 219 · Philadelphia, PA 19104-3895