



**PennCard Request Form**

For Associates, Guests, Temporary Staff

(For other PennCard Request Forms please visit: <http://cms.business-services.upenn.edu/penncard/obtaining-a-penncard/obtaining-a-penncard.html>)

**To Apply for a PennCard**

\* Penn faculty and staff must wait 24 hours after they have been entered into (and have an active distribution line and minimum record OK) the University's payroll system before applying for a PennCard.

➤ **University Temporary Staff**

Complete the form below and bring it, with an official photo ID (driver's license, passport, old PennCard, etc.) to the PennCard Center. Agency Personnel who are not paid by the University are not considered Temporary Staff; therefore these representatives will be issued Guest Cards.

➤ **University Associates, Guests, and Post Doctorates**

Complete the form below and bring it, with an official photo ID (driver's license, passport, old PennCard, etc.) to the PennCard Center. Visiting Faculty/Scholars and Adjunct Faculty must present their letter of appointment or invitation as well; if not, a Courtesy Appointment 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 \$25.00, payable by Cash, Check, Credit (Visa or Master Card), or Budget Code at the time of issue.

**I. Status of PennCard Recipient**

**Associates**

- Adjunct Faculty
- Courtesy Appointment
- Chaplain's Office
- Howard Hughes
- NROTC Faculty
- Visiting Faculty/Scholar
- Visiting Student
- Wistar Faculty
- Wistar Staff

**Guests**

- Guest of Department
- Contractor
- Consultant
- Other \_\_\_\_\_

**Temporary Staff**

- Temporary Staff

**II. 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 expiration date must not exceed one year from the date of the PennCard application.

**Expiration Date:** \_\_\_\_\_

**III. Budget Code**

If no code is provided, the PennCard recipient will be required to pay for the card at the time of issue.

Budget Code: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**IV. Recipient Information**

Please print or type the PennCard recipient's information.

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

**V. TAC (Required – Sign and Emboss below)**

This section *must* be completed by the TAC cardholder (usually the Business Administrator or Director) in your department.

Embossers's Signature	Printed Name	Phone Number	Date
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PennCard may change the above procedures, prices, or information without notice. This form and its contents are at the discretion of the PennCard Center, in adherence with policies and guidelines of the University of Pennsylvania.

The PennCard Center  
Penn Bookstore, 3601 Walnut Street, #219  
Philadelphia, PA 19104-3895