



Penn Alumni Card By Mail Request Form

University of Pennsylvania Alumni are eligible for a PennCard. To receive your Penn Alumni Card by mail, please complete this form. **The fee for a Penn Alumni Card is \$25.00.** The cost to optionally renew the Alumni card is \$25.00 every 10 years. We accept Checks, Money Orders, or Credit (Visa or Master Card - Please call the PennCard Center at 215-898-2646 to pay by Credit Card). Checks and Money Orders are payable to *Trustees of the University of Pennsylvania*.

Please Print or Type

Last Name	First Name	Middle Initial
University ID Number (if known)	Date of Birth	Year Graduated

Signature

Please select: New Penn Alumni Card (\$25) Renewing/Replacing existing Alumni PennCard (\$25)

Three Easy Steps for Mail-In Application for Penn Alumni Card

1. Send in a passport style photo of yourself (i.e. front-facing shot of your head and shoulders, plain background – similar to what would be on your driver’s license).
2. Include a photocopy of an official Photo ID (driver’s license, passport, etc.). One reason that this is required is because the Penn Alumni Card allows you access into certain University buildings.
3. Send this completed form, your photo, and your payment to The PennCard Center at 3451 Walnut St., Philadelphia, PA 19104.

IMPORTANT NOTE: If the address you provide below is NOT identical to the address in the University Alumni database, then you must have the copy of your Photo ID signed and sealed by a Registered Notary. Or visit us at the PennCard Office when you are on campus.

Mailing address for your Penn Alumni Card:

Your active Penn Alumni Card will be mailed to the above address.

WE REALLY WANT YOUR FEEDBACK

Please take a moment to indicate what other features or privileges you would prefer to have on the Alumni card.

Please contact the PennCard Center if you have any questions or if you prefer an alternate shipping method. Additional charges may apply

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

The PennCard Center
150 Franklin Building 3451 Walnut Street
Philadelphia, PA 19104-6205