**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 $30.00. The card expires after five years.** **We accept Checks and Money Orders only,** which are payable to **Trustees of the University of Pennsylvania.**

**Please Print or Type**

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**Signature**

Please select: □ New Penn Alumni Card  □ Renewing/Replacing existing Alumni PennCard

**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 3601 Walnut Street, Room 219 Philadelphia, PA 19104-3895

**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.

**Please provide your mailing address, phone number, and email 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.

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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. 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  
UPenn Bookstore  
3601 Walnut Street, Room 219  
Philadelphia, PA 19104-3895  
Phone: (215) 417-CARD  Fax: (215) 573-7724