**University of Pennsylvania**

**Student Program Card**

Successfully complete the required Student Program Card training at <http://knowledgelink.upenn.edu>. Search for training name ‘Student Program Card.’ Email the info sheet and a screen shot showing your successful completion of the training, to Lynn Moller (moller@upenn.edu). When filling out the online application, the form needs to be sent (electronically) to Lynn Moller ([moller@upenn.edu](mailto:moller@upenn.edu)). There is no need to come in to the office—unless you want to say ‘hi.’

* The training will indicate the option of cash withdrawals—WE DO NOT ALLOW THEM.

The application is now online:

<https://www.paymentnet.jpmorgan.com/arm/public/Arm.html#apply0c05b286-8df0-4615-b8e2-7425207b874c>

Fill it out with your telephone contact information. The card ‘send to’ address has to be: 3417 Spruce Street, 200 Houston Hall, Philadelphia, PA 19104.

Your card will be available approximately ten days from the date your application is received by the Purchasing Card Administrator. You will be notified by email when we have your card. (If it’s been longer than ten business days, contact Lynn Moller ([moller@upenn.edu](mailto:moller@upenn.edu)).

Your Name ­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Personal Penn email ­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Penn ID# ­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Group \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position within organization ­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Term of office expires \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Graduation date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_