



Student Financial Services
Student Employment
 3451 Walnut Street, Room 100
 Philadelphia, PA 19104-6270

SEMS Access Request Form

SEMS (Student Employment Management System) requires a member of the business office staff to act as the coordinator for their department. The coordinator will be responsible for managing supervisors and approving work-study jobs. Business Administrator authorization is required.

Please choose one: Add Coordinator New Coordinator Change Coordinator

Coordinator Information

Department Name: _____ Organization #: _____
(Official Name of the Department) (Required)

Department Name: _____ Organization #: _____

Department Name: _____ Organization #: _____

Department Name: _____ Organization #: _____

Title: _____ First Name: _____ Last Name: _____
(Mr., Mrs., Ms., Dr., Prof.)

Address Line 1: _____ Phone: (____) _____ - _____

Address Line 2: _____ Fax: (____) _____ - _____

Mail Code: _____ E-mail Address: _____

Coordinator Signature: _____ Date: _____

Business Administrator Authorization

First Name: _____ Last Name: _____

Phone: (____) _____ - _____ E-mail Address: _____

I authorize the above-mentioned person as the SEMS Coordinator for my department.

BA Signature: _____ Date: _____

Fax to: 215-573-8974 or E-mail to: seomail@pobox.upenn.edu

SEO USE ONLY	
DATE: _____	INITIALS: _____