

# Alumni Forwarding Address

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**Wharton alumni forwarding addresses should not be used to establish third-party accounts** (Adobe, Microsoft Suite, Facebook, etc.).

The forwarding mechanism may stop important verification or password reset emails from arriving successfully; **Wharton cannot assist in account management if you sign up with a forwarding address.**

Full-time MBA, Executive MBA, and undergraduate students receive an alumni forwarding email address when their Wharton student account is created. This forwarding address does not expire even after you graduate from Wharton. It's also separate from your Penn Alumni address. (For information on your Penn Alumni address, see the [Quaker Gmail FAQ](#).)

**Your alumni forwarding address is linked to your Wharton student email while you are a student.** If you forward your student email to another account such as Gmail, the alumni address will forward there as well. And if you **unforward** your student email, the alumni address will follow suit. They stick together while you are a student.

## Before You Start

You will need:

- Full-time MBA, Executive MBA, or undergraduate student status at Wharton
- Wharton student account

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## Alumni Forwarding Address

The alumni forwarding address **is not a separate account**, and **you cannot log into it** as you would with a regular email account. **It only acts as a FORWARDING address.** After graduation you must choose a personal email address (e.g.: *youraccount@gmail.com*) as the destination for messages sent to your alumni forwarding address.

If you're not sure what your alumni forwarding address is, you can look it up:

- **Current MBA & Undergraduate Students:**
  - **Navigate** to the **Forwarding Application**
  - **Log in** with your **PennKey** username and password
  - **Look under the Send to Wharton Google** section. You should see your alumni forwarding address listed there.
- **Alumni & Ph.D Students :**

- PhD students **do not** receive an automatic forwarding address. Please refer to the section below that references the process for them.
- **Look up your name in MyPenn**, the online alumni directory. You can access MyPenn with your PennKey.
- In your **Contact Information** section, **find your Wharton Alumni Forwarding Email** under **Email Addresses**. From there you can click to change your forwarding.
- PhD students who don't already have one can request an alumni forwarding address by writing to the [Alumni Relations office](#).

**After you graduate**, you should begin using your alumni forwarding address exclusively. Many students begin using it long before they graduate to ease the transition at graduation.

- As an alumni, you should not use your student email address as the forwarding address after you graduate. **Your account will close and therefore will be unavailable for use.**

**For long-term contacts**, we recommend using your alumni forwarding address on any contact information you distribute to people who may need to reach you after you graduate.

While you are a student, you are able to set your student email to send email using your Wharton alumni forwarding address. For more information on how to do this, see our [Send as Your Alumni Forwarding Address article](#).

## Format of the Address

Alumni forwarding addresses include your first and last name and must include your graduation year. Here are some sample examples:

- **MBA Student:** Josephina.Wharton.WG24@wharton.upenn.edu
- **Undergraduate Student:** Joseph.Wharton.WH24@wharton.upenn.edu
- **PhD Students:** Jo.Wharton.WP24@wharton.upenn.edu

Changes to your alumni forwarding address are permitted under certain circumstances as long as the basic format – first\_name.last\_name.grad\_year@wharton.upenn.edu – is maintained.

## Set or Update Forwarding

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Depending on where you are in the process of studying, directions for forwarding will vary. **Your alumni forwarding address is linked to your Wharton student email while you are a student.** If you forward your student email to another account such as Gmail, the alumni address will forward there as well.

### Current Students

Alumni forwarding addresses for current and recently graduated Wharton students automatically forward to your Wharton student email account (username@wharton.upenn.edu) while the account is still active. [Read More](#)

### Recent Alumni: (Student Account still Active)

Your Wharton student account remains open for one year after you graduate. See [Graduating Students: Account Closing Dates](#) for complete information and timelines. To change your Alumni Address forwarding: [Read More](#)

## Alumni (Student Account Closed)

Once you graduate, use [MyPenn](#) to change the forwarding for your Alumni forwarding address:

[Read More](#) 

## Requesting Changes

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You may request appropriate changes by contacting the [Wharton Computing Client Support Services](#). Please include the way your alumni forwarding email is currently displayed, and the way it should look.

The naming convention for alumni forwarding addresses includes your school (WG for Wharton Graduate, and WH for Wharton Undergraduate) and your graduating year. (Your alumni forwarding email *must* contain your division and year of graduation; it cannot be removed under any circumstances.)

If your year of graduation changes, your alumni forwarding email can be updated by contacting [Client Support Services](#). Please include both the way your alumni forwarding email is currently displayed and the way it should look.

## More Information

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- [Graduating Students: Account Closing Dates](#)

## Support

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**Students:** [Wharton Computing Client Support Services](#) | **Email:** [support@wharton.upenn.edu](mailto:support@wharton.upenn.edu)

**Alumni:** Please contact Wharton Alumni Relations directly: [alumni.relations@wharton.upenn.edu](mailto:alumni.relations@wharton.upenn.edu). You may also contact the Alumni PennKey Support: [alumnipennkey@lists.upenn.edu](mailto:alumnipennkey@lists.upenn.edu)

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