

## Yeates School of Graduate Studies

### Request Form for Toronto Metropolitan University Business Cards for Graduate Students (full-time students only)

Student Name	
Current credentials (if desired on card)	
Student ID	
Graduate program	
Degree sought	
Contact email	
Phone number (optional)	
1-sided or 2-sided card	
Date	
Signature of Student	
PA verification of credentials	

#### Guidelines for Toronto Metropolitan University Graduate Student Business Cards:

1. Only full-time master's and doctoral students are eligible.
2. The School of Graduate Studies will receive orders and payments from students.
3. The graduate student card will include:
  - Student's name
  - Program and degree sought
  - Credentials already earned, if desired, but not part-time employment status, such as research or academic assistant
  - An email address; and (optional) phone number
4. The School of Graduate Studies will verify all credentials that are included on student cards.
5. Graduate student cards will be ordered in sets of 50 at a cost of \$25 (1-sided) or \$35 (2-sided).
6. Students who withdraw from a TMU graduate program will be asked to return or destroy any remaining cards.
7. Please return the completed and signed form, along with payment in the form of a cheque to your Program Administrator. Payment can also be made at the Cashier's Office at POD 66.
8. You will be notified once your cards arrive. Cards can be picked up up at YSGS (1 Dundas St. West, 11<sup>th</sup> floor).