THE UNIVERSITY of TULSA

THE GRADUATE SCHOOL

GRADUATE STUDENT BUSINESS CARD ORDER FORM
(PROCEDURE ON REVERSE SIDE)

This form must be typed.

THE UNIVERSITY of TULSA

1 **First Name Last Name** _____

2 **Program*** _____

3 **Assistantship / Fellowship name*** _____

4 **Building Name, Room Number** _____ **800 South Tucker Drive**

5 **Tulsa, Oklahoma 74104-9700 918-631-#### Cell ###-###-#### (optional)** ***

6 **Student TU email address @utulsa.edu** _____

Type the information on the above lines.

2 ***Program**: Pick one of the following to insert on Line 2 above.

Master's Student in _____

Doctoral Student in _____

Doctoral Candidate in _____

The program must be a degree program listed in the *Graduate Bulletin* and to which the student is admitted.

Example: Geosciences, History, Finance, Chemical Engineering.

If using the designation of Doctoral Candidate, the student must be admitted to candidacy by the Graduate School.

3 ****Type of Assistantship/Fellowship**: This is an optional line**.** Only the following designations may be used. Teaching Assistant, Research Assistant, Graduate Assistant, Woobank Teaching Assistant, Henneke Research Fellow, Bellwether Fellow, NSF Graduate Fellow, Fulbright Scholar, Parriott Scholar.

5 ***Departmental Phone Extension (Required) and Personal Cell Phone Number (Optional)**

All students must list a TU departmental or office phone number as the first phone number on their business card. Students also have the option of listing a personal cell phone number after their departmental phone number.

As the graduate student's advisor, I confirm that the student has at least a 3.0 cumulative graduate GPA, and that the above information is correct, including the departmental telephone number.

☐ **Yes** ☐ **No**

_____	_____
Print Graduate Advisor's Name	Graduate Advisor's Signature
_____	_____
Collegiate Dean's Signature as Approval	Graduate Dean's Signature as Approval

GRADUATE STUDENT BUSINESS CARD PROCEDURE

Graduate students wishing to have business cards must follow the procedure outlined below. The business cards must be approved by the advisor, Collegiate Dean, and the Dean of the Graduate School.

1. The student must be in good academic standing with a cumulative GPA of 3.0 or better.
2. The card must display the official University of Tulsa logo.
3. The Graduate Student Business Card Order Form **information must be typed.** Format of the card and the information required is listed below.

   Upper, left-hand - TU image and logo

   Upper, right-hand -

   1st line - Student's First Name Last Name

   2nd line – Master's or Doctoral Student in (Program) or Doctoral Candidate in (Program). The program must be a degree program listed in the *Graduate Bulletin* and to which the student is admitted. If using the designation of Doctoral Candidate, the student must be admitted to candidacy by the Graduate School.

   3rd line – (Optional) Title of the assistantship or fellowship the student currently holds: Teaching Assistant, Research Assistant, Graduate Assistant, Woobank Assistant, Henneke Research Fellow, Bellwether Fellow, NSF Graduate Fellow, Fulbright Scholar, or Parriott Scholar

   Lower, left-hand -

   1st line – Building and Room Number of the Departmental Office and the University's Official Street Address

   2nd line - Continuation of Official University Address – Followed by required Departmental Telephone Number – Followed by optional Personal Cell Phone Number

   3rd line - Student's TU e-mail address

   Example:

   THE UNIVERSITY of TULSA

   Jane Doe
   Doctoral Candidate in English
   Teaching Assistant

   Zink Hall ● Room 365 ● 800 South Tucker Drive
   Tulsa, Oklahoma 74104-3189 ● 918-631-XXXX ● Cell XXX-XXX-XXXX
   E-mail jane-doe@utulsa.edu

4. The student's home department must verify that the departmental phone number on the card is correct.
5. The Graduate Student Business Card Order Form must be signed by the advisor and Collegiate Dean before submission to the Graduate School office
6. The Graduate School will verify the student's assistantship or fellowship prior to obtaining the signature of the Dean of the Graduate School. The Graduate School will submit the documents to Purchasing.

Departmental: Payment and Placing Order

1. The student or the student's department must pay for the cards. The cost is $26.70 for 250 cards.
   A) When the student is paying for the cards: a check is to be made out to the University of Tulsa and give to the department. This check will be deposited in departmental account.
   The department prepares a requisition for payment to Hawkeye Printing for the Purchasing Department.
   Note in the comment section of requisition if order is a rush.
   B) The requisition, an original and one copy of the completed Graduate Student Business Card Order Form, the completed Purchasing Services Form, and two TU Business Cards with changes noted on them must be brought to the Graduate School for processing. The Graduate School will fax to Hawkeye Printing for rush orders.
2. Delivery normally takes approximately two weeks after Purchasing receives all the necessary information. Cards are sent to the student's department.
   If a rush order is necessary, Purchasing Department must be informed it is a priority order. Rush orders normally take three to four day, and the business cards must be picked up at Hawkeye Printing at 2707 E 15th Street, Tulsa, Oklahoma 74104.