TIPS ON ORDERING STUDENT BUSINESS CARDS

The use of the Columbia University Mailman School logo is restricted. In order to protect the University brand, there are university-wide rules on how the logo can be used.

To order student business cards, please follow these steps:

1. Go, in person, to the Morningside campus to fill out your business card order form. The Printing services office must verify your enrollment and identity by reviewing your student ID.
2. When filling out the form, note that there are very specific fields to fill in:
    a. Name of degree (MPH, DrPH etc.)
    b. Department (Biostatistics, Environmental Health Sciences, etc.)
    c. Certificate (note, this will print as "Certificate in ___ "
3. Pay for your order.
4. Pick up your cards in person, 8-10 business days after order.

Important notes:
- Please do not order "staff" or administrative business cards. When you visit the printing services website, you will notice in red that it states you must order cards in person.
- Please do not add a corporate mailing address to your card or include the name of your current employer.
- Students may create their own business cards using a service like VistaPrint, but are prohibited from using the Columbia University logo on their cards in that case.