Student business cards

Students who want to order university business cards must provide us with the following information:

- Written authorization from Dean or Department Chair (email is best)
- Date required (event or departure date)
- Information for card (name, department, addresses, contact info etc), with the following notes:
  - University program/Field of Study/Degree expected: must not use the word "Candidate"; "Student" is preferred, i.e. MSc Student, PhD Student
  - Must state a year of validity for the card: this is always the current academic year, written as shown: 2011/2012 Academic Year. Cards need to be updated and re-ordered for use each academic year. Dalhousie student cards cannot list an anticipated graduation date.
  - Degrees held. We can only list degrees granted by Dalhousie, not other institutions.
  - Address and contact info - Dal email (not personal e-mail); Department or Research lab phone/fax/e-mail/website (we don't allow reference to personal websites).

Student business cards need approval from the Dal Legal Department and Dal Registrar's Office. We handle these steps on the student's behalf. These approvals can take up to 10 days.

Design Services prepares files to print business cards, letterhead, memo sheets and all sizes of envelopes with the Dalhousie University logo on it.

Contact design.services@dal.ca or call 494-3636 to request file preparation for university stationery.

Print costs

- Design Services bills at a standard rate of $35 per hour to prepare university stationery files.
- Print costs, however, are charged separately. Get a quote on print prices for various quantities of stationary from the Dalhousie Print Centre, 494-6428, or printing.centre@dal.ca.
- All fees are charged against university account numbers.

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Taken from Dalhousie Communications and Marketing, http://www.dal.ca/dept/communicationsandmarketing/tools-and-resources/order-stationery.html