

School of Graduate Studies

*Request Form for Ryerson 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	
Date	
Signature	

Guidelines for Ryerson University Graduate Student Business Cards:

1. Only full-time master's and doctoral students will be eligible.
2. The SGS will receive orders and payments from students.
3. The graduate student card will include:
 - the student's name;
 - program and degree sought;
 - credentials already earned, if desired, but not part-time employment status, such as research or academic assistant; and,
 - an email account.
4. The SGS 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.
6. Students who withdraw from a Ryerson 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 in the School of Graduate Studies. Payment can also be made at the Cashier's Office (ask your Program Administrator for details).
8. You will be notified by email by your Program Administrator once the cards arrive to the School of Graduate Studies, from whom you will pick up your cards.