

University of California, San Diego
Skaggs School of Pharmacy and Pharmaceutical Sciences
Procedure for Ordering Student Business Cards

- 1) All orders must be placed through the Office of Student Affairs. Imprints will not accept orders except through the OSA. **Orders can take up to two weeks to process so please keep this in mind.*
- 2) Students must complete a Student Business Card Order Form (please see next bullet point on the previous webpage) :
 - Please note that students may only order UCSD Blue Bar Reversed Logo business cards.
 - Type directly on the PDF file or print it out and write legibly.
 - Where it asks for Title, Line 1, you have a choice of two options:
Option 1: enter *Student Pharmacist, Class of*
Option 2: enter *Pharm.D. Candidate, Class of*
 - Where it asks for Title, Line 2, enter other school-related title you wish on the card. This is subject to the approval of the Student Affairs Office (optional).
 - Enter a telephone number if you wish it on the card. (optional)
 - Fax, leave blank
 - E-mail: Enter your UCSD e-mail address. Only your official UCSD e-mail address will be approved for use on the card.
 - URL, leave blank
 - Check the box for Quantity 250 cards.
- 3) Bring the form and a check for \$32.50 made payable to the “UC Regents” to the Student Affairs Office.