

TO OBTAIN BUSINESS CARDS:

1. Log-in to My Poly*
(<https://blackboard.poly.edu>)
2. Under My Organizations (bottom right hand side of the screen); click on "Graduate School"
3. From the left side navigation bar (in purple); click on "Student Business Cards"
4. Click on the link for "Online Business Card Ordering" (it is best to right click and open the link in a new window or tab)
5. Click on "Get Started": PhD Students use the link on the left for Doctoral Candidate Business Cards and Graduate Students use the link on the right for Graduate Student Business Cards
6. Fill out the online order form. You have several options from which to choose, though all fields are customizable and none are required:
 - Name
 - Title: degree candidate
 - Title: department
 - Title: major and expected year of graduation
 - Address(s): local and/ or permanent
 - Telephone/Fax
 - E-mail/Website

*For help with My Poly, including a forgotten username or password, contact the Information Systems Help Desk in RH 337 or at 718-260-3132 or help@poly.edu



STUDENT BUSINESS CARDS

THE GRADUATE CENTER

The Graduate Center is pleased to sponsor the student business cards that you can distribute while networking among friends and colleagues, during a job search or informational interview. PhD and Graduate Students enrolled in the Polytechnic Institute of New York University may order business cards printed with the school logo.

PhD Students:

The cost of \$9.99 for 250 cards will be *reimbursed* after your order is placed and you submit a receipt to the Graduate Center (RH 102). You are responsible for paying the shipping and handling fees associated with your order.

Graduate Students:

The price for 250 cards is \$9.99. You are also responsible for paying the shipping and handling fees associated with your order.

Office of the Graduate Center,
6 Metrotech Center Brooklyn, NY 11201
(718) 260-3182

student business card ordering information

