



Graduate student/PDF Business Card Application Form

Once completed (*supervisor authorization required*), this form can be returned to the **Purchasing Office** (purchasing@mie.utoronto.ca)/**MC106**. Cards are processed once monthly, and forms are due by the 1st of each month. Official University business cards are to be arranged through MIE only.

First name

Last name

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Post-nomials (e.g. BAsC, MASc, PhD, PEng)

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Title (check one)

<input type="checkbox"/> MASc Student	<input type="checkbox"/> PhD Student	<input type="checkbox"/> PhD Candidate	<input type="checkbox"/> Postdoctoral Fellow	<input type="checkbox"/> Research Associate
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Note: PhD student – qualifying exam not yet passed; PhD Candidate – passed qualifying exam. There is no category of “MASc Candidate”.

University address (Department mailing address: 5 King’s College Road, Toronto, ON M5S 3G8, Canada)

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Note: Only one address space available – Department mailing address or physical address.

Telephone (required)

Fax (optional)

Cell (optional)

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Email

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Website

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Quantity

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(Minimum order: 250 cards, approx. \$48 + tax)

Supervisor Authorization

I have reviewed the information provided and agree it is accurate. The above-named student has obtained my agreement to order U of T business cards containing the information provided above through the Department of Mechanical & Industrial Engineering (MIE). I understand that this agreement is at my sole discretion and may be removed at any time. Check one:

- I authorize MIE to charge my account using the information below.
- I have requested the student cover the cost of their own business cards.

Signature

Print name

Date

Account information

Cost Centre/Internal Order

CFC

Fund