How to fill out your business card order form

1. **Name** -- Use full names (no nicknames). Degrees already completed should appear as the last name.

2. **Degree** -- Below are the only acceptable options for listing your degree type.

   *Note: Candidate is reserved for students scheduled to graduate at the end of the academic year. Unless you meet this criteria, use student. Month and year of graduation after degree is optional.*

   - MPH Student or MPH Candidate
   - MHA Student or MHA Candidate
   - MHS Student or MHS Candidate
   - MSPH Student or MSPH Candidate
   - MPP Student or MPP Candidate
   - ScM Student or ScM Candidate
   - DrPH Student or DrPH Candidate
   - PhD Student or PhD Candidate
   - ScD Student or ScD Candidate

3. **Additional titles** -- are allowed, but need to be JHSPH/Johns Hopkins affiliated.

4a. **Concentrations** (MPH students) -- Concentrations should appear one line below the degree title.

4b. **Certificates/Degree Tracks** -- Certificate titles (or degree tracks) should appear one line below the degree title.

5. **Department name** -- Department names should appear one line below degree title. *Note: only for degrees offered by departments.*

6. **Address** -- Home or JHSPH Address (615 N. Wolfe St. Baltimore, MD 21205) is recommended.

7. **Phone number** -- Cell phone numbers are acceptable.

8. **Email** -- jhu.edu email address is recommended. Personal email addresses are also allowed.

   *Note: The Career Services Office reserves the right to modify business card order forms when necessary.*

**MAILING BUSINESS CARDS TO STUDENTS**

Students outside of the area can have business cards mailed to them for a fee. Shipping rates range from $8 - $12. Charges for shipping will be collected when business cards are ordered.