

**Resume Paper:**

- Student must be currently enrolled and taking classes at OSU-Stillwater or OSU-Tulsa Campus.
- Student will only receive 10 sheets free per day.

**Thank You Card:**

- Student must be currently enrolled and taking classes at OSU-Stillwater or OSU-Tulsa Campus.
- Student will only receive 4 cards free per day.

**Portfolio:**

- Student must be currently enrolled and taking classes at OSU-Stillwater or OSU-Tulsa Campus.
- Student agrees to purchase the leather portfolio from OSU Career Services for \$5.00.
- Student may charge the expense to your OSU Bursar Account.

**Student Business Card:**

- Student Business Cards are intended to contain current program of study.
- Due to the limited nature of business cards, Certifications, Honors Societies, Organizations, Campus Departments, Job Titles and/or certain Web Address cannot be listed.
- Student will not be allowed to add any certification after their name except for M.S. or Ph.D.
- Student must be currently enrolled and taking classes at OSU-Stillwater or OSU-Tulsa Campus.
- Student agrees to use Student Business Cards for job search purposes only.
- Student agrees to purchase the printed set of 250 Student Business Cards from OSU Career Services for \$5.00 (First Print) and \$12.00 (Additional Print).
- Student agrees to pick up Student Business Cards within one (1) month of the delivery date. If Student Business Cards are not picked up, they will be destroyed.
- Student understands that OSU Bursar Account will be automatically charged upon submission of the order.
- OSU Career Services will not mail Student Business Cards.
- Student Business Cards will not be available to order during Summer.
- If student is planning to graduate in the Spring or Summer semester, order Student Business Cards three (3) weeks before the last day of Spring Semester.
- If student is planning to graduate in December, order Student Business Cards three (3) weeks before the last day of the Fall Semester.
- Once graduated, alumni will not be able to order Student Business Cards.