

Business Card On-line Order Form for Co-op Students

You can now request your business cards as a Co-op student via COMPASS. Student business cards can serve as a supplementary tool to brand and market yourself as a Co-op student during your ongoing job search process.

Requirements

- You must be in good academic standing for the Institute for Co-operative Education to approve your request.
- You must use the card only when you look for job postings outside of COMPASS for your Co-op work terms.
- Students who have completed the required number of work terms for their programs can use them to seek employment opportunities, but not additional Co-op work terms.
- Each student is allowed 100 cards for \$21 (English only) or \$25 (bilingual) tax included.

Responsibility of the Institute for Co-operative Education

- Your personal information is protected by Quebec's Act Respecting Access to documents held by public bodies and the Protection of personal information (R.S.Q, chapter A-2.1).
- The Institute for Co-operative Education is not responsible for errors made by third parties.
- Once paid, there will be no refunds.

Steps to follow to order your cards

1. Click the link at the bottom of the page and follow the instructions to place an order.
2. Once the order is placed, the Co-op Office will verify your Co-op status and other pertinent information. Please allow a day or so for this to occur.
3. You can verify the status of your card in PrintSys (the same site as you place the order) under "Order History". Click on your order confirmation number. The status of your order should change from "Waiting for approval" to "Approved/in production" under the order number in the confirmation receipt.
4. Once the status shows "Approved/in production", proceed to the Digital Store (LB-115) with a copy of your order confirmation to pay for your order.
5. Once the order is paid for, the Digital Store will inform you as to when the cards will be ready for pick-up. Usually it is the next business day.

It is important to note that the name Concordia University, its logo and related insignia are the sole property of Concordia University and are registered trade-marks. No person may use, display, promote, publish, broadcast or reproduce the name Concordia University, its logo and related insignia in any form, including electronically, mechanically or on paper, without the express written authorization by an authorized representative of Concordia University per the Policy on the Use of Concordia University Name, Logo and Related Insignia, and the Governance of its Visual Character (VPERSG-4).

If you spot any errors or if you have any questions, please contact coopinstitute@concordia.ca with the subject line of **Student Business Cards**.

Now, you can start ordering your cards by clicking the link below.

[English](#)
[French](#)