

Tulane University
Health Systems Management
Student Business Card Instructions
Please Read Carefully

In order to properly use this form, you must use either Adobe Acrobat 8 or Adobe Reader 8.

Adobe Reader 8 is available as a free download from <http://www.adobe.com/reader>

The actual form (sample shown at right) is a file named:
HSM_SPHTM Card Form.pdf

- Enter your name on the first line.
- Enter your Program and expected year of Graduation on the second line. (for example: Master of Health Administration 2010)
- On the line beginning with *tel*, enter your telephone number. (please use the format 123.456.7890)
- Enter your Tulane email address on the indicated line. Only enter a tulane.edu email address.

After you have carefully reviewed your card, click the “Approve and Save” button.

You will be prompted to save the file.

Please save the file as “THSM_your last name_your first initial” (THSM_Doe_J.pdf).

Orders require three (3) full business days for completion. Please plan appropriately.

You may submit your completed file online at:
https://docstore.kinkos.com/tulane_student

or in person at the following locations

FedEx Kinko’s – Tulane University
Lavick Berning Center
20 McAlister Dr.
504-862-5681

FedEx Kinko’s - Riverside
5300 Tchoupitoulas St.
504-899-8186

New Orleans – Downtown
762 St. Charles Ave.
504-581-2541

	Enter Your Name <i>Enter Your Program and Graduation Year</i>
	SCHOOL OF PUBLIC HEALTH AND TROPICAL MEDICINE Health Systems Management SL-29 1440 Canal St., Ste. 1900 New Orleans, LA 70112-2699 <i>tel</i> Enter Your Phone Number Enter Your Tulane Email Address www.sph.tulane.edu/hsm
Approve and Save	Tulane University RESET

Blank Form Sample file: “HSM_SPHTM Card Form”

	John Doe <i>Master of Health Administration 2008</i>
	SCHOOL OF PUBLIC HEALTH AND TROPICAL MEDICINE Health Systems Management SL-29 1440 Canal St., Ste. 1900 New Orleans, LA 70112-2699 <i>tel</i> 504.123.4567 jdoe@tulane.edu www.sph.tulane.edu/hsm
Tulane University	

Completed and Saved Form (THSM_Doe_J.pdf)