TC Student Business Card Tip Sheet

- Proofread all information contained on your student business card to ensure accuracy of this professional document
- Make sure your TC degree (M.A., M.S., Ed.M, Ed.D, Ph.D), academic department and academic program align with how they are listed in the TC Academic Catalog
- For the school section of the business card, the correct name of the college you are receiving your TC degree from is: Teachers College, Columbia University
- Be sure and include a current phone number and email address to facilitate employer contact
- Make sure your telephone voicemail message is professional and appropriate
- Your email address must be professional and appropriate as indicated by the following examples:
  - john_smith@gmail.com
  - (Insert UNI ID)@columbia.edu