



Postgraduate Student Bus cards

Postgraduate and Master's students may require official UWA business cards.

The cards must be approved by the Graduate Research and Scholarships Office and paid for by either the student or School on collection from the Uniprint Campus Shop.

If paying for them personally payment may be made via cash or credit card. If the school is to pay then the student must provide a "P form" or supply the following information:

Business Unit number:
Project Grant Number:
Name of Authorizing officer:
Contact Number:

The ordering process

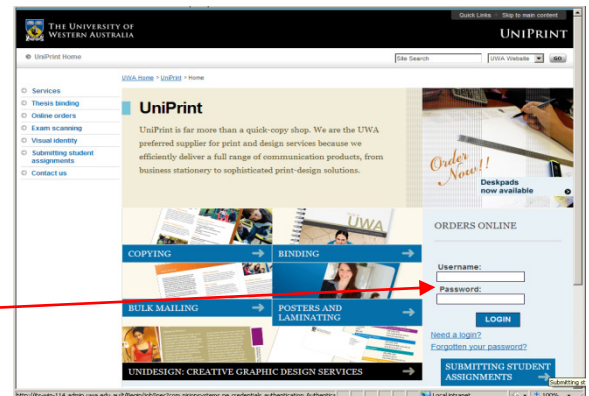
- 1) Go to the UniPrint website:

www.uniprint.uwa.edu.au

- 2) Log on using the following details:

Username: student
Password: student

- 3) Click the select button



Welcome to UniPrint's Online Ordering

Welcome to The University of Western Australia's UniPrint Online Ordering. Please select the category that you wish to place an order for. To update your registration details please go to the registration details tab and amend the records as appropriate.

Main Menu Registration Details

PLEASE SELECT FROM THE ITEMS BELOW

Order / Create New

Business Card

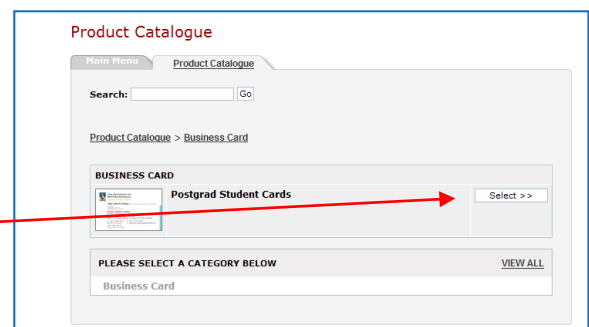
Orders

View Orders / Re-order

Shopping Cart

View Shopping Cart

- 4) Click the select button again



Product Catalogue

Main Menu Product Catalogue

Search: Go

Product Catalogue > Business Card

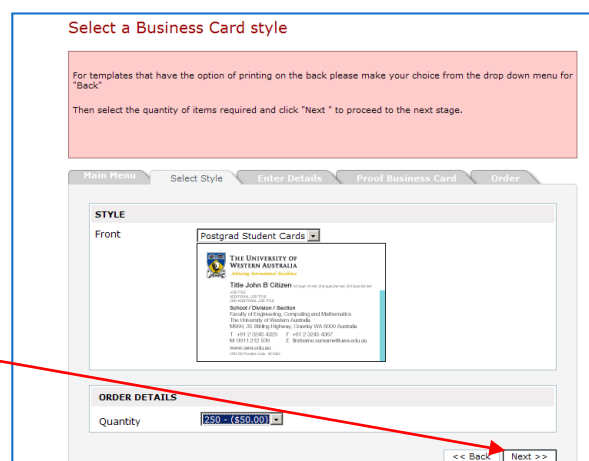
BUSINESS CARD

Postgrad Student Cards

PLEASE SELECT A CATEGORY BELOW

Business Card

- 5) Click the next button



Select a Business Card style

For templates that have the option of printing on the back please make your choice from the drop down menu for "Back".
Then select the quantity of items required and click "Next" to proceed to the next stage.

Main Menu Select Style Enter Details Proof Business Card Order

STYLE

Front

Postgrad Student Cards

THE UNIVERSITY OF WESTERN AUSTRALIA
Achieving International Excellence

Title: John B. Citizen
Address: 100 Stirling Highway, Crawley WA 6009
Phone: 08 9361 2000 Fax: 08 9361 2001
Email: john.b.citizen@uwa.edu.au


ORDER DETAILS

Quantity

6) Complete all details

You must select either:
Candidate for Masters
Or
Candidate for PhD

7) Proof Stationery

You can view the on screen proof or  [Click here to view PDF](#) to open up a PDF of the card (you can save this to your desktop or print a copy if required).

If you need to make any changes click the edit artwork button and you will go back to the previous screen to update your details.

When you are satisfied with the details please :

- click the artwork is correct check box
- then the Add to Cart button

8) Click the Checkout button

9) Click the submit button

You will then be given a reference number
Please keep this – as UniPrint can track your order using this number

Your business card request will then be sent to the Graduate Research and Scholarships Office for approval. Once it has been approved UniPrint will produce your cards on their next business card production run. They will be delivered to the UniPrint campus shop.

Staff there will call you to collect. Please note the cards must be paid for before taking them. Note if your school is paying for them but has not supplied a "P form" we must confirm by phone the billing details you have provided are correct.

Please note the process may take up to 2 weeks if you have an urgent deadline please note the date in the customer comments field.