Only LSU employees may have business cards. Students do not qualify to receive LSU business cards with the sole exception of paid graduate assistants.

Maximum Content Limitations
- The right column may contain a maximum of 7 lines of content.
- All content must fit into configured template.
- No logos may be added anywhere on the card.
- Double-sided cards are not allowed except for foreign language cards.

Minimum Requirements
- Must include a url with an approved LSU domain (see list at left)
- If no url is provided, the main url "lsu.edu" will be printed on the card.
- An LSU email address with an approved domain (see list at left) is required.
- Non LSU email addresses are not allowed.
- A phone number is required.
- An employee name is required.
- A title is required.

Social Media on Business Cards
- Only LSU Facebook and Twitter accounts that are listed on the LSU social media directory may be listed on the business cards.
- No personal social media accounts are allowed on business cards.
- Twitter handles listed on business cards should be the @ symbol followed by your LSU Twitter account username.
- Facebook handles should be the unique url for your LSU account. For example, the main LSU Facebook page url is: facebook.com/geauxLSU. Therefore the handle on the business card will be: geauxLSU.

Foreign Language Back
- Faculty and staff traveling abroad for LSU may have a foreign language version on the back of their card.
- The person requesting the foreign language card is responsible for providing all translated text to the printer as a PDF.
- An MS Word template set-up at the correct size and containing the LSU logo is available from Communications & University Relations for foreign language cards.
- Foreign language content MUST match the English language side of the card. No additional content is allowed.