

## SCHOOL GRADUATION FORM

### **INSTRUCTIONS TO SCHOOL INSTRUCTOR:**

It is suggested that you start planning for graduation and announce it to your students at least 3 months (**12 weeks**) before the planned graduation date. You should give a copy of the STUDENT GRADUATION FORM to each student at that time, and also have each one complete their info on the STUDENT CAP AND GOWN ORDER FORM. Advanced planning is essential to allow for securing a graduation place, inviting family and friends, planning special speeches and music, etc. If you as the Instructor are also claiming credit for teaching (if you taught and/or took the whole year's courses), then you also need to fill out a copy of the Student Graduation Form and enter a statement on it that you taught the whole year's course.

Please collect (1) a Student Graduation Form from each student you expect to have completed all requirements for graduation, as well as (2) the Student Cap and Gown Order Form. A copy of these 2 forms plus THIS form need to be mailed by you (the Instructor) to MII by at least 8 WEEKS before the planned graduation date. This time is required to order caps and gowns from the factory that produces them. (When the order is received, please check it immediately against your original list to assure correct order fulfillment). Please mail a copy of all forms to: MII, P.O. Box 1322, Powell TN 37849. If you have questions please call 865-938-5544. Please complete the information requested below to help us process your campus graduation. Please print carefully, and keep a copy for your records.

**Instructor's Name:**

**School Info (sponsoring ministry, city, state):**

**Address to mail all caps and gowns & graduation certificates to:**

**Name:**

**Street Address:**

**City, State, Zip:**

**Email address:**

**Telephone numbers including area code; (home, work, cell):**

**Planned graduation date (month, day, year):**

**Date you need caps and gowns:**

Credentials Expected (Give total numbers. Diploma of Ministry is for first year program, Associate of Ministry is for second year program).

I have enclosed (1)one completed Student Graduation Form for each student graduating from this Institute, (2)the completed Student Cap and Gown Order form.

Your signature:

Date signed:

## STUDENT GRADUATION FORM

This form is for use by students completing the required term from campuses of Ministry International Institute. Graduating from MII is a major accomplishment in your life. You will always remember it with fondness. It is a time when you will be challenged and strengthened to go all out for God to pursue your God-given calling.

Please complete this form to assist us in preparing your Graduation Certificate and in procuring your cap and gown, then return the form to your Instructor. This form will become a part of your permanent record at the MII Executive Offices.

**PLEASE PRINT CAREFULLY:**

TODAY'S DATE

SCHOOL LOCATION (Sponsoring ministry, city, state)

YOUR NAME (as you want it shown on your Certificate)

YOUR STREET ADDRESS

YOUR CITY, STATE, ZIP

YOUR E-MAIL ADDRESS

YOUR PHONE NUMBER(S) (including area code; home, work, cell)

CREDENTIAL EXPECTED (for 1<sup>st</sup> year or 2<sup>nd</sup> year program)

PLANNED GRADUATION DATE (month, day, & year)

MINISTRY INTERNATIONAL PROVIDES CREDENTIALING SERVICES FOR MINISTERS.  
ARE YOU INTERESTED IN MINISTERIAL CREDENTIALING? \_\_\_\_\_

