



Amber Institute and Theological Seminary
 918 Spring Knoll - San Antonio, Texas 78248 - Email: info@aitseminary.org

COURSE TRACKING & INTENT TO GRADUATE FORM

IMPORTANT: This form is required of all students intending to graduate in a given school year. Enclosed with this form is the Course Tracking Sheet, which should be completed and signed by the Administrator and reviewed by the student for accuracy and signature. Copies are to be given to the student, kept at the teaching site, and the original is to be forwarded to our records office. Accurate height and weight must be included for proper gown size. Please keep a photocopy for your records. All information enclosed on this sheet is confidential.

Graduation fee: \$175.00 THIS FEE IS DUE WITH THIS FORM

<u>PERSONAL INFORMATION</u>			Date: _____		
Your School Name: _____					
Last Name:		First Name:		Middle Initial:	
Address:		City:		State:	Zip Code:
Date of Birth:		Place of Birth:		Social Security # (last 4 digits only)	
Home Phone #:	Work Phone #:	E-Mail Address:			
High School/GED		City:		State:	Zip Code:
Your Height (ft/in)	Weight (lbs)	Degree (Associate, Bachelor, Master, Doctorate)			
<u>Print your name exactly as you wish it to be on the Document (NO TITLES)</u>					
SIGNATURES					
Student Signature:			Administrator Signature:		
I certify that the information above is correct. _____			I certify that the information above is correct. _____		
Date			Date		

BE SURE TO COMPLETE PAGE 2 OF THIS FORM. ADMINISTRATORS MUST INITIAL & SIGN FOR VALIDATION.

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COURSE TRACKING & INTENT TO GRADUATE FORM
(USE MULTIPLE SHEETS AS NEEDED)

ALL INFORMATION MUST BE COMPLETED FOR A STUDENT TO RECEIVE CREDIT.

Course #	Course Name	Date	Grade	Credits	Administrator Verification
Administrator	is to post % grade for Program Completion & make comment	on student	essays, as	to quality	and content, below.
	Program Completion Research & Study				

Has the Student been evaluated by the Home Office? (check one) Yes No

Has the Student taken Percentile Testing? (check one) Yes No

Has the Student taken Program Completion (check one) Yes No

- The Intent to Graduate Form must be initialed and signed by the Administrator.
- The Intent to Graduate Form must be signed by the Graduating Student.
- If any courses or studies have come from another source other than this school, they must be verified by a transcript.

Graduation Fees: \$175.00

SIGNATURES

<p>Student Signature: _____</p> <p>I certify that the information above is correct. _____ Date _____</p>	<p>Administrator Signature: _____</p> <p>I certify the course work as complete, Program Completion Date _____ done, and has no outstanding bill due.</p>
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