

## SCHOOL GRADUATION FORM

**Instructor: Send only One School Graduation Form to MII. All Caps and Gowns Will Be Mailed to the Address That You List Below.**

It is suggested that you begin planning for graduation and announce it to your students at least 3 months 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 planning on graduating with the class (if you taught and took the whole year's courses), then you also need to fill out the Student Graduation Form and enter a statement on it that you taught the course.

(1) Please collect 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. All forms (including this one) 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 verify correct order fulfillment).

Mail all forms to: MII, P.O. Box 7974, Hilton Head Island, SC 29938. If you have questions, please call 865-938-5544. Complete the information requested below to help us process your campus graduation. **Please print neatly and keep a copy of all forms 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 Code \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Daytime Contact Number Including Area Code: \_\_\_\_\_

Planned Graduation Date (Month, Day, Year): \_\_\_\_\_

Date You Need Caps and Gowns By: \_\_\_\_\_

Number of Diplomas Expected: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_

Date signed: \_\_\_\_\_

## **STUDENT GRADUATION FORM**

**(Instructor: Have each student fill out this 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, and return it to your Instructor. This form will become a part of your permanent record at the MII Executive Offices.

**PLEASE PRINT CAREFULLY:**

Date: \_\_\_\_\_

School Location (Sponsoring Ministry, City, State) \_\_\_\_\_

Student Name **(As You Want it Shown on Your Certificate)** \_\_\_\_\_

Student's Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

E-mail Address \_\_\_\_\_

Student Contact Number(s) Including Area Code: \_\_\_\_\_

\_\_\_\_\_

Diploma Expected (Associate, Bachelor, Master or Doctorate): \_\_\_\_\_

Planned Graduation Date (Month, Day, & Year) \_\_\_\_\_

Ministry International Inc. provides credentialing services for those that qualify. Are you interested in ministerial credentials? \_\_\_\_\_

