



DOMINICAN SCHOOL OF PHILOSOPHY & THEOLOGY
AT THE GRADUATE THEOLOGICAL UNION

CERTIFICATE COMPLETION CHECKLIST

This *Certificate Completion Checklist* is due to the DSPT Registrar no later than November 1 for fall conferral or April 1 for spring conferral. You must have already filed a *Statement of Intent to Complete Certificate in Theological Studies* indicating fulfillment of all program requirements.

Please Note: It is the student's responsibility (or designated proxy) to gather all signatures before turning this form in to the Registrar with your \$50 completion fee. This fee covers your Certificate, transcript mailing, and Commencement participation. You should make your check payable to DSPT.

Student's Name: _____

Address (notify the DSPT Registrar if this changes): _____

City/State/Zip Code: _____

Telephone: _____ Email: _____

Anticipated Conferral Date: _____

I certify that the student named above has discharged all financial obligations.

_____/_____/_____
GTU Librarian – Circulation Desk Date
located at: GTU Library ~ 1st floor ~ 2400 Ridge Rd, Berkeley, CA 94709

_____/_____/_____
DSPT VP of Finances Date
located at: DSPT ~ Office #1

I certify that the above named student has completed a financial aid exit interview or no interview is required.

_____/_____/_____
DSPT Financial Aid Officer Date
located at: DSPT – Office #3

The above named student has filed a *Statement of Intent to Complete Certificate in Theological Studies* form.

_____/_____/_____
DSPT Registrar Date
located at: DSPT ~ Office #7

For Official Use:

CTS Completion fee paid to Registrar _____ / _____ / _____ Student ID # _____