



DOMINICAN SCHOOL OF PHILOSOPHY & THEOLOGY

CERTIFICATE COMPLETION CHECKLIST

This *Certificate Completion Checklist* is due to the DSPT Registrar's Office 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* 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. The graduation fee will appear in Populi after this form is submitted.*

Name: _____

Address: _____ City/State/Zip Code: _____

Telephone: _____ Email: _____

Degree Program: _____ Anticipated Graduation Date: _____

Thesis Coordinator/ Academic Advisor: _____

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

Director of Financial Aid Signature: _____ Date: _____

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

Chief Financial Officer Signature: _____ Date: _____

GTU Librarian-Circulation Desk: _____ Date: _____

The student named above has filed the Statement of Intent to Graduate form.

DSPT Registrar: _____ Date: _____

Registrar's Office:

Graduation Fee Received Graduation Fee Posted in Populi

Date: _____ Initials: _____