Congratulations candidates for graduation! We look forward to honoring & celebrating you at ITC’s Commencement ceremony. See [https://www.itc.edu/commencement/](https://www.itc.edu/commencement/) for timely updates.

**Office of the Registrar**  registrar@itc.edu  
[https://www.itc.edu/academics/registrar/forms/](https://www.itc.edu/academics/registrar/forms/)

- Complete Application for Admission to Candidacy Form *Ensure correct information for Commencement Graduation Program*
- Complete Denominational Change Form to make corrections to denominational affiliation.
- Order Graduation Regalia via Herf-Jones online website. *Timely orders will help ensure you are included and represented in Commencement.

**Office of Student Accounts**  fss@itc.edu | 404-527-7720

- Settle all outstanding financial balances due to ITC
- Make payment of Graduation Fee ($350)
- Make payment of Graduating Class Self-Assessment/Senior Dues ($150)

**Office of Financial Aid**  finaid@itc.edu | 404-527-7782

- Complete online FAFSA Financial Aid Exit Interview

**Denominational Seminaries**

- Settle all outstanding financial balances due

**Housing/Mailboxes**

- Return housing/mailbox keys
- Complete appropriate Check-Out processes

**Robert W. Woodruff Library—AUC**  weholt@aucr.edu

- Settle all outstanding library fees & fines
- Return all outstanding books

Updated 3.19.2021 Office of Student Affairs
☐ Submit Graduation Photo in cap & gown regalia & as appropriate stoles & cords
☐ Return ITC-issued iPad device
☐ Complete ATS Graduation Survey
☐ Complete ITC Alumni Profile Survey
☐ Complete ITC Graduate “Hallelujah Survey”