



**REQUEST FOR CERTIFICATE OF COMPLETION**

Congratulations on completing a DBU Certificate Program! In order to be awarded your Certificate of Completion please submit this fully completed form, along with the \$25.00 fee, to your advisor or to the Office of Graduate Programs.

**Clearly print your name below *exactly* as you want it to appear on your certificate.**

First	Middle	Last
Street Address	City	State
Social Security Number	E-mail Address	
Work Phone Number	Home Phone Number	Cell Phone Number

When do you anticipate completing all certificate course requirements? \_\_\_\_\_  
Month Year

Check the CERTIFICATE for which this request is being made:

**Undergraduate**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Advertising and Promotions                   | <input type="checkbox"/> Information Systems and Technology      | <input type="checkbox"/> Music Ministry Leadership/General                  |
| <input type="checkbox"/> Business Communications                      | <input type="checkbox"/> Lay Leadership for Education Ministries | <input type="checkbox"/> Music Ministry Leadership/Children and Youth       |
| <input type="checkbox"/> Criminal Justice for Law Enforcement         | <input type="checkbox"/> Lay Leadership for Sports Ministries    | <input type="checkbox"/> Music Ministry Leadership/Arranging and Conducting |
| <input type="checkbox"/> Criminal Justice for Organizational Security | <input type="checkbox"/> Management Practices                    | <input type="checkbox"/> Other _____  |
| <input type="checkbox"/> Health Care Management                       | <input type="checkbox"/> Marketing Practices                     |   |

**Advanced**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Christian School Education                        | <input type="checkbox"/> Entrepreneurship               | <input type="checkbox"/> Management         |
| <input type="checkbox"/> Church Ministry Leadership<br>Concentration _____ | <input type="checkbox"/> Global Studies                 | <input type="checkbox"/> Marketing          |
| <input type="checkbox"/> Conflict Resolution                               | <input type="checkbox"/> Health Care Management         | <input type="checkbox"/> Project Management |
| <input type="checkbox"/> eBusiness   | <input type="checkbox"/> Human Resource Management      | <input type="checkbox"/> Other _____        |
| <input type="checkbox"/> English as a Second Language ESL                  | <input type="checkbox"/> Information Systems Management |   |
|  | <input type="checkbox"/> Leadership Studies             |   |

**News Release Information**

What hometown/current newspaper should receive a news release about your accomplishment? (Please note that the *Dallas Morning News* and *Fort Worth Star-Telegram* do not run individual student stories.) Include the mailing address of any newspapers outside the D/FW area.

Newspaper Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

**For Administrative Use Only**

Student has completed the following courses: \_\_\_\_\_,  
 is currently registered in the following courses to complete certificate requirements \_\_\_\_\_  
 and becomes eligible to receive a certificate of completion on \_\_\_\_/\_\_\_\_/\_\_\_\_.

Student has completed all course requirements and is eligible to receive a certificate of completion. \_\_\_\_\_

Director of Certificate Programs \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_