



**EXCEL BIBLE INSTITUTE**  
 1421 W. Pembroke Ave - Hampton, VA 23661  
 Tel. 800.81.5618 - Email: [info@excelbi.org](mailto:info@excelbi.org)

## COURSE TRACKING & INTENT TO GRADUATE FORM

**IMPORTANT:** This form is required of all students intending to graduate in a given school year. Enclosed with this form is the Course Tracking Sheet, which should be completed and signed by the Administrator and reviewed by the student for accuracy and signature. Copies are to be given to the student, kept at the teaching site, and the original is to be forwarded to the EBI records office. Accurate height and weight must be included for proper gown size. Please keep a photocopy for your records. All information enclosed on this sheet is confidential.

**Graduation fee: \$175.00 THIS FEE IS DUE WITH THIS FORM**

**PERSONAL INFORMATION**

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

Your School Name: \_\_\_\_\_

Last Name:	First Name:	Middle Initial:
------------	-------------	-----------------

Address:	City:	State:	Zip Code:
----------	-------	--------	-----------

Date of Birth:	Place of Birth:	Social Security # (last 4 digits only)
----------------	-----------------	--

Home Phone #:	Work Phone #:	E-Mail Address:
---------------	---------------	-----------------

High School/GED	City:	State:	Zip Code:
-----------------	-------	--------	-----------

Your Height (ft/in)	Weight (lbs)	Degree (Associate, Bachelor, Master, Doctorate)
---------------------	--------------	---

**Print your name exactly as you wish it to be on the Document (NO TITLES)**

\_\_\_\_\_

### SIGNATURES

Student Signature:  _____ I certify that the information above is correct.      Date	Administrator Signature:  _____ I certify that the information above is correct.      Date
---	---

**BE SURE TO COMPLETE PAGE 2 OF THIS FORM. ADMINISTRATORS MUST INITIAL & SIGN FOR VALIDATION.**

