ANDERSONVILLE SEMINARY DEGREE ORDER FORM

Printed Student Name

_____

Degree Earned

_____

Please enter your name below **EXACTLY** how you wish for it to appear on degree

_____

(No Titles or Prefixes (Rev., Dr., Mr., etc) will appear on degree).

Exact Address to Which Degree is to be Shipped:

_____

_____

Current Student Email Address: _____

Last Four Digits of SSN: _____

Current Student Phone: _____

Student DOB: _____

Form should be emailed back to ADVISOR2@ANDERSONVILLESEMINARY.COM

If paying by phone, complete the form but leave debit/credit card information blank to avoid double processing.

Please MARK All of the Following Which Apply to This Order

_____ 300.00 Graduation & Administration Fee (Includes one 11x14 Degree without Frame).

_____ $150.00 for each ADDITIONAL degree. This fee must be paid **in addition** to the Graduation & Administration fee above.

_____ $60.00 for each Honors Medallion embossed with Seminary Seal.

_____ $25.00 for an Honor Stole (gold with black writing says honors)

_____ $400 to attend onsite graduation (email advisor2@andersonvilleseminary.com for Information – held in June of every year)

The grad/administration fee and the attendance fee are two separate fees. To attend onsite, both fees plus tuition must be paid and all work must be completed.

If attending onsite graduation (two forms must be filled out)

- Degree order form
- Required onsite information form

If NOT attending onsite graduation (only one form required)

- Degree order form

Frames are available but NOT paid to ATS. Degrees do NOT come framed!!
https://andersonvilleseminary.com/about/apparel-memorabilia/ is the link to see the frames.

You do **NOT** pay ATS for frames. You pay for frames by a pay pal link sent by ATS. You do NOT have to have an account with Pay Pal. You can use any debit or credit card to pay the invoice.

Transcripts can only be ordered after the following requirements have been met at Andersonville Seminary

- All tuition for program requesting transcripts has been met
- All work for program has been completed
- No transcript will be fulfilled until the Grad/Administration fee has been paid
- ATS also does NOT do partial transcripts
- ATS transcripts must be ordered from ATS transcript request button on bottom of ATS home page on our website and will be sent by parchment to the desired location
- ATS recommends ordering at least two transcripts but waiting until you receive the first transcript

1. Transcript #1 – order one and have sent to yourself and proof it for errors. Once you have confirmed no errors then place a transcript order #2 (Do not place both orders at the same time!!)

   It is recommended that on Transcript #1 order you pick to have it mailed by regular mail and not by email. However, you can pick any option.

2. Transcript #2 – Order a transcript to be sent to the college or person of your choice now that you know they will receive it with no errors since you have already received one and proofed for no errors.

For questions call 800-525-1611 (any staff member) or Julie at 229-328-7704

Degree Documentation Requirements for Graduating Students

Degree Proof Requirements

When students enroll at Andersonville Theological Seminary (ATS), they are not required to submit copies of their previous degrees or transcripts. ATS operates on the honor system, trusting that students meet the necessary prerequisites for their chosen program. However, before a degree can be issued, ATS requires official proof of the qualifying degree. This means students must provide documentation**, such as a copy of their degree certificate, prior to receiving their diploma or official transcripts.**

Associate degree Candidates

If you are preparing to graduate with an associate degree from Andersonville Seminary, it is important to note that Andersonville Theological Seminary (ATS) requires a copy of your any previous college transcripts to be on file before your associate degree can be issued. Official transcripts must be emailed to Advisor2@andersonvilleseminary.com

Bachelor's Candidates

If you are preparing to graduate with a bachelor's degree from Andersonville Seminary, it is important to note that Andersonville Theological Seminary (ATS) requires a copy of your associate degree to be on file before your bachelor's degree can be issued. Most students fulfill this requirement easily by taking a photo of their associate degree diploma—often displayed on the wall—using their cell phone and then sending the image via email to Advisor2@andersonvilleseminary.com.

Master's Degree Candidates

For those graduating with a master's degree from Andersonville Seminary, ATS must have a copy of your bachelor's degree on file prior to issuing your Master's diploma. The typical process involves simply taking a picture of the bachelor's degree certificate, often already displayed on the wall, and emailing it to Advisor2@andersonvilleseminary.com.

Doctor Degree Candidates

Students who are set to graduate with a doctorate from Andersonville Seminary must ensure that ATS has a copy of their master's degree on file before their doctorate degree can be issued. Most graduates accomplish this by taking a cell phone photo of their master's degree—frequently found hanging on the wall—and sending the image by email to Advisor2@andersonvilleseminary.com.

To make a payment to order your degree please call

- **1-800-525-1611 (normal business hours)**
- **1-229-336-5550 (normal business hours)**
- **1-229-328-7704 (outside of normal business hours)**