



Lutheran School of Theology at Chicago

APPLICATION FOR BI-REGISTRATION AT THE UNIVERSITY OF CHICAGO

Bi-registration allows students at neighborhood theological schools to register for courses at the University of Chicago through its Divinity School.

Part I

(To be completed by the student applying for bi-registration)

Name of Student: _____ UC Student Number: _____

Email Address: _____

Local Address: _____ Phone: _____

Birthdate: _____ Citizenship: _____

I hereby make application for registration in the following course(s) under the terms of bi-registration.

Table with 4 columns: Subject Code, COURSE NO., COURSE TITLE, INSTRUCTOR. Includes an example row with THEO, 48000, Ethics, Religion, Psychoanalysis, and Tracy et all.

I understand that courses taken at the University of Chicago will be charged through the LSTC billing system and that it is my responsibility to submit bills I receive from the U of C to the LSTC Finance Office.

Signature of Student

PART II (For Th.M & Ph.D Students)

(To be completed by Director of Graduate Studies)

As Director of Graduate Studies, I certify that the above student is in good standing and a candidate for the _____ degree. I recommend this application for bi-registration in the course(s) listed above.

Director of Graduate Studies Program Signature

Date

Part III (For M.A. & M.Div. Students)

As Registrar of Lutheran School of Theology at Chicago, I certify that the above student is in good standing and a candidate for the _____ degree. I recommend this application for bi-registration in the course(s) listed above.

Registrar Signature

Date

Part IV (For ALL STUDENTS in all degree programs)

The Office of Finance at the Lutheran School of Theology authorizes registration for above named student at the University of Chicago. Upon receipt of U of C bill from the student, the LSTC Finance Office will coordinate payment of tuition.

Finance Office Signature

Date

Revised 10/5/16

Procedure for Bi-Registration at the University of Chicago

1. The student, in consultation with the appropriate counselor at his or her home institution, will complete Part I of the form titled “Application for Bi-Registration at the University of Chicago,” listing those courses for which application is being made.
2. The student must: **a) sign the form acknowledging understanding that courses taken at the U of C will be charged through the LSTC billing system and that it is the student’s responsibility to submit, immediately upon receipt, all bills from the U of C to the LSTC Finance Office for co-ordination of payment. b) on the designated day and time of registration in the Divinity School bring this original form to the Divinity School Swift Room 103.**
3. ***Th.M/Ph.D. students will submit the application (Part II) to the Director of Advanced Studies for certification and recommendation. M.A./M.Div. students will submit the application (Part III) to the Registrar for certification and recommendation. All students, regardless of degree program, must submit completed application (Part IV) to the LSTC Finance Office for final authorization to register at the U of C.***
4. Upon submitting a transcript request, The Office of the Registrar of the University of Chicago will provide the student’s home school a copy of the grade report at the end of the term in which the student is registered at the University of Chicago.