COVER SHEET
FOR LESSONS SENT BY MAIL

LESSON SUBMISSION CHECKLIST:

☐ I have reviewed and followed the course submission instructions in my study guide.
☐ I have reviewed and followed the general submission instructions in the 3-ring binder.
☐ I have numbered each page except the cover sheet and the bibliography.
☐ I have double-spaced my answers. (U.S. students only)
☐ I have typed out and underlined the question number and question.
☐ I have typed out the module assignment.
☐ I have attached a completed cover sheet to my lesson. **A separate cover sheet is needed for each module, project, or cassette.**
☐ I have included a self-addressed envelope of sufficient size.
☐ I have included sufficient postage. (U.S. students only)

⇒ If you have any questions about lesson submission, please call (812) 853-0611 or email your question to contact@trinitysem.edu.

Name: ___________________________ Student ID Number: _______________
Course Name: ___________________________ Course #: _______________
Module Number: ________ Cassette Number: ________ Project Number: ________

** The Module Number, Cassette Number (if applicable), and Project Number (if applicable) must be accurate in order to process the lesson and record the grade. The correct information is stated in the Course Study Guide.

Date of Study Guide: _______________
Degree
Program: __________________________________________
(The Date of Study Guide is found in the upper right-hand corner of Study Guide.)

Address: __________________________________________
City: _______________ State: ______ Zip: ___________ Country: __________

Telephone: _______________ Email: _______________________

For Office Use Only – DO NOT WRITE BELOW THIS LINE

Date Received in Trinity Office: _______________

Comments: ________________________________________
____________________________________________________
____________________________________________________

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