



Graduation Application

Students **MUST** complete this form once they have graduated from the program to process their diploma and transcripts promptly. Print your full legal name, the address to where the diploma and transcripts will be mailed, and how many Official transcripts you will need. Please allow at least ten (10) business days to process and mail out your diploma. Before graduation, **PLEASE** take a minute to verify that you have all the admission paperwork, which is in the box below completed, uploaded as per the welcome letter sent from Braxton College, and all the required forms sent to you from Orbund which requires a signature. Students who do not have all the required documents uploaded, Official transcripts on file, tuition, registration fee, and graduation fee paid, and all the required forms signed, will not have their diploma processed.

Today's Date:

Student Name:

Address:

Phone Number:

Email Address:

Program: Choose an item.

Graduation Date: Click or tap to enter a date.

Do you wish to purchase Official Transcripts: Choose an item.

Number of Official Transcripts requested:

If you wish to purchase transcripts the cost is \$15.00 per transcript, and once this form is processed you can make the payment on the Orbund Portal. Officials will not be sent until the fees are paid for on the Orbund Portal.

Below is a list of documents that must be uploaded onto your Orbund student portal along with forms that must be signed and uploaded.

Admission Paperwork

Under the General Admission Form Tab (Please upload the following documents under this tab)

- Driver's License
- Social Security Card
- Copy of your high school diploma **or** official high school transcripts (official transcripts can be mailed to our address **2070 Carrell Road Suite A, Fort Myers FL 33901. Attention Admissions Department Richard Gonzalez** or email them to Bill McGrath at bmcgrath@braxton.edu)
- DD214 (If you are a Veteran)



- Copy of your COE (If you are a Veteran)

Under Degree Admissions Forms Tab please upload the following:

Upload a copy of your EMT, paramedic, nursing diploma, EMT license, Paramedic, nursing license for the **BS degree program.**

~For the **AS EMS degree**, we need your official EMT **and** paramedic transcripts.

~For the **AS FST degree**, we need your official EMT, Firefighter 1&2, **and** any fire officer 1 or 2 transcripts for any classes you plan on transferring to.

~For the **BS HA, BS PA, and BS Nursing degree** programs, we need all official transcripts for EMT, Paramedic, Firefighter 1&2, and any additional college classes you will be transferring to.

Mail official transcripts to the college (**2070 Carrell Road Suite A, Fort Myers FL 33901. Attention Admissions Department Richard Gonzalez**), or if your previous institution can send official transcripts via email, please have those emailed to bmcgrath@braxton.edu.

Make sure the following forms are signed and uploaded which are sent from Orbund. If you do not have one of the forms, please contact the office to have them sent over.

- Braxton Admissions form
- High School attestation form
- Computer Policy form
- FERPA Form
- Student course policy form
- Student Enrollment Agreement
- Final Survey
- Student Satisfaction Survey
- Student Attestation form (this is for the job you currently are employed at)
- Graduation Survey

Under Payments and Invoice payment, must be done before graduating:

- Tuition Payment



- Registration fee
- Official transcript fee (if requested)
- Graduation fee

Please complete this form and email it back to admissions at the email addresses listed below. info@braxton.edu & estevez@braxton.edu.

Once you have emailed this form, please allow 2-3 business days for admissions to email you confirmation that this form has been received. If after 3 business days, you do not receive a confirmation email from Braxton College, please contact the office: (239) 992-4624.

It is the student's responsibility to check for confirmation and do a follow-up if needed. If you have any questions, please contact the Vice President of Admissions and Compliance, at rgonzalez@braxton.edu

Congratulations on your graduation!