

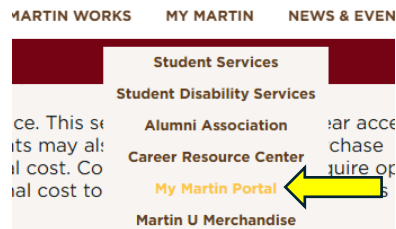


How to Complete the Graduation Form

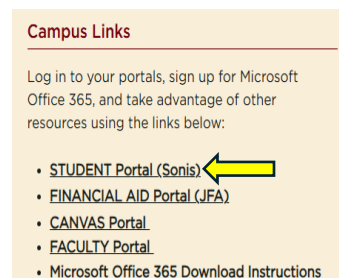
Step 1: Log into your Student Portal. This can be access through <https://www.martin.edu/mymartin>.



Next:



Next:



Next:

Login : Student

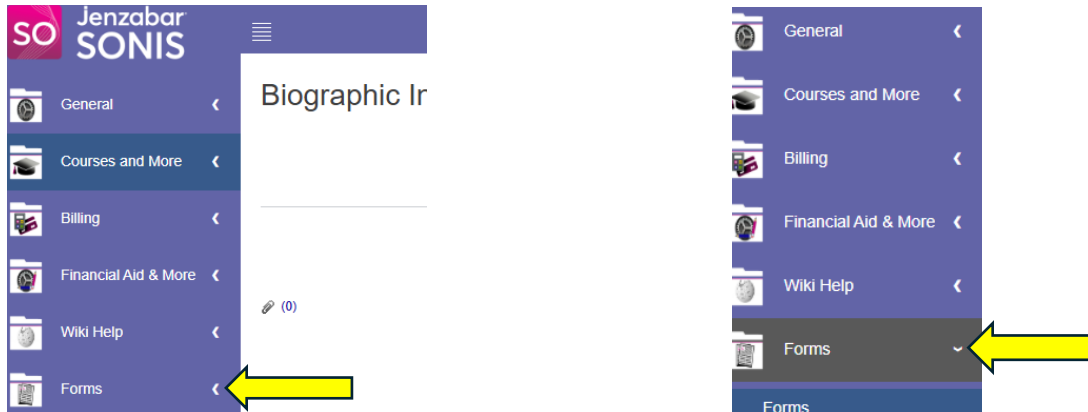
* Required

* ID

* PIN

Login

Step 2: Click on “Forms” located on the Left-hand side. Then click on “forms” again



Step 3: Click on “Graduation Application”.

Forms

JANUARY 06, 2025

PUBLISHED FORM(S)

Form Name	Form Description
FERPA Form	This form is used to provide students the opportunity to provide/restrict their information.
Graduation Application	This form is used to apply for graduation
Change of Legal Name	This form is used to updates a students legal name
Change of Enrollment Form	This form is used to add, drop, or withdraw from courses on a student's schedule.

SUBMITTED FORM(S)

Form Name	Form Description	Date Added
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Portal Page Note :
Should you have any questions regarding the use of your student portal, please contact Student IT Support Services at helpdesk@martin.edu

This will pull up the Graduation application form.

Please Note:

You will receive two emails regarding your graduation application:

1. **First Email:** A notification confirming that your graduation application has been received.
2. **Second Email:** Once your application has undergone the degree verification process, you will receive another email notifying you if your graduation application has been approved or denied. This email will also include the next steps.

The degree verification process involves review by a faculty member, the Registrar's Department, and the Provost of Academic Affairs. The processing time for all notifications is typically 3–5 business days.

If you have any additional questions, please email **registrar@martin.edu**.