Prior Approval for the Transfer of Credit

eForm Tutorial for Students
Click on the link to start a form:

- Prior Approval of Transfer Credit
- UGRD Application for Graduation
- GRAD School Application for Graduation
- Application for Certificate
- Add / Change Major / Minor
- Student FERPA - Release Financial Info
- Submit Financial Aid Documents
- 509 Internship Application (View Affiliation Agreements)

View Previously Completed/Submitted Forms
View Previously Submitted FA Forms
Click this link to submit a new Prior Approval

You can go back and view the status of your submitted forms by clicking this link and choosing the desired form from the returned results.
You must fully read this information as you will be required to acknowledge you have read and fully understand the instructions and applicable policies related to the transferring of credit.

Your student information will populate when you access the form.
If Transfer Institution or Transfer Subject are not listed please continue through tutorial for further instructions.

Click on the magnifying glass and search in the description field for the college name.
Enter the course prefix and number as it is listed at the transfer institution along with the title and credit value.
If the transfer institution exists in the data base but the transfer course does not – enter the data for the transfer institution, term and transfer subject. Then proceed with the instructions below.

Click course not listed

Enter the course information as it is listed at the transfer institution with title and credit value.

Check the policy acknowledgement box.

Click submit
The instructions below will be sent via MyHusky email to students who have submitted a Prior Approval form in which the Transfer Institution and/or Transfer Course do not exist in the database -OR- the Academic Advisor/Department Chairperson has questions regarding the student's request for transfer credit that must be addressed before it can be approved. Students should follow the instructions in the email detailed below to update the existing Prior Approval form and resubmit for approval:

Your eForm ID 805 for your Prior Approval eForm has been recycled back to you for updating for one of the following reasons:

A. You selected the box for transfer institution and/or transfer course does not exist in the database.
   Log in to MyHusky and Student Center then follow the link below to access to this form:
   Click Here
   Once you are at your original form, please follow the below steps to update:
   1. Uncheck "Course Not Listed".
   2. Uncheck "Institution Not Listed" (if previously selected).
   3. Select the "Transfer Institution" from the drop-down menu.
   4. Select the course title and number from the drop-down in the "Transfer Course/BU Equivalency" section.
   5. All fields will populate with the correct data.
   6. After you see the row has updated with the correct data, press the "Resubmit" to start the approval process.

B. Your Academic Advisor / Department Chairperson has questions/comments regarding your request.
   Log in to MyHusky and Student Center then follow the link below to access to this form:
   Click Here
   Once you are at your original form, please follow the below steps to update:
   1. Read the comments submitted by your Advisor/Department Chair.
   2. Consult with your Advisor/Department Chair on their comments.
   3. Make changes to the transfer information on the form deemed appropriate after consulting with your Advisor/Department Chair AND/OR add your comments as necessary.
   4. Press the "Resubmit" to start the approval process.

Thank you for your help in making Bloomsburg a great University!
Form ID: 805
Date: 2016-10-07

Link to Update:
Click Here
Upon submission of your Prior Approval, this page will display. Click next to view approval status.

Click print to obtain a copy of the form for your records.
The Form Finalized page will display the status of your form.