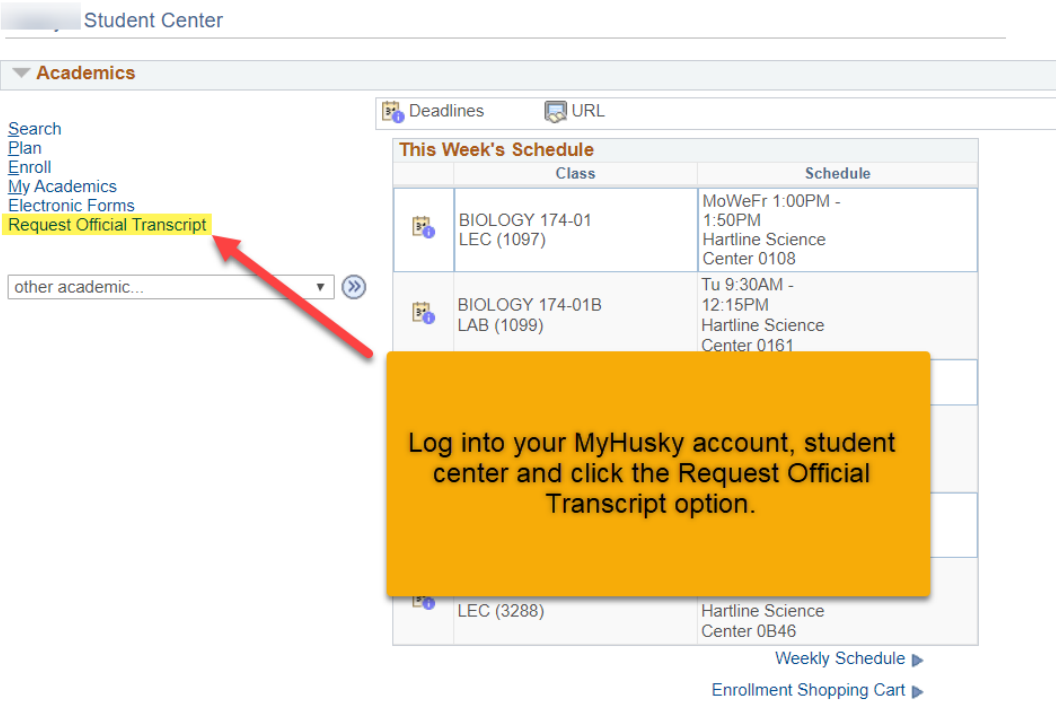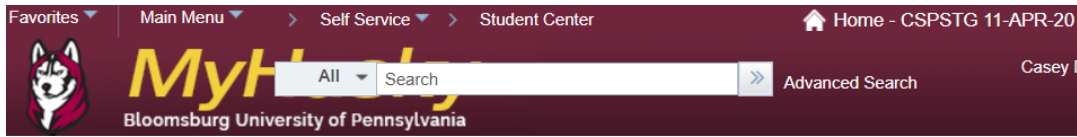# "HOW TO REQUEST AN OFFICIAL TRANSCRIPT IN MYHUSKY"

If you have a hold preventing transcript generation, you will not be able to submit an Official Transcript Request.

When using a mobile device, please log into Computer login NOT Mobile login.

Log into your MyHusky account, student center and click the Request Official Transcript option.

Request Official Transcript

Select Institution Bloomsburg University of PA

Information For Students

If you have a hold that prevents transcript generation, you will not be able to submit an Official Transcript request.

Select Processing Option below. (Transcripts produced with the Imme[...] will be mailed in 2 -5 business days.

Check the "Send To My Address" if you wish the transcript to be sent t[...] Address. Choose the correct "Address Type" which will then populate[...]

If you wish to send a transcript to a recipient other than yourself, chec[...] Mailing Address" box, enter the recipient name in the "Recipient Name[...] to type the mailing address. Click OK.

For electronic delivery: check the "Send to an Email Address" box and[...] address.

Please note: An incorrect or insufficient mailing address or email address may result in delayed or undelivered transcript requests.

Click Submit.

Choose one option:

Degree Confer Date
(hold your transcript until your degree is granted)
Grade Posting
(hold your transcript until final semester grades are posted)
Immediate Processing
(Send transcript within 2-3 business days)

Select Processing Options

If you choose to have your request held for grade posting or degree confer[...]l, it will not be processed until the date shown.

Select Option Immediate Processing

Quantity 1

Enter Recipient Address Information

"SENDING YOUR OFFICIAL TRANSCRIPT TO YOUR ADDRESS"

Please note: An incorrect or insufficient mailing address or email address may result in delayed or undelivered transcript requests.

Click Submit.

Select Processing Options

If you choose to have your request held for grade posting or degree conferral, it will not be processed until the date shown.

Select Option Immediate Processing ▼

Quantity 1

Enter Recipient Address Information

☑ Send To My Address   **Address Type** Home ▼

☐ Send To A Different Mailing Address

Recipient Name John Doe

Country United States

Address 123 Rocky Rd
Somewhere, PA 12345
019   Enter A

If sending to yourself, click the send to My address, choose correct address type. Your name/address will appear. Review address information and if correct, click submit. If address is not correct you will need to clear and make a new request to send to a Different Mailing Address.

☐ Send to An Email Address

Recipient Email Address

Recipient Name

Incomplete address information will delay your request.

Submit   Clear

"SENDING YOUR OFFICIAL TRANSCRIPT TO A DIFFERENT MAILING ADDRESS"

Please note: An incorrect or insufficient mailing address or email address may result in delayed or undelivered transcript requests.

Click Submit.

Select Processing Options

If you choose to have your request held for grade posting or degree conferral, it will not be processed until the date shown.

Select Option Immediate Processing

Quantity 1

Enter Recipient Address Information

☐ Send To My Address

☑ Send To A Different Mailing Address

Recipient Name Bloomsburg University

If sending to someone else, or different address. Click send to a Different Mailing Address, fill in the Recipient Name. Next, click Enter Address.

Country United States

Address   Enter Address

☐ Send to An Email Address

Recipient Email Address

Recipient Name

Incomplete address information will delay your request.

Submit   Clear

MyHusky
Bloomsburg University of Pennsylvania

All ▼ | Search | » Advanced Search Casey Donahoe

Edit Address

Country United States   Change Country

Address 1 400 East 2nd Street

Address 2

Address 3

City Bloomsburg

State PA 🔍 Pennsylvania

Postal 17815

County Columbia ▼

Enter the full mailing address and click ok.

OK   Cancel

MyHusky
Bloomsburg University of Pennsylvania

All ▼ | Search | » Advanced Search Casey Donahoe (396

Please note: An incorrect or insufficient mailing address or email address may result in delayed or undelivered transcript requests.

Click Submit.

Select Processing Options

If you choose to have your request held for grade posting or degree conferral, it will not be processed until the date shown.

Select Option Immediate Processing ▼
Quantity 1

Enter Recipient Address Information

☐ Send To My Address

☑ Send To A Different Mailing Address

Recipient Name Bloomsburg University

Country United States

Address 400 East 2nd Street
Bloomsburg, PA 17815
019   Enter Address

☐ Send to An Email Address

Recipient Email Address

Recipient Name

Incomplete address information will delay your request.

Submit   Clear

Once you click ok, you will then be back on the request page, where you are able to view the address you entered. If correct, click submit. Please note: on all request you will see the error message **Incomplete address information will delay your request** you can continue and click ok.

"REQUESTING AN ELECTRONIC TRANSCRIPT"

MyHusky
Bloomsburg University of Pennsylvania

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Casey Donahoe (396652

Please note: An incorrect or insufficient mailing address or email address may result in delayed or undelivered transcript requests.

Click Submit.

Select Processing Options

If you choose to have your request held for grade posting or degree conferral, it will not be processed until the date shown.

Select Option Immediate Processing ▼
Quantity 1

Enter Recipient Address Information

☐ Send To My Address

☐ Send To A Different Mailing Address

Recipient Name

Country United States

Address   Enter Ad

☑ **Send to An Email Address**

Recipient Email Address buregistrar@bloomu.edu

Recipient Name BLOOMSBURG UNIVERSITY

"Incomplete address information will delay your request."

[Submit]   [Clear]

> To request transcript for electronic delivery - click send to an email address. Then enter in Recipients email address and Name. Review, then click submit.

CONFIRMATION PAGE:

MyHusky
Bloomsburg University of Pennsylvania

All ▼ | Search | » | Advanced Search

Casey Donahoe (396652

go to ... ▼ »

[Search] [Plan] [Enroll] [**My Academics**] [Electronic Forms] [Request Official Transcript]

Request Official Transcript

Transcript Request Confirmation

Request # 000616894   **Request Date** 04/13/2020   OFFIC

Immediate Processing

Please print this confirmation from the browser Print button. If you have any questions regarding this request, please contact the Records Office.

Quantity 1

Recipient Information

Send To BLOOMSBURG UNIVERSITY
buregistrar@bloomu.edu

[Request Another Transcript]

▲ Go to top

> Confirmation Page: This page will give you a confirmation # and you can print for your records. It will show you the Recipients Information on where you requested your transcript to be sent.

Note: If you select an option, such as send to your home address then change your mind to select send to a different address, please clear or log out of the form and start over to ensure you are correctly submitting your transcript request.