

Transcript Information

Please send the request in writing to:

Office of the Registrar
Bloomsburg University
400 East Second Street
Bloomsburg PA 17815

In your request, please include the following information: your name, your social security number (This information is given to us strictly voluntarily, although, this may be the only way we can verify your correct academic record), dates of attendance or date of graduation, number of copies, a complete mailing address where the transcripts are to be sent, and your signature.

Under federal law we must have your signature to release your transcripts.

The transcript request form is also available by clicking on the link below. We apologize that telephone, e-mail, or faxed requests cannot be honored. Transcripts are usually dispatched within 2 to 3 business days. **Transcripts that are requested for pick up are only kept in the office for two weeks.** Both undergraduate and graduate transcripts (if appropriate) will be issued for each request. There is no fee for transcript service. Requests of five or more transcripts at one time require additional processing days. Due to the volume of requests during the first and last weeks of the semester, processing time may be longer.

Your transcript request will not be processed if you have not signed the request, if there is a **HOLD** on your record, or if there is insufficient information. You will receive notification if any of the above applies.

Each official transcript is mailed separately in a signed sealed envelope.

Transcript Hotline (570) 389-5252

[Transcript Request Form](#)