

Application for a Certificate

eForm Tutorial for Students

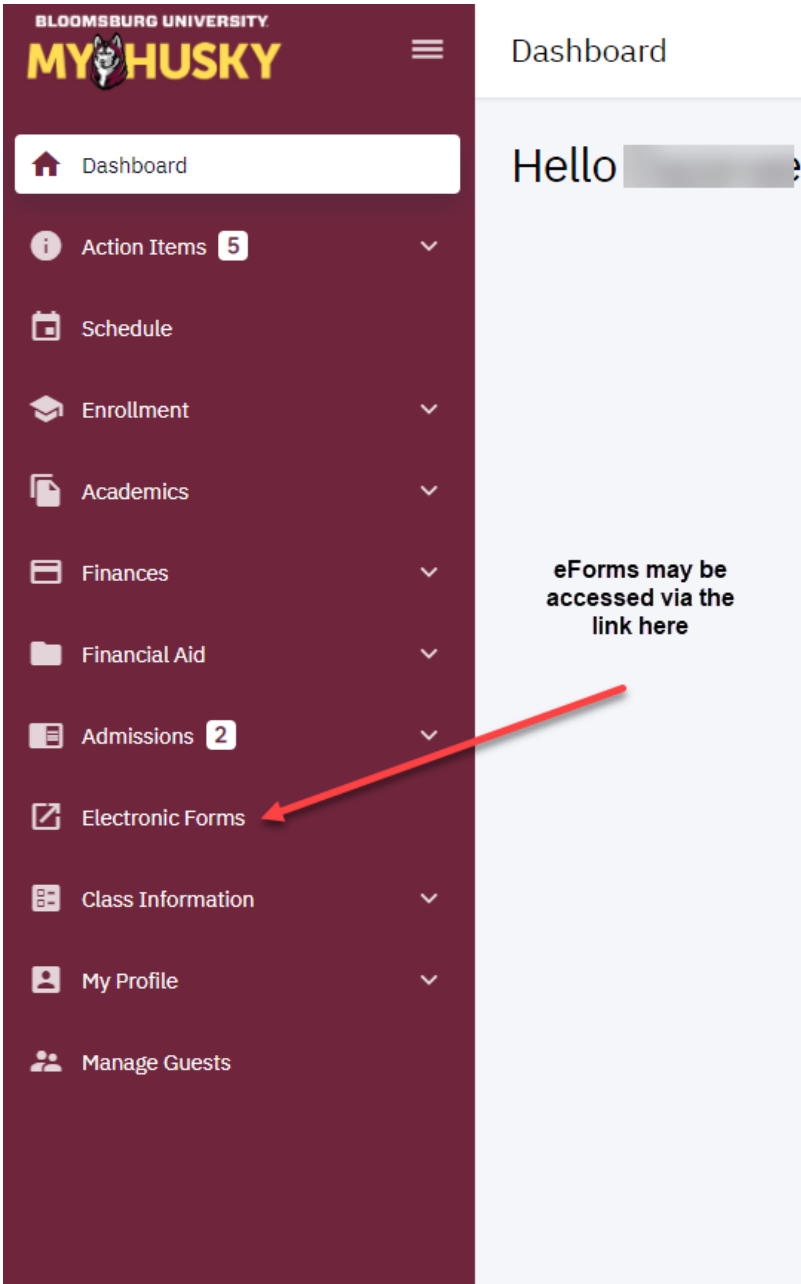
BLOOMSBURG UNIVERSITY
MY HUSKY

Dashboard

Hello [REDACTED]

eForms may be accessed via the link here

- Dashboard
- Action Items **5**
- Schedule
- Enrollment
- Academics
- Finances
- Financial Aid
- Admissions **2**
- Electronic Forms**
- Class Information
- My Profile
- Manage Guests



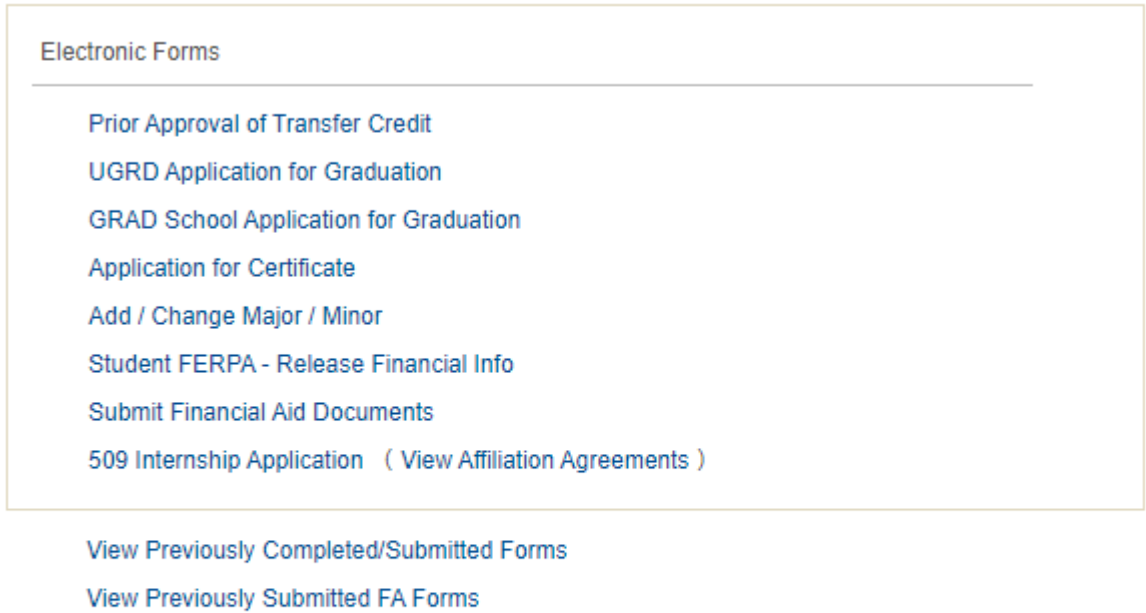
Click on the link to start a form:

Electronic Forms

- [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](#)



Electronic Forms

go to ...



Electronic Forms

[Prior Approval of Transfer Credit](#)

[UGRD Application for Graduation](#)

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[Add / Change Major / Minor](#)

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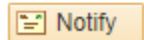
[509 Internship Application](#) ([View Affiliation Agreements](#))

**Click the link
for
Application
for Certificate**



[View Previously Completed/Submitted Forms](#)

[View Previously Submitted FA Forms](#)





STUDENT INFORMATION

Student Name: **John Smith**

Student ID: **123456**

STUDENT CONTACT INFORMATION

Please verify that the contact information below is correct. If the information is correct make no changes. If it is incorrect select "Modify Name" or "Modify Address" in the respective verification box. Please enter the correct information in the popup fields.

This is how your name will appear on your diploma and in the graduation program. The name provided must be your legal name. Nicknames are not allowed.

Diplomia Name: **John J Smith**

Modify Name?

Address: **123 ABC Lane**

Modify Address?

City, State, Zip: **Yourtown, Pa 12345**

Address Type: HOME

Student Personal Email: **jsmith@abc.com**

Modify Personal Email?

Student BU Email: **jjs12345@huskies.bloomu.edu**

Date: 08/26/2016

Student Phone: **123-456-7890**

Search

Next

Click Next

This is the name that will be printed on your diploma. To change this click "Modify Name"

This is the address your diploma will be mailed to. To change this click "Modify Address:"

To modify your personal email click here



Certification Information

STUDENT INFORMATION

Student Name:

Student ID:

CERTIFICATION INFORMATION

Choose the term you will complete all certification requirements. Certification is realized in the term when all academic requirements are completed.

- Choose Spring if you will complete all requirements in the Spring Semester.
- Choose Summer if you will complete all requirements in the Summer Semester.
- Choose Fall if you will complete all requirements in the Fall Semester.
- Choose Winter if you will complete all requirements in the Winter Semester.

Completion Term:



Choose the term you will complete your certificate from the drop down

CURRENT CERTIFICATE

Please confirm / reject each certificate by selecting Yes or No.

*Confirmed	Degree	Plan	Plan Description
1 <input type="text"/>	CESB	PLAYW-CERT	Playwork



Confirm the certificate you are applying for by choosing yes or no from the drop down

ACTION ITEMS

Message Text	Description
1 <input type="checkbox"/> All Contact Information is Correct	I have verified that all displayed contact information is correct.



Check the box to confirm all information is correct

COMMENTS



Click submit

Upon submission of your Application you will be directed to the Form Finalized page which will display the status of your form.

TASK : Undergrad Graduation Application eForm ID: 194

Form Finalized

Basic Stage

G3FORM_ID=194:Pending

Basic Path

Pending


Multiple Approvers
PA_BUEF_UGRD_Apply +123456 > Mary Jones

TRANSACTION / SIGNATURE LOG

Current Date Time	Stage	Path	Step	Step Title	User ID	User Description	Form Action	Time Elapsed
1 09/23/2016 10:24:23AM					789321	John Smith	Submit	

ACTION ITEM LOG

Message Checkbox	Message Set Number	Message Number	Message Text	Description	User ID	Empl ID	Action Date/Time
1 <input checked="" type="checkbox"/>	24846	4	All Contact Information is Correct	I have verified that all displayed contact information is correct.	789321	789321	09/23/16 10:24:22.000000AM

 Print

Click the print button to obtain a copy of your submitted Application

- Once your application for has been submitted to the Office of the Registrar:
 1. Your department will be notified you have applied.
 2. A determination will be made as to whether you have or have not met all requirements.
 3. You will be notified by your department with any issues regarding you application.