

## **REQUESTING MILITARY TRANSCRIPTS**

- For all Army, Navy, Coast Guard\*, and Marine Corps personnel, all systems have been consolidated into the JST, or Joint Services Transcript system which can be located online at <https://jst.doded.mil/smart/signIn.do>  
\*Coast Guard: Official transcripts can now be requested and sent to your academic institution of choice through the JST, however all official transcripts will be reviewed for accuracy by the Coast Guard Institute's Registrar's Office prior to delivery.
- JST has a [frequently asked questions](#) link that should be able to answer most inquiries about the process.
- Air force personnel transcripts are handled differently—through the Community College of the Air force (CCAF), who has their own page and process at <http://www.au.af.mil/au/ccaf/transcripts.asp>
- CCAF also has a [frequently asked questions](#) link that should help users navigate through the process easily.
- All transcripts should be directed to either—
  1. Admissions Office for all students who are NEW to the school for the current or pending semester if ordered before add/drop is over.
  2. Records Office for all students who are NEW to the school but the add/drop period is over, CURRENT students, and all students who have been READMITTED to the school for the current or next pending semester.
- Credits from JST transcripts are evaluated based on recommendations made by the ACE (American Council on Education), but the decision on transfer credits is usually made in collaboration with the corresponding academic division, as there is no catalog for reference. Students may need to meet with division directors before transfer credits are granted. Credits for CCAF are evaluated utilizing the CCAF catalog for the corresponding term(s).