

Military Transcript Request Information Sheet

ARMY AND NATIONAL GUARD

- Go to <https://jst.doded.mil/>
- Register for a JST account.
- Click on the 'Transcripts' tab at the top of the page, then click the 'Official Transcript Request' tab.
- Type in the institution name and click 'search'.
- Select your institution and certify that the information listed is correct.

If you're having any difficulties please contact the Joint Services Transcripts Office.

E-Mail: usarmy.knox.hrc.mbx.tagd-jst@mail.mil
Toll Free: 1-888-276-9472

MARINE CORPS

- Go to <https://jst.doded.mil/>
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If you're having any difficulties please contact the Joint Services Transcripts Office.

JST Technology Operations Center
E-Mail: jst@doded.mil
Fax: Comm: (850) 452-1909 DSN: 459-1909

NAVY

- Go to <https://jst.doded.mil/>
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If you're having any difficulties please contact the Joint Services Transcripts Office.

E-Mail: vec@navy.mil
Fax: Comm: (757) 492-5095 DSN: 492-5095
Toll Free: 1-877-838-1659

COAST GUARD

- Go to <https://jst.doded.mil/>
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- Select your institution and certify that the information listed is correct

If you're having any difficulties please contact the Joint Services Transcripts Office.

E-Mail: CGI-PF-ed_transcripts@uscg.mil
Fax: (405) 954-7249

AIR FORCE

- Go to <http://www.credentials-inc.com/>
- Click on "Offerings" and select "Order a Transcript"
- The institutions listed have appointed Credentials Inc. as agent to process their transcript orders. This third party company handles online ordering. You can order through their site at any time and can select delivery via first class mail or Federal Express service. The first class mail option starts at around \$2.25 and FedEx at \$22.25. Tracking numbers are only offered when using the FedEx service. Fees are not covered by the Air Force
- To order an academic transcript, click on the name of the school and select "Start My Order"

Once your order is approved through Credentials, it is transmitted to CCAF electronically. CCAF staff will print and mail your transcripts. If you are experiencing issues after your order is approved through Credentials, please contact the numbers listed below.

If you need to include an attachment with your transcript (NursingCAS, SOPHAS, CASPA, AMCAS, LSAC, etc.); you will be asked to fax the attachment to our office after approval of your order through Credentials.