



## Request Official Joint Services Transcript

### HOW TO HAVE OFFICIAL TRANSCRIPTS SENT TO POST-SECONDARY INSTITUTIONS

1. [Register](#) for a JST account.
2. Click on the 'Transcripts' tab at the top of the page, then click the 'Official Transcript Request' tab.
3. Type in the institute name or any part of the name and click 'search' or hit the enter key.  
(Hint: the more unique the search the easier it will be to find in the results list.)

For example instead of typing in the 'Some Name University' you could type in 'Some Name'. You may need to scroll through the entire list to ensure you have the correct location.

#### QUICK TIP:

Do **not** use any punctuation when typing in the name of an institute.  
If you receive 'no matches found' try using a smaller part of the name.

#### NOTE:

Some institutes only have one centralized site to receive all transcripts.

4. **Verify delivery method.**

After you click your desired institution you will be taken to the order page that will show your details (institution selected, your name, rate/rank, etc.). You will be asked if this is the institution you wish to have a transcript sent to. Pay attention to the delivery method.

#### NOTE:

Army and National Guard transcripts can only be ordered and delivered online. All other services, there are two types of delivery methods:

#### Delivery Methods:

##### ONLINE DELIVERY

You can order as many transcript as needed for on-line delivery.  
Transcripts ordered by 11:59 PM central time will be delivered via the web on the next business day after ordered.

##### U.S. POSTAL SERVICE DELIVERY

Only 2 transcripts within 30 days can be ordered due to production and postage costs.  
Hard copies will be mailed on the next business day after the transcripts are ordered.

#### Acknowledge Consent Statement

If the location is correct, you will need to click the box at the bottom of the screen stating you have read and agree with the consent statement, then click 'yes'. You will receive a confirmation page stating the request has been completed.

If the location is incorrect, click 'no' at the bottom of the page and you will be returned to the list of campuses to allow you to select the correct location.

You can see a history of where transcripts were sent and when they were ordered by clicking on the 'Official Transcript Request History' tab.

#### What if I can't find my Institute/School/Verification Service in the list?

If your institution or location is not in the list, make sure you have the name typed correctly and scroll through the list. If you still cannot find the institute or the location, you will need to fill out the Official Request Form (see link at

bottom of page) and e-mail to JST Tech/Operations Center: <mailto:jst@doded.mil>

What if I need a transcript sent to an employer or other?

If your organization is not in the list, make sure you have the name typed correctly and scroll through the list. If you still cannot find the organization, you will need to fill out the Official Request Form (Special Mail) (see link under JST Tech/Operations Center below) and e-mail to JST Tech/Operations Center: <mailto:jst@doded.mil>

#### Request Forms and Contact Information

##### **Army and National Guard:**

E-Mail: <mailto:usarmy.knox.hrc.mbx.tagd-jst@mail.mil>

Toll Free: 1.888.276.9472

LOG IN AT [HTTPS://JST.DODED.MIL](https://jst.doded.mil) to order your transcript

Only if your institute is not listed should you use the following form: [Official Transcript Request Form \(Army\)](#)

##### **Coast Guard**

USCG Institute

E-Mail: [mailto:CGI-PF-ed\\_transcripts@uscg.mil](mailto:CGI-PF-ed_transcripts@uscg.mil)

Fax: 405.954.7249

LOG IN AT [HTTPS://JST.DODED.MIL](https://jst.doded.mil) to order your transcript

In cases where an official transcript should go to a future employer, to a program manager, or to a special college program, please complete the special mailing form. [Official Transcript Special Mailing Request Form](#)

##### **Marine Corps**

JST Technology Operations Center

E-Mail: <mailto:jst@doded.mil>

Fax: Comm: 850.473.6013 DSN: 753.6013

LOG IN AT [HTTPS://JST.DODED.MIL](https://jst.doded.mil) to order your transcript

If you have problems ordering online, use the form located at: [Official Transcript Request Form \(Special Mail\)](#)

##### **Navy**

JST Technology Operations Center

E-Mail: <mailto:jst@doded.mil>

Fax: Comm: 850.473.6013 DSN: 753.6013

LOG IN AT [HTTPS://JST.DODED.MIL](https://jst.doded.mil) to order your transcript

If you have problems ordering online, use the form located at: [Official Transcript Request Form \(Navy\)](#)