INSTRUCTIONS FOR REQUESTING MILITARY TRANSCRIPTS

1. REQUEST YOUR TRANSCRIPT

- Send your Official transcript. Non-Official transcripts cannot be evaluated.
- Send an electronic official transcript if you're able to.

Air Force ONLY:

COMMUNITY COLLEGE OF THE AIR FORCE TRANSCRIPTS
https://www.airuniversity.af.edu/Barnes/CCAF/Display/Article/803247/

ALL Other Branches:

Note: Internet Explorer is preferred is using your military CAC

DoD JOINT SERVICES TRANSCRIPT (JST)
https://jst.doded.mil/official.html

1. Go to above website or Google "DOD JST" (jst.doded.mil)

2. You can establish account using a USERNAME and PASSWORD or Use CAC card

    If using CAC:

    Use your Authentication or ID certificate (Do NOT use DOD email certificate)

3. Download Complete JST (**Note: If you miss this step, a blank transcript may be sent KU)**

    Right click download transcript

    Select 'Open'

4. Print or Save an Unofficial copy (for your records)

5. Electronically send your Official transcript to KU after verifying your account info, and marking box that you agree.

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2. CHECK THE KU MILITARY CREDIT EQUIVALENCIES CHART

- A select number of military credit equivalencies have been pre-evaluated and approved for academic credit. Most credits fall under General Education/Electives.
- Academic credit can also be awarded based on military rank/classification.
- You are able to request an academic department review for military training that may align with the your major, but is not listed on the chart. Coordinate through the KU SCO.

1. Google "Kutztown University Registrar Office"
2. Click on "Registrar's Office – Kutztown University"
3. Left hand side → click on Information for Veterans
4. Scroll to bottom – click on "Military Credit Equivalencies"

OR

VISIT: Military Credit Equivalencies - https://www.kutztown.edu/about-ku/administrative-offices/registrar/information-for-veterans.html

KU VA School Certifying Official (SCO): Ms. Kate Peffley | peffley@kutztown.edu

3. LOCATE YOUR TRANSFER CREDITS

- A formal evaluation can take approximately 7-10 days after receipt of official transcript
- Double check your Transfer Credit Report. Contact KU's SCO if you notice a discrepancy between the KU Military Credit Equivalency Chart and the academic credits awarded.
- Remember: Academic credits that are awarded may not apply to a student's major.

Log into your MyKU student account, and go to:

1. KU Academic Records
   View Unofficial Transcript
      Report type – Unofficial Transcript Integrtd

2. Look for transfer credits from
   CCAF (Air Force only)
   American Council on Education (ACE) (All other branches)

NOTE: If you submitted your official transcript and no transfer credits are showing in your record after 14 days, contact KU's SCO to verify your transcript was received. Resend if necessary.