



REQUEST FOR MILITARY TRANSCRIPT EVALUATION

VWCC Records Office • 3094 Colonial Ave., SW • Roanoke, VA 24015-4704
Email: records@virginiawestern.edu / Fax: 540-857-6102

A student's military training, courses, and occupational specialty can all be considered for college credit. Military service credit in the occupational/technical areas (i.e., Engineering) may require approval by the appropriate academic school dean prior to award.

In order to receive credit for your military training, a student must submit a military transcript and initiate this request for evaluation. **Note: If only the DD214 is submitted, the student will only receive credit for HLT 110.** Each branch of the service has its own transcript request service. Depending on the branch in which you served, a transcript can be requested at the following locations:

Air Force	CCAF/DFRS Simler Hall STE 128 130 West Maxwell Blvd Maxwell AFB AL 36112-6613
Army, Coast Guard, Navy or Marine	Visit the Joint Service Transcript (JST) website at: https://jst.doded.mil/smart/signIn.do For JST Technical Issues NETPDTC ATTN: JST Operations Center N615 6490 Saufley Field Road Pensacola, FL 32509 Email: jst@doded.mil

Last Name

First Name

Empl ID

Curriculum Currently Enrolled

* See Privacy Statement which can be obtained in the Admissions/Records Office.

**PLEASE NOTE: Transcript may take up to two weeks
to evaluate during peak registration**

Date

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Last Name:	First Name:	Empl ID:
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Eval. By:	Entered by:	Date:	Curriculum:
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Index Number/Suggestions	Course	Credits
		Total:

Notes:
