JST Transcript Guide

Use the following site to request a JST transcript:

https://jst.doded.mil/

Use the Official Transcript tab to request a transcript for a school. Soldier fills out requested information.

Use the Personal Transcript tab to request a transcript for personal use. Soldier fills out requested information.

Below is information found in the FAQ tab:

• What is the JST?

JST is the Joint Services Transcript that will replace the Coast Guard Institute Transcript, the Army/American Council on Education Registry Transcript System (AARTS) and the Sailor/Marine American Council on Education Registry Transcript (SMART). JST is an academically acceptable document approved by the American Council on Education (ACE) to validate a service member's military occupational experience and training along with the corresponding ACE college credit recommendations.

• Who is eligible for a JST?

All enlisted, officers and warrant officers, both active and veterans from all Army components. Note that JST receives its data from underlying Army personnel systems. JST is working to get all available personnel data but as of the release (March 1, 2013) we will only have a subset of the data available.

• What benefit does JST provide me?

It provides a description of military schooling and work history in civilian language. It serves as a counseling tool for academic and career counselors in advising service members and veterans. It serves as an aid in preparing resumes and explaining Army, Coast Guard, Marine Corps, National Guard and Navy work experience to civilian employers. It also saves time and money by awarding academic credits, which means less tuition to pay and less time spent in the classroom.

• Do I have to be active duty in order to access the JST website?

No, you do not have to be active duty in order to access the JST website and your transcript.
Active duty, Reserve, Veterans or National Guard personnel can use JST. You will need to first register for a JST account.

- How do I view and print my personal/unofficial transcript?

Once you have logged into the JST website, click on the link at the top that says "Transcripts". From there, you can view your transcript by using the "Transcript" link. This page also has links that allow you to view your transcript. The transcript contains sections for Military Course Completions, Military Experience and College Level Test Scores. You can print or save the transcript for your records.

- What do I have to do in order to have my official JST sent to a school? How much does it cost?

After you log on to the JST website you will click the "Transcript" link at the top of the page and then on the "Transcripts menu" you will click the "Official Transcript Request. On the next page, search for the school and select the institution from the list. Select the correct institution (verify spelling and location are correct) in the resulting search results. On the next page, acknowledge the consent statement and click "Yes".

NOTE:
In the event your school is not listed, please have your school representative contact jst@doded.mil and request their school be added.

- Do all colleges/universities accept the recommend credit listed on JST?

It is up to each institution to decide what ACE credit recommendations can be accepted, modified, or rejected. Whether an academic institution accepts the credit recommendations depends on its policies and procedures for transfer credit, your program of study, and your degree requirements.

- If I print out a copy of my unofficial JST and take it to a school, will they accept it for credit?

Most institutions will only use unofficial transcripts for counseling purposes to assist the Service Member during the registration process. The unofficial transcript is available for Service Members to print for their personal use.

- May I have my official transcript mailed to me?

No. Institutions will not accept official transcripts directly from students. Transcripts will only be delivered electronically to the institution(s) you that you have requested from your JST account.
• Is there a limit to the number of official transcripts I can have sent out?

Army and National Guard: No limit on the number of institutional requests, but you are limited to one transcript request per institution per day. Transcripts will only be sent to academic institutions electronically.