

U. S. Department of Homeland Security U.S. Coast Guard ETQC-1562-10B (REV 09/18)		REQUEST FOR JOINT SERVICE TRANSCRIPT			
Purpose: The purpose of this form is to convey request for Joint Service Transcript (JST) corrections or request for official JST to be mailed to an external organization or academic institution. The primary way to have your transcript forwarded to your school is via electronic transmission. This form shall only be used in the event that electronic transmission is not acceptable or unavailable. All applicant requests associated with an institution that is established to receive electronic transcripts will be notified to request an electronic copy of their JST.					
Privacy Act Statement: Under the authority of 5 USC 301, the personal data on this form is requested to review and process your request for JST correction or special mailing. Your social security number will be used for identification. This information will be retained by the responsible office as required and will not be divulged without your written authorization to anyone other than the JST Operations Centers as applicable to resolve your request. Disclosure of this information is voluntary, but without disclosure may result in a delay or prevent your application from being processed.					
Accessing Your Transcript: The JST will allow you to view all of your certifications, training and course completions related to your military career and breaks down the recommended college credit earned through your military training and experience. Active duty members, reservists, and civilians may use their CAC card to log into the JST portal at https://jst.doded.mil/smart/signIn.do . Spouses of active duty members, separatees, retirees or those who do not have a CAC card will have to register for a JST account at the JST web site. If you are using a non-CAC account login, your account will be valid for 30 days. If your account expires, you are required to re-register.					
Applicant Information					
1. Name (Last, First, MI)		2. SSN (not EMPLID)		3. Rate/Pay Grade	
4. Unit Name & DEPT ID		5. Daytime Phone Number		6. Email Address	
7. USCG Current Status		Civilian Employee		Auxiliary	
Active Duty/Reserve		Separated/IRR/Retired		Spouse	
Mailing Information					
8. Organization/Institution			13. POC Name		
9. Address			14. POC Email Address		
10. City		11. State	12. Zip Code	15. POC E-MAIL ADDRESS:	
Course Correction/Addition					
To effectively capture the missing course information, it is imperative for the applicant to visit the ACE military guide (https://www.acenet.edu/news-room/Pages/Military-Guide-Online.aspx) to obtain the relevant military course number and title. Additional documentation to support claims of course completions NOT listed on your Joint Service Transcript (JST) may be attached. Include legible score reports (must be certified as true copies) for CLEP/DSST/Excelsior Exams and DLPT Testing. Attach copies of certificates and any additional documentation as applicable.				16. Attachments	
				Yes	No
17. Military Course Number		18. Course Title		19. Completion Date	
20. Non-Traditional Testing/Certificates and Licenses					
20a. Certificate, License, or Exam Title		20b. Score (if applicable)	20c. Completion Date	20d. Non-Traditional Category	
Member Acknowledgement					
I certify that the attached document(s) and information listed above is (are) true and accurate. I give permission to the Education and Training Quota Management (ETQC) Command to amend my record and/or contact other agencies (i.e. other branches of the military, DANTES, etc.) about missing items and to have them amend my record as appropriate.					
21. Member Signature					22. Date
FOR ETQC USE ONLY					
23. Date Received	24. Date Processed	25. Notes			
Submit your correction request via: Email: ETQC-SMB-RO@uscg.mil Mail: Commanding Officer USCG ETQC Registrar's Office 1430-D Kristina Way Chesapeake, VA 23326					