

SPECIAL MAIL REQUEST JOINT SERVICES TRANSCRIPT

OFFICIAL

JST

OFFICIAL

Complete Form, Provide Signature, then login
<https://jst.doded.mil> and create an inquiry/case and
upload the form
Questions on JST can be directed to the above address as well, or you may call Toll Free:
1.888.276.9472

INFO on JST and other Voluntary Education Programs, go to website: <https://jst.doded.mil>

Signature (NOTE: Must have signature in order to process)

DATE:

PRIVACY ACT INFORMATION – PLEASE TYPE OR PRINT LEGIBLY

“For Official Use Only – Privacy Sensitive – Any misuse or unauthorized disclosure may result in both civil and criminal penalties.”

NAME (LAST, FIRST, MI) *Name you served under

SSN (Last Four Digits ONLY)

RATE/RANK

BRANCH OF SERVICE:

CURRENTLY ACTIVE DUTY?

YOUR CONTACT INFORMATION:

E-mail:

Phone:

SEND OFFICIAL JST TO THE FOLLOWING ORGANIZATION – NO ABBREVIATIONS PLEASE

NOTE: Official JSTs CANNOT be sent to individuals or Military Education Centers

Name of Organization/Institution

Street Address:

City, State, Zip:

INSTITUTIONAL REPRESENTATIVE AUTHORIZED TO RECEIVE
TRANSCRIPTS:

INST. REP.
PHONE:

INST. REP.

E-MAIL:

NEED A PERSONAL (UNOFFICIAL COPY)?

Please go to the JST website to
generate and print your personal copy

<https://jst.doded.mil>

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: 10 USC, Section 4302

PRINCIPAL PURPOSES: To enable the JST system to access its computerized files, retrieve data, and produce a transcript for forwarding to educational institutions designated by the individual.

DISCLOSURE: Voluntary. Failure to provide required information will complicate, delay, and/or prevent administrative actions needed to produce the transcript and forward it to desired institution.

ELIGIBLE: 1. Active Duty and Reserve Army/National Guard 2. Army Veterans