

Instructions for Obtaining Military Transcripts

Air Force

- Go to <http://www.au.af.mil/au/barnes/ccaf/transcripts.asp>.
- Under Option 2: Free written request to CCAF click “mail in transcript request form”
- Print, complete and mail the form to the address listed
 - Requests are processed 10 - 15 days after receipt

Army, Coast Guard, Marine Corps and Navy

- Go to <https://jst.doded.mil/smart/signIn.do>
 - If you do not already have an account click on “Register”
 - If you have an active CAC you can log in using that log in feature
- Click on “Transcripts” at the top of the page and select “1. Transcript” for an unofficial transcript
- Official Transcripts can be ordered through the “Official Transcript Request” option on the same page