

## 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:

<b>Air Force</b>	CCAF/DFRS Simler Hall STE 128 130 West Maxwell Blvd Maxwell AFB AL 36112-6613
<b>Army, Coast Guard, Navy or Marine</b>	Visit the Joint Service Transcript (JST) website at: <a href="https://jst.doded.mil/smart/signIn.do">https://jst.doded.mil/smart/signIn.do</a>  <b>For JST Technical Issues</b> 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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<b>Last Name:</b>	<b>First Name:</b>	<b>Empl ID:</b>
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<b>Eval. By:</b>	<b>Entered by:</b>	<b>Date:</b>	<b>Curriculum:</b>
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Index Number/Suggestions	Course	Credits
<b>Total:</b>		

**Notes:**

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