STEP 1

Ensure you create/log into your account using your CAC card on JST.doded.mil by following the link below:

<https://jst.doded.mil/smart/dodMandatoryBannerForm/submit.do>

STEP 2

Verify if the college transcript is from a college/institution which is accredited by a regional or national accrediting agency by the U.S. Department of Education. Verification can be done online at:

<https://ope.ed.gov/dapip/#/home>

STEP 3

Have OFFICIAL transcript sent from institution directly to the Joint Services Transcript (JST) Operations Center:

NETC

JST Operations Center N644

6490 Saufley Field Road

Pensacola, FL 32509

\*\*\*Most universities can do this electronically, which is the quickest way to get this entered into your ESR.

JST can accept official transcripts electronically from the institution if they utilize a secure parchment service. The school can transmit transcripts to jst@doded.mil

STEP 4

Contact the JST Operations Center advising that he/she is having an official transcript mailed to JST directly from the academic institution for the purpose of adding the degree/certification to JST.

Send email to [jst@doded.mil](mailto:jst@doded.mil) with the following information:

NAME, LAST FOUR of SSN, and E-mail address, institute issuing degree and degree (A.A., B.S)