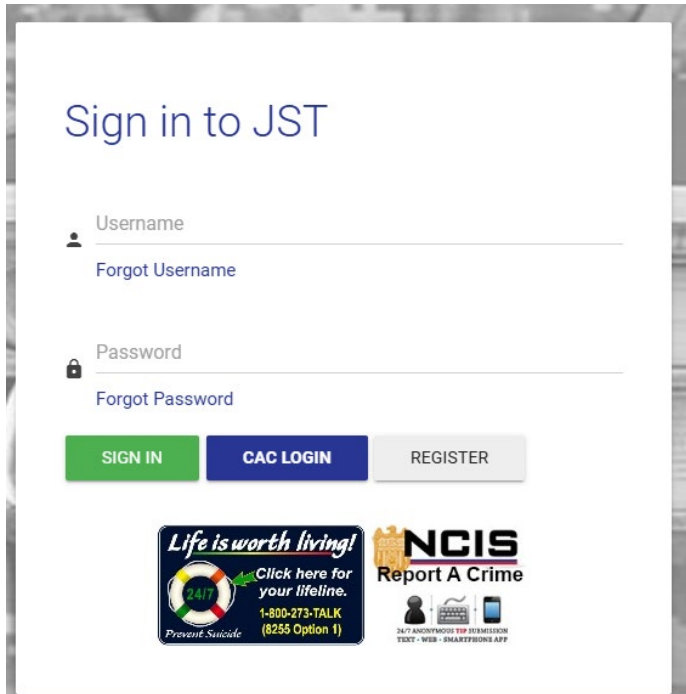


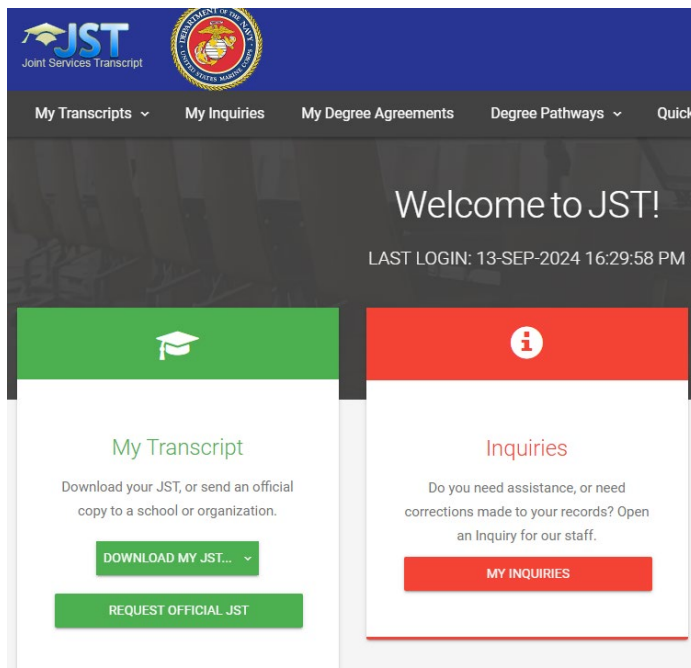
## How to request your Joint Service Transcripts (JST)

1. [Register](#) or Sign In to your JST account.



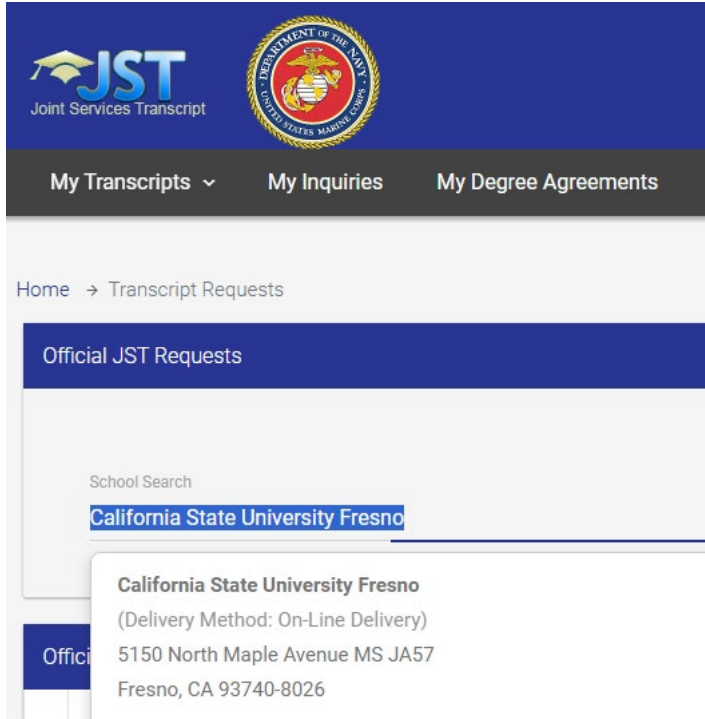
The screenshot shows the 'Sign in to JST' page. It features a 'Username' field with a 'Forgot Username' link below it, and a 'Password' field with a 'Forgot Password' link below it. There are three buttons: 'SIGN IN' (green), 'CAC LOGIN' (blue), and 'REGISTER' (grey). At the bottom, there are two banners: one for 'Life is worth living!' with a lifeline number and another for 'NCIS Report A Crime' with a 24/7 anonymous tip number.

2. Click on the Request Official JST

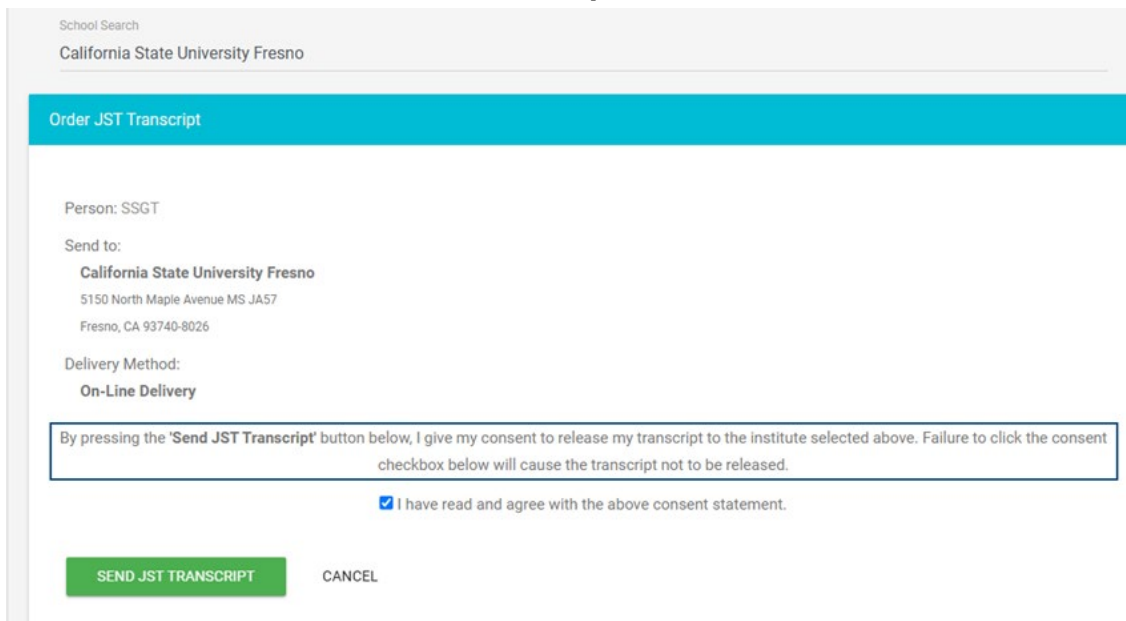


The screenshot shows the JST user dashboard. The header includes the JST logo and navigation links: 'My Transcripts', 'My Inquiries', 'My Degree Agreements', 'Degree Pathways', and 'Quick'. The main content area has a 'Welcome to JST!' message and 'LAST LOGIN: 13-SEP-2024 16:29:58 PM'. There are two main sections: 'My Transcript' (green header) with a 'REQUEST OFFICIAL JST' button, and 'Inquiries' (red header) with a 'MY INQUIRIES' button.

3. Type in the **California State University Fresno** and click **On-Line** Delivery Method.



4. Verify delivery method. Click on the Check Box, **I have read and agree with the above consent statement.** Next, Click **Send JST Transcript.**



Once you select your desired institution, you will be directed to the order page. This page will display your details, including the selected institution, your name, rate/rank, and other relevant information. You will then be asked to confirm if this is the institution where you would like your transcript to be sent. Be sure to carefully review the delivery method before proceeding.

**Note:**

Army and National Guard transcripts can only be ordered and delivered online. For all other services, there are two types of delivery methods.

## Delivery Methods:

**Online Delivery**

You can order as many transcripts as needed for online delivery.

Transcripts ordered by 11:59 PM central time will be delivered via the web on the next business day after the order.

**U.S. Delivery Postal Service**

Only 2 transcripts within 30 days can be ordered due to production and postage costs. Hard copies will be mailed on the next business day after the transcripts are ordered.

## Acknowledge Consent Statement

If the location is correct, check the box at the bottom of the screen to confirm that you have read and agree to the consent statement, then click 'Yes.' A confirmation page will appear, indicating that your request has been completed.

If the location is incorrect, click 'No' at the bottom of the page, and you will be redirected to the list of campuses to select the correct location.

You can view the history of your transcript requests, including where they were sent and when they were ordered, by clicking on the 'Official Transcript Request History' tab.

## Q&A

**What if I can't find my Institute/School/Verification Service in the list?**

If your institution or location is not on the list, make sure you have the name typed correctly and scroll through the list. If you still cannot find the institute or the location, you will need to fill out the Official Request Form (see link at bottom of page) and e-mail to JST

Tech/Operations Center:

- Navy, Marine Corps, or Coast Guard, contact [jst@doded.mil](mailto:jst@doded.mil)
- Army Veteran, Active Duty, National Guard, Army ESO, or any other Army questions, contact the Army JST help desk at [usarmy.knox.tradoc.mbx.armyu-access-jst@army.mil](mailto:usarmy.knox.tradoc.mbx.armyu-access-jst@army.mil)
- Air Force and have NOT completed courses via Navy, Marine Corps, Coast Guard, or Army, visit [Community College of the Air Force Transcripts](#)
- Air Force and have completed courses via Navy, Marine Corps, Coast Guard, or Army, contact [jst@doded.mil](mailto:jst@doded.mil)

### **What if I need a transcript sent to an employer or other?**

If the location is incorrect, click 'no' at the bottom of the page and you will be returned to the list of campuses to allow you to select the correct location. If your organization is not on the list, make sure you have the name typed correctly and scroll through the list. If you still cannot find the organization, you will need to fill out the Official Request Form (Special Mail) (see link under JST Tech/Operations Center below) and e-mail to JST Tech/Operations Center:

- Navy, Marine Corps, or Coast Guard, contact [jst@doded.mil](mailto:jst@doded.mil)
- Army Veteran, Active Duty, National Guard, Army ESO, or any other Army questions, contact the Army JST help desk at [usarmy.knox.tradoc.mbx.army-access-jst@army.mil](mailto:usarmy.knox.tradoc.mbx.army-access-jst@army.mil)
- Air Force and have NOT completed courses via Navy, Marine Corps, Coast Guard, or Army, visit [Community College of the Air Force Transcripts](#)
- Air Force and have completed courses via Navy, Marine Corps, Coast Guard, or Army, contact [jst@doded.mil](mailto:jst@doded.mil)

## **Request Forms and Contact Information**

### **Army and National Guard**

Toll Free: 1.888.276.9472

If your institute is not listed submit the Official Transcript Request Form (Army).

### **Coast Guard**

USCG ETQC

E-Mail: [ETQC-SMB-RO@USCG.MIL](mailto:ETQC-SMB-RO@USCG.MIL)

Fax: (757)366-6575

In cases where an official transcript should go to a future employer, to a program manager, or to a special college program, please complete the Official Transcript Special Mailing Request Form.

### **Marine Corps**

JST Technology Operations Center

E-Mail: [jst@doded.mil](mailto:jst@doded.mil)

Fax: Comm: 850.473.6013 DSN: 753.6013

If you have problems ordering online, use the Official Transcript Request Form (Special Mail).

### **Navy**

JST Technology Operations Center

E-Mail: [jst@doded.mil](mailto:jst@doded.mil)

Fax: Comm: 850.473.6013 DSN: 753.6013

If you have problems ordering online, use the Official Transcript Request Form (Navy).