JST Request

Requesting your Joint Service Transcript (JST)

Note that interns who served in the U.S. Air Force should instead request an official transcript from the Community College of the Air Force – see link below:

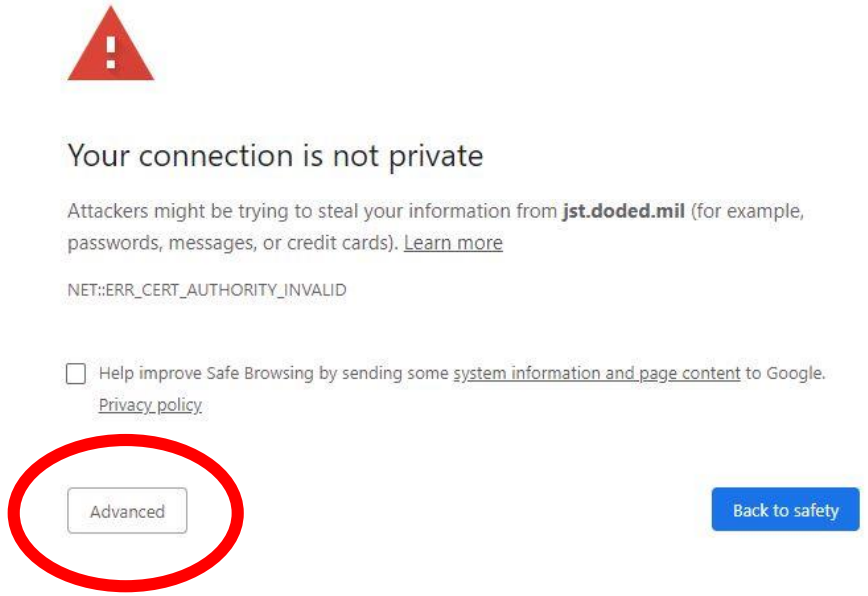
https://www.airuniversity.af.edu/Barnes/CCAF/Display/Article/803247/community-college-of-the-air-force-transcripts/

SIMPLE

- Requesting your JST is easy and a completely electronic process.
- Open a Chrome or Edge browser window and navigate to https://jst.doded.mil/jst/
- Please note the instructions on the following slides for possible security messages when using each browser. Chrome first, Edge second.

Security messages:

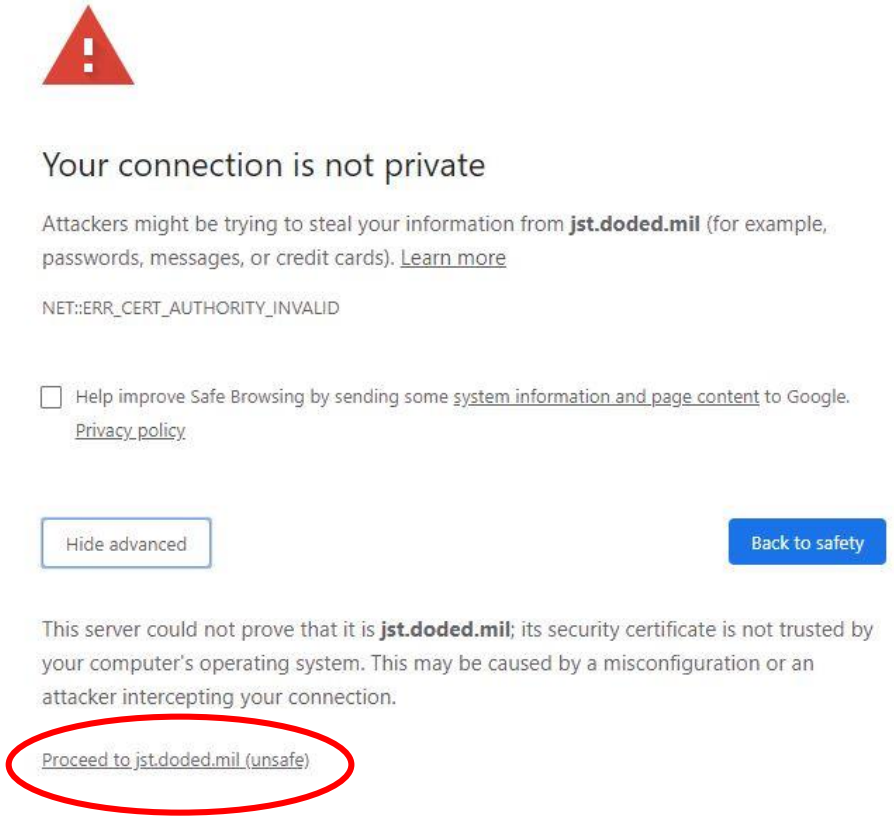
If using Chrome browser.



Click the "Advanced" button.

Security messages:

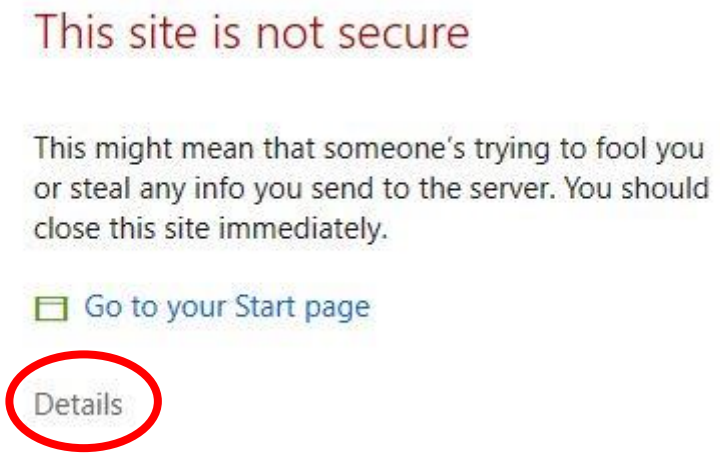
If using Chrome browser.



Click the “proceed” link
At the bottom.

Security Messages:

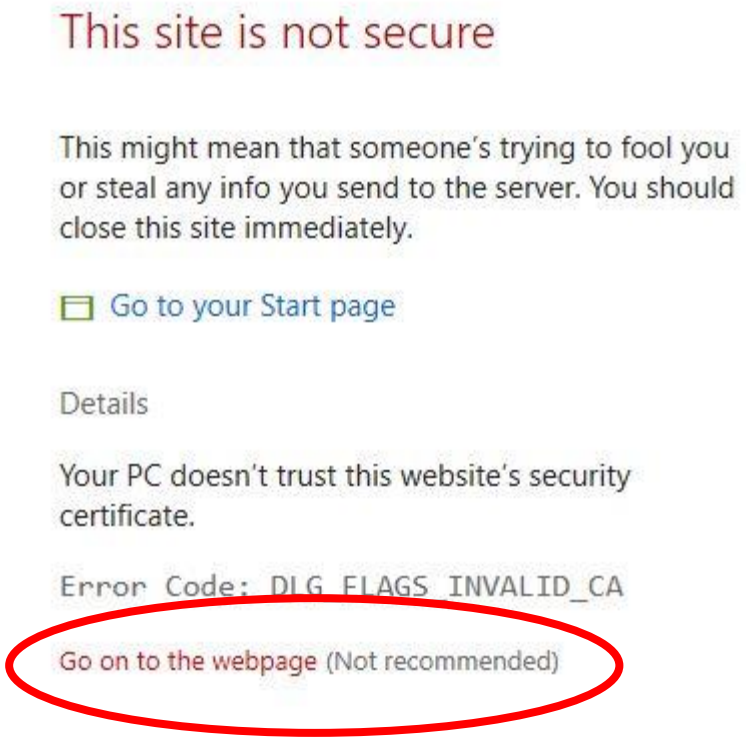
If using Edge browser.



Click on the "Details" text.

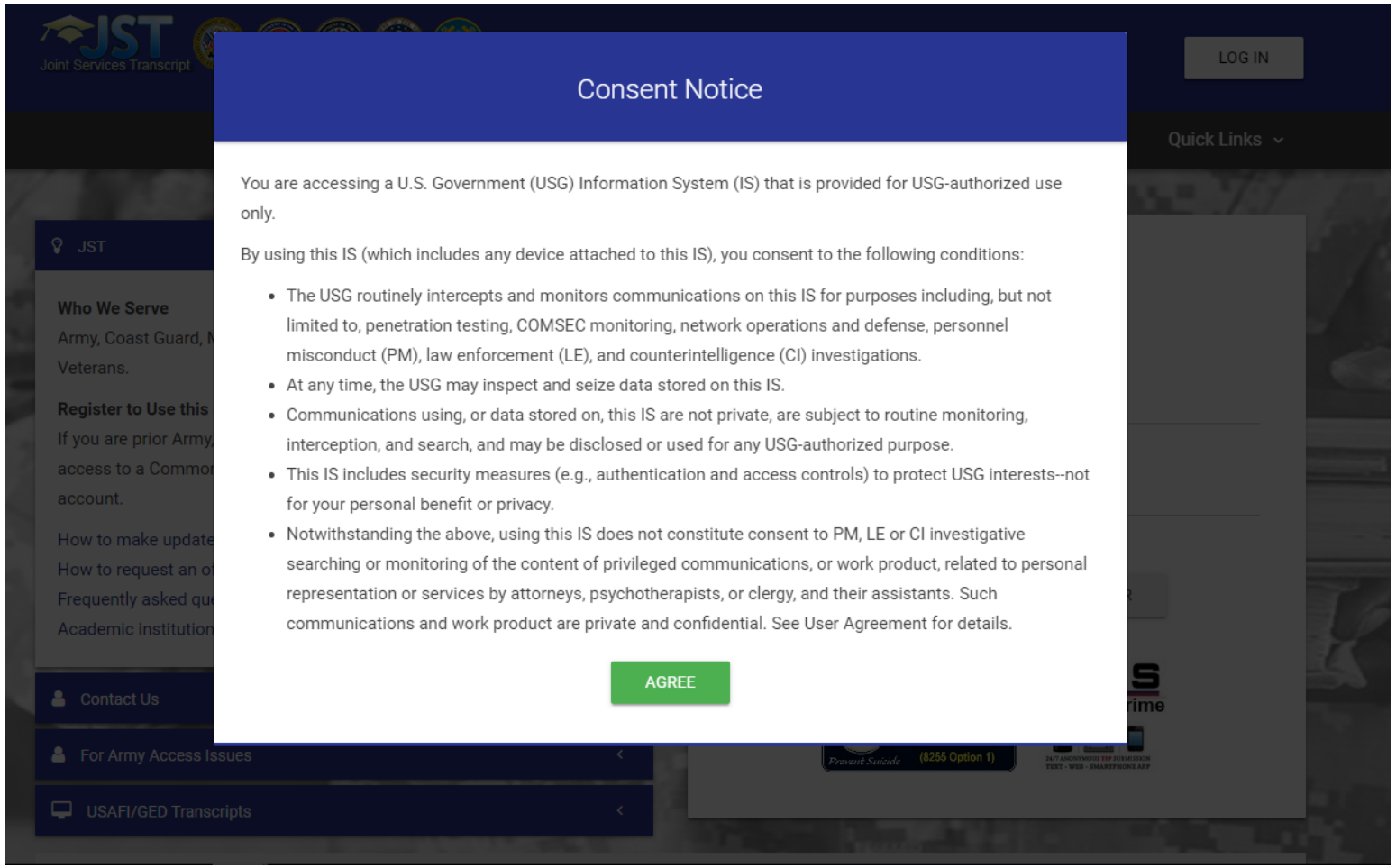
Security Messages:

If using Edge browser.



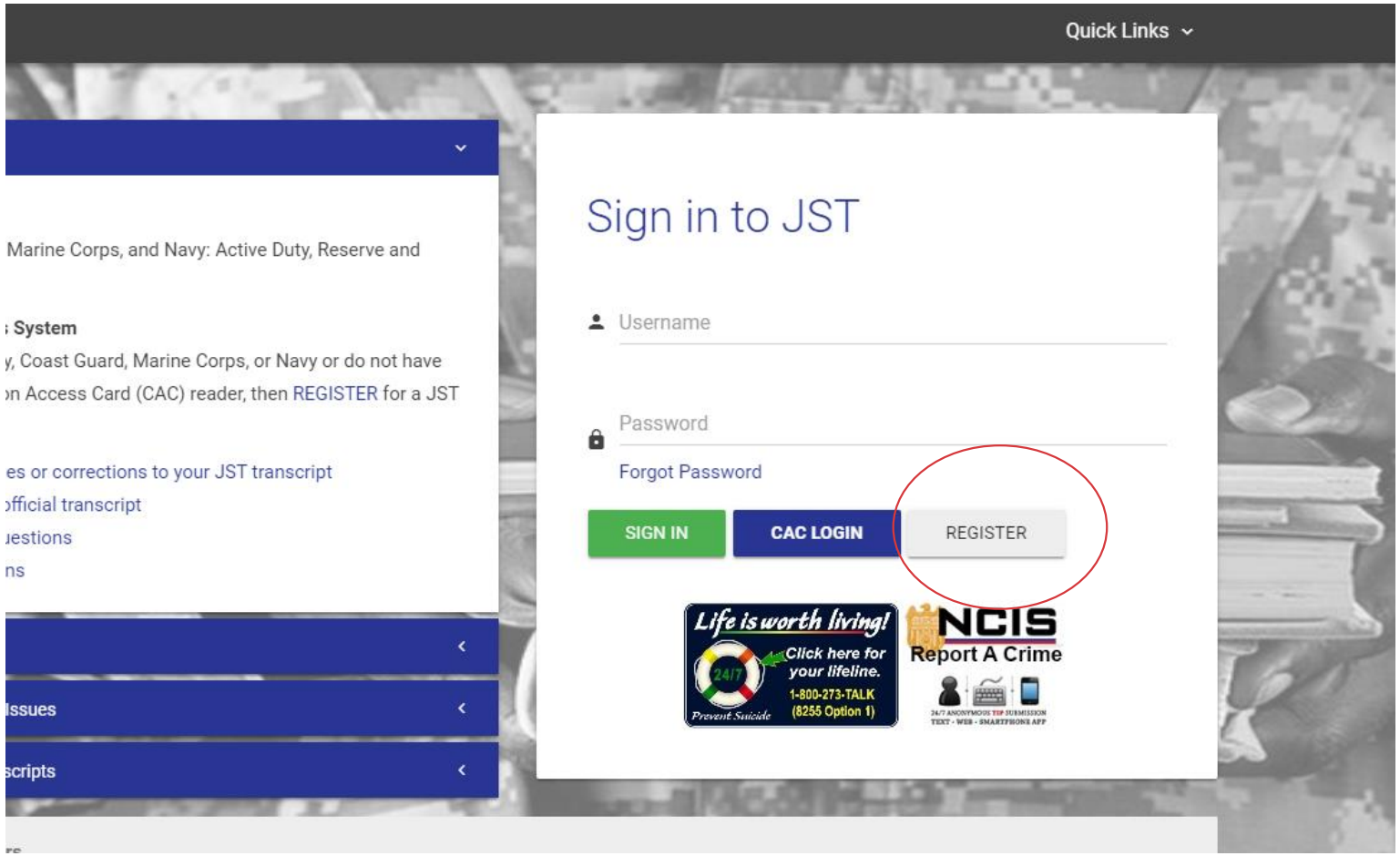
Click the red "Go on to the webpage" Link at the bottom.

Agree to the consent statement

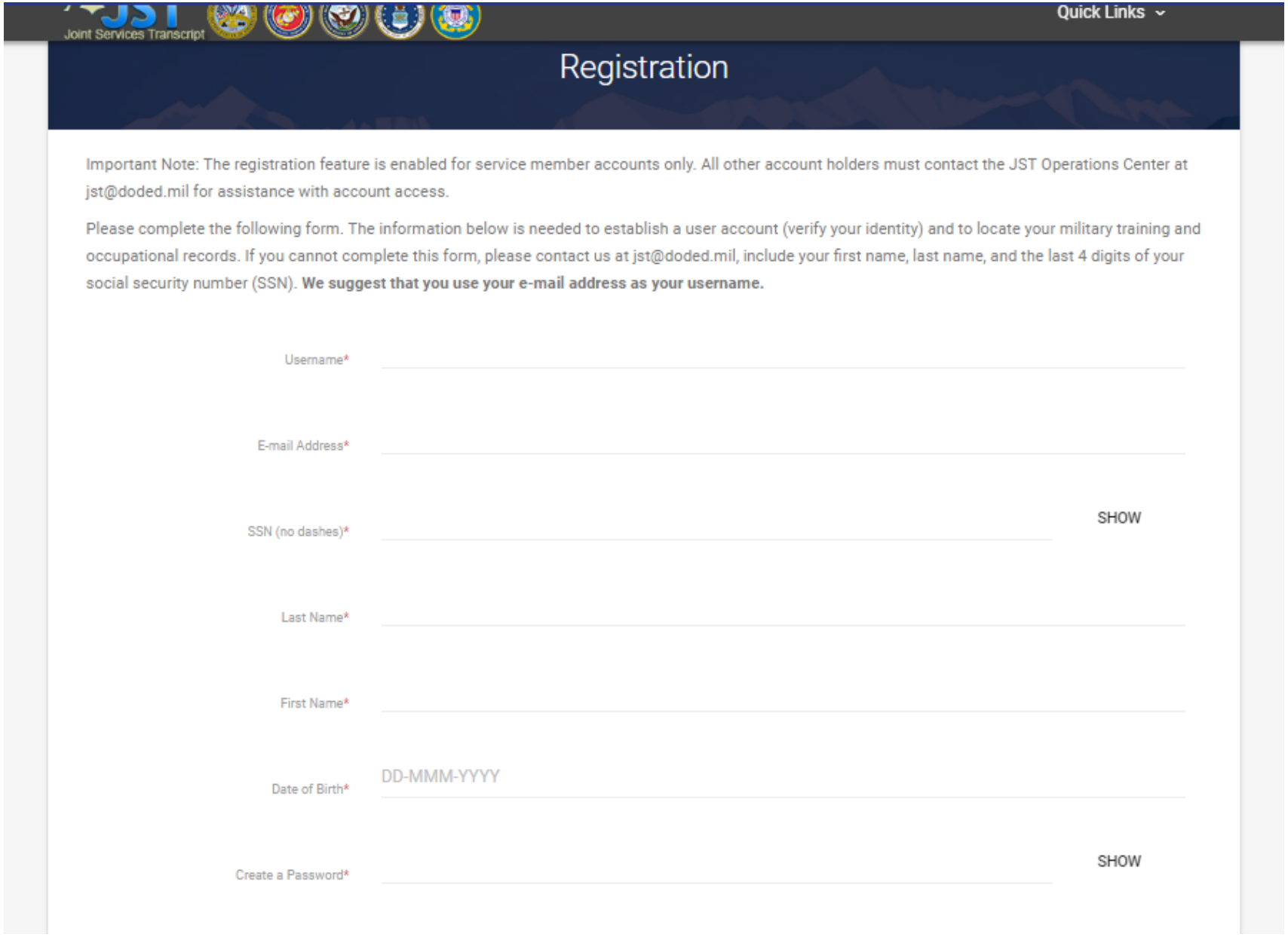


If you haven't requested a transcript before click register and create a new profile.

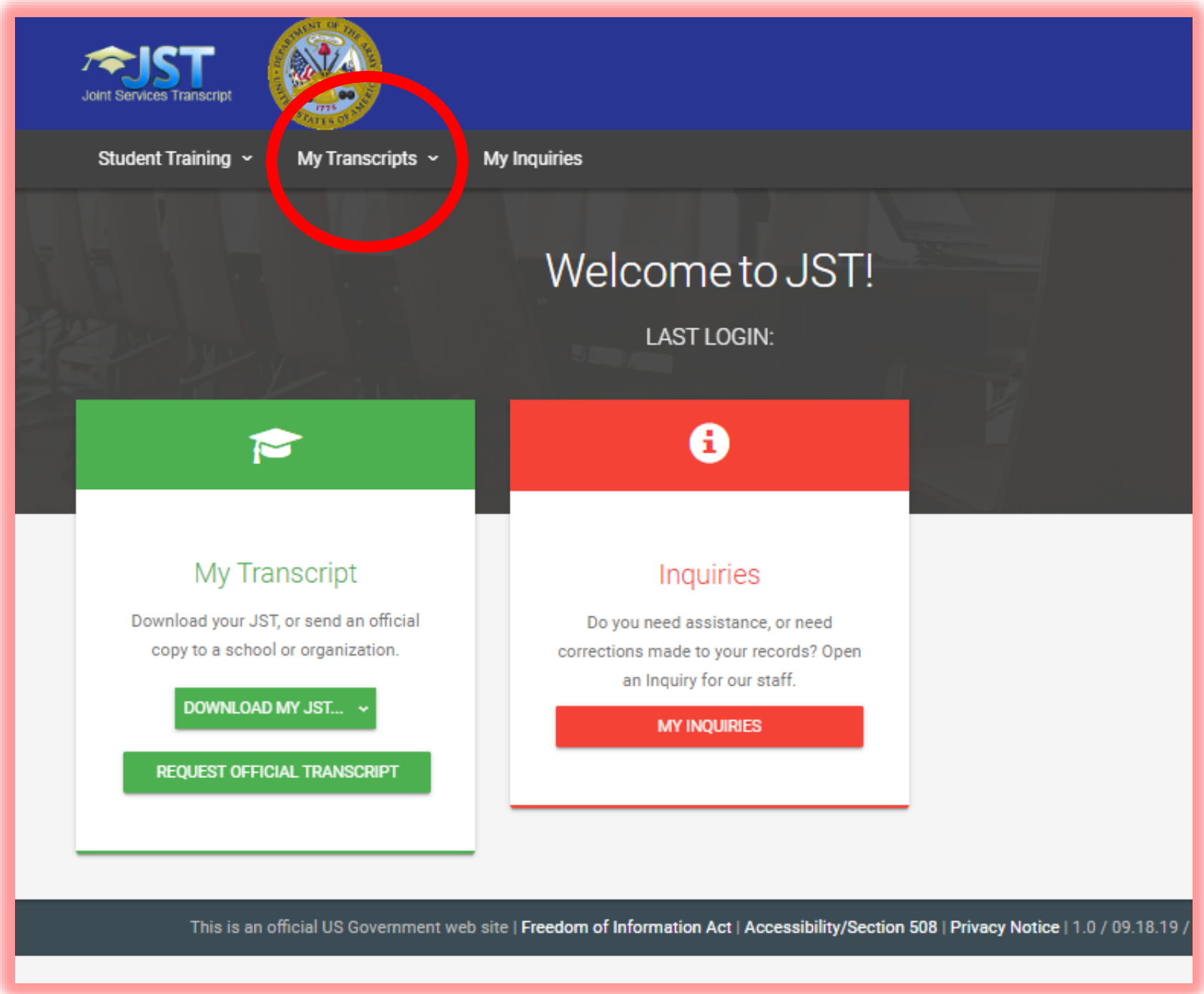
If you HAVE requested a transcript before or have already created a profile simply log into your profile. (skip next slide)



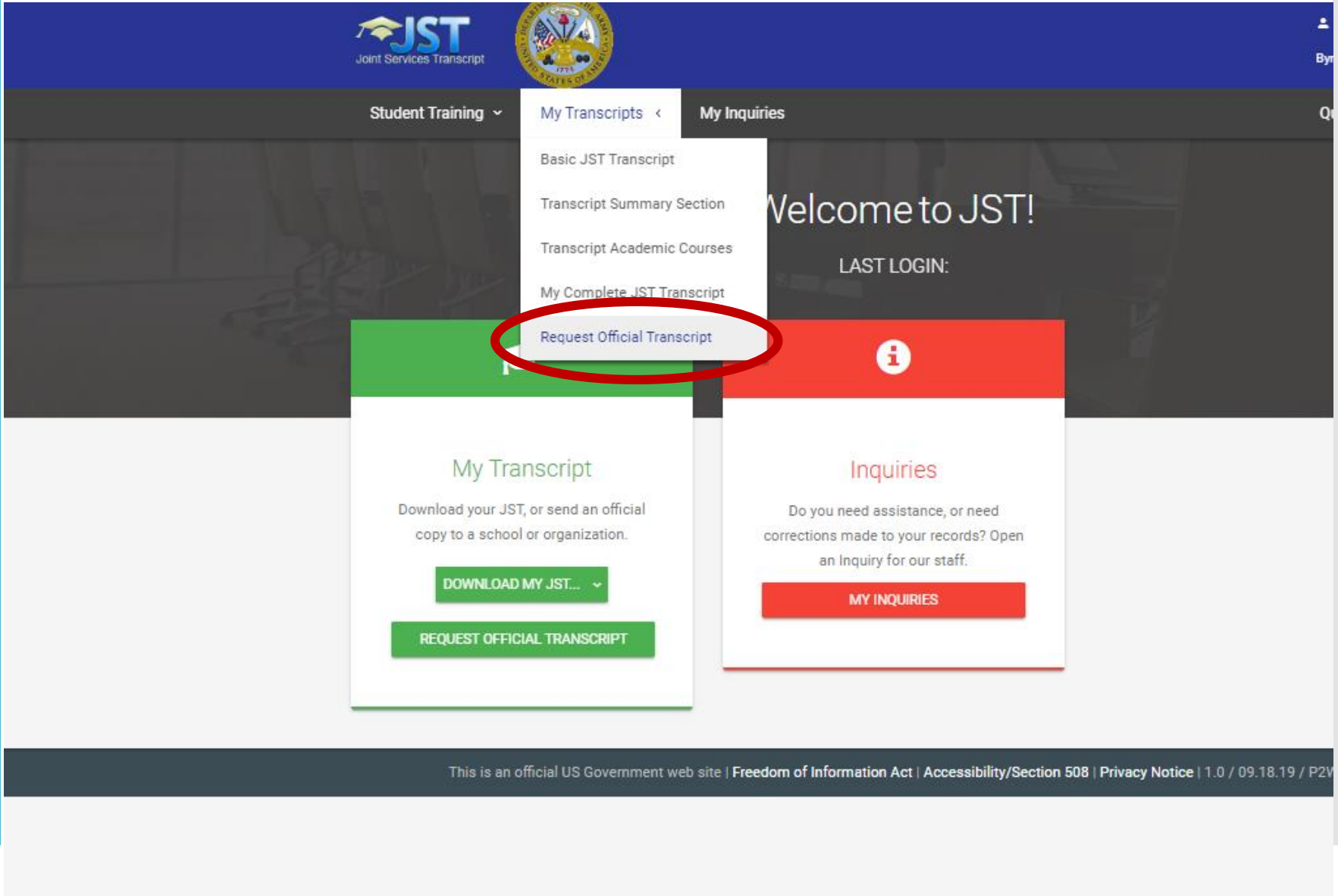
Fill in the fields and submit to create your profile.



Once you are in your profile click the "My Transcripts" button from the navigation bar.

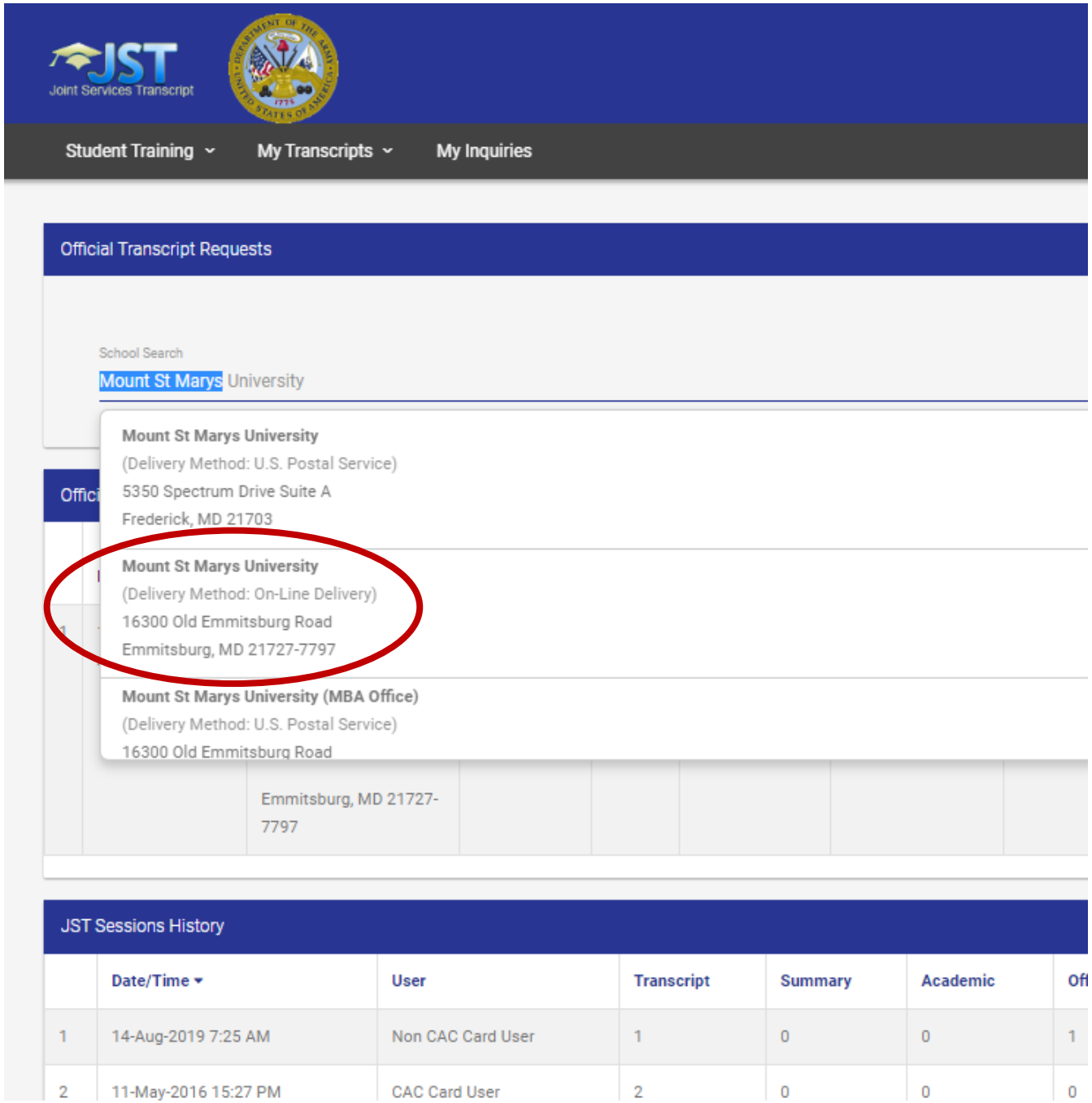


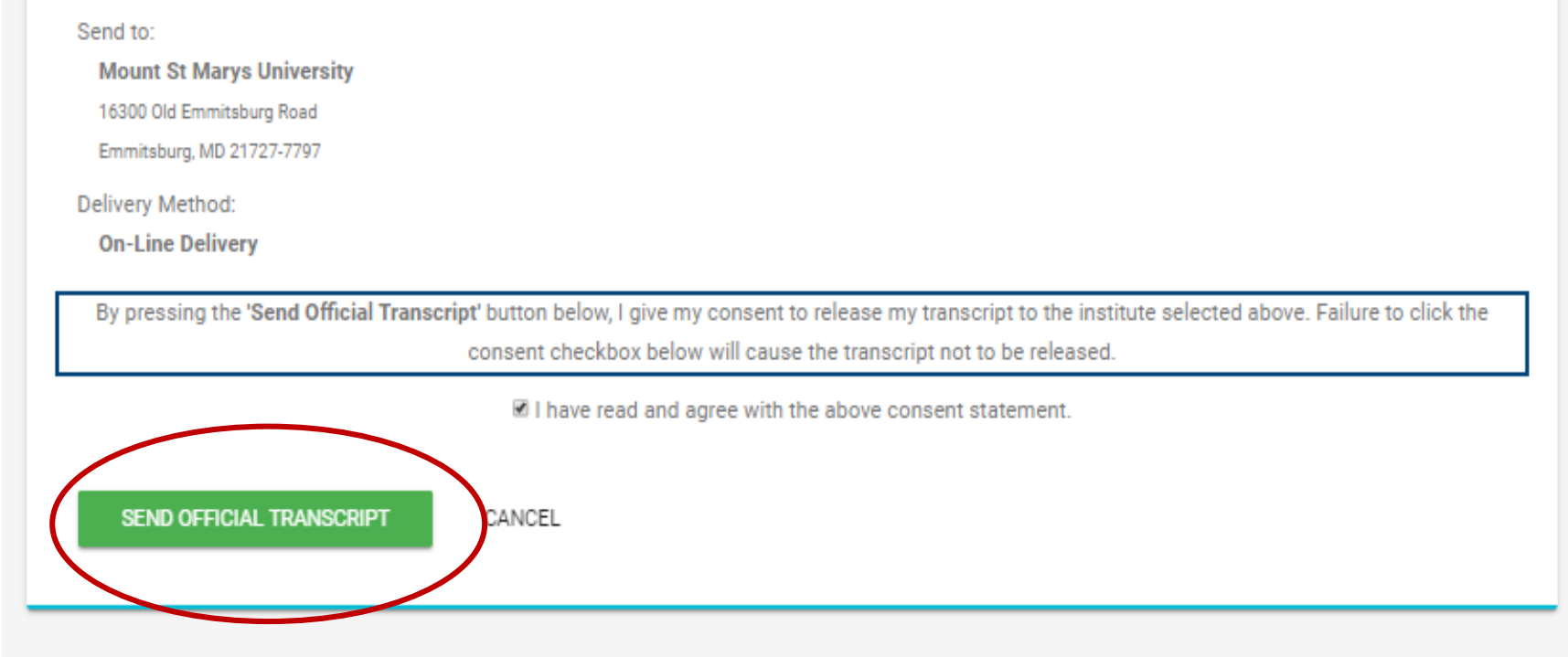
From the list that drops down select "request official transcript"



On the next page type "Mount St Marys" under school search and wait for the suggestions to populate.

Select the Emmitsburg, MD locations with on-line delivery method.



Agree to the consent statement and click the "Send official transcript" button.

That's it. You're done. You will return to the transaction history with a small message at the bottom of the window stating a transcript was sent.