

Application for Transcript

1. ELIGIBILITY

Create an Assessment (Assess training for college credits) • Active, Reserve, Civilian Employee, Spouse*	Update an Assessment • Active, Reserve, Civilian Employee, Spouse*	Send Official Transcript to College • Active, Reserve, Civilian Employee, Spouse*, Retired/Separated
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* For non-military spouses, only CLEP/DANTES/DSST score reports can be transcribed onto a CG transcript.

2. FOR ALL APPLICANTS

Status <input style="width: 150px; height: 20px;" type="text"/> Rank/Rate <input style="width: 80px; height: 20px;" type="text"/> <small>(e.g. SN, YN3, LTJG, GS-5)</small>	Request for: <input type="radio"/> Assessment (Not available for retired/separated) <input type="radio"/> Update to Assessment (Not available for retired/separated) <input type="radio"/> Official Transcript (Available for retired/separated)
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Last name <input style="width: 180px; height: 25px;" type="text"/>	First name <input style="width: 150px; height: 25px;" type="text"/>	MI <input style="width: 20px; height: 25px;" type="text"/>	EMPLID <small>OR last 4 digits of SSN</small>
Email <input style="width: 250px; height: 25px;" type="text"/> <small>Global email if available, otherwise personal</small>	Unit OPFAC		

3. FOR ASSESSMENT OR UPDATE REQUEST ONLY

Include all applicable documentation listed below with your application

- A. Member's USCG Advancement History** - This information is obtained from Direct Access. Before applying, review your DA promotion history and have any necessary changes/updates completed.
- B. Member's "A" and "C" Schools** - This information is obtained from Direct Access. Before applying, review your DA training history and have any necessary changes/updates completed. Documentation is required for Emergency Medical Technician, Boarding Team Member and Boarding Officer or any other school whose location cannot be determined in DA.
- C. Prior military training and other Non-Coast Guard school information**
 - Courses NOT listed in Direct Access that are 5 or more days in length.
 - Courses attended at a DOD agency, other US Government agency or private agency that are 5 or more days in length. Do not use abbreviations or acronyms. Use full title of course as it appears on certificate of completion.
 - Prior service. Attach a valid legible copy of your DD-214(s).

Full Course Title <small>(A School, C School, etc.)</small>	Location <small>(TraCen Cape May)</small>	Length <small>(> 5 days)</small>	Date Started	Date Completed

- D. CLEP/DSST/Excelsior exams & DLPT results** - Attach legible copies of score reports
- E. Certificates & licenses** - Attach legible copies (front & back when applicable). (i.e. FAA Pilot License, FAA Airframe & Power Plant License)
Temporary Airman Certificates cannot be accepted

Last name First name MI **EMPLID**

OR last 4 digits of SSN

4. FOR OFFICIAL TRANSCRIPT REQUEST ONLY (Must have completed an assessment request)

Mail Official Transcript to: (college mailing address)

ATTN **University/College Name**
 Address
 Address **City** **State** **ZIP**

If you need Transcripts sent to more than one college, additional college address can be added in Section 8 on page 3.

5. FOR RETIRED/SEPARATED PERSONNEL ONLY

Mailing Address: (By providing this mailing address, a copy of your unofficial transcript will be mailed to you.)

Address
 Address **City** **State** **ZIP**
 Contact Phone **Best time to call**

6. FOR ALL APPLICANTS

In accordance with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99 / Rev. July 1, 1997), the applicant grants permission for the USCG Institute to provide personal and education information to partnership institutions to aid in degree completion. Personal information shall not be given to other institutions or to a third party without the applicant's written permission. ALDIST 102/94 authorized the Institute to collect this information. The Institute will maintain the information in order to officially transcript applicant's military learning experiences. My signature certifies that the foregoing information is true and accurate.

Applicant Signature

Date

7. SUBMIT TO CGI

Active Duty Members/Reservists/Civilian Employees

Submit Assessment & Updates

Submit all **Assessment and Update** requests through your ESO via TACCTS.

Submit Official Transcripts

Requests for sending **Transcripts** to colleges can either be submitted through your ESO or via the email, fax and mail addresses shown at right.

Retired/Separated and Spouses

Submit your request via:

Email: CGI-PF-ed_transcripts@uscg.mil

Fax: (405) 954-7249

Mail: Commanding Officer (RO)

USCG Institute

5900 SW 64th St., Room 228

Oklahoma City, OK 73169-6991

Generally you will receive a response to your request within 1 week, so please wait 1 week before contacting CGI on the status.

Last name <input type="text"/>	First name <input type="text"/>	MI <input type="text"/>	EMPLID OR last 4 digits of SSN
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8. FOR OFFICIAL TRANSCRIPT REQUEST ONLY (To send Transcripts to multiple colleges)

Mail Official Transcript to: (college mailing address)

ATTN <input type="text"/>	University/College Name <input type="text"/>
Address <input type="text"/>	
Address <input type="text"/>	City <input type="text"/>
	State <input type="text"/>
	ZIP <input type="text"/>

Mail Official Transcript to: (college mailing address)

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Address <input type="text"/>	City <input type="text"/>
	State <input type="text"/>
	ZIP <input type="text"/>

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	State <input type="text"/>
	ZIP <input type="text"/>

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