

OFFICIAL USCG TRANSCRIPT REQUEST

Applicant Last Name	First Name	MI	SSN (last 4 digits) or EMPLID	Unit OPFAC	Rate/Rank/Paygrade <small>(e.g., SN, LT, GS-5)</small>
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Applicant Mailing Address					
Address #1			Address #2		
City		State		Zip	

E-mail Address	Work Phone	Personal Phone
	OK to call work? <small>(spouse/Reservist)</small>	Best time to call
	Y N	

Current Status	Regular/active-duty	Civilian employee	Retired/Separated (attach legible copy of DD-214 for all periods of service)
	Reservist	Spouse	Retirement/Separation date

Please send my official USCG Transcript documenting my military learning experiences to the address listed below. I understand that an unofficial copy of the transcript will be provided to me at the above address if I am separated or retired. *I understand that if documentation is not provided the course(s) will not appear on my transcript. I understand that there is a limit of 5 transcripts per request and 5 transcript requests per quarter.* 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 authorizes the Institute to collect this information. The Institute will maintain the information in order to officially transcript applicant's military learning experiences. ***Failure to provide the requested information may adversely affect the college credit recommendations received by the applicant.*** My signature certifies that the foregoing information is true and accurate.

Applicant's signature (required) **Date**

Mail Official Transcript to:		
ATTN:	University/College Name <small>(Do not use acronym)</small>	
Address #1	Address #2	
City	State	Zip

My Degree Program		
I'm enrolling in/pursuing an/a	Associate's degree in	at the SOCCOAST institution above.
	Bachelor's <small>(subject/major)</small>	

Check applicable program or "None" if not applying for any of them.					
OCS	ACET	PPEP	CSPI	Other (specify)	None
Date selection board meets				Application deadline	

Mail this form to: Commanding Officer (ve) USCG Institute 5900 SW 64th St., Rm 228 Oklahoma City, OK 73169-6991	Fax to: (405) 954-7249	E-mail to: CGI-PF-ed_transcripts@uscg.mil	This request may also be submitted through your ESO via TACCTS.
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