How to Request Your Military Transcripts

To request your military transcripts, please review the FAQs below:

Why do I need to submit my military transcripts?
The U.S. Department of Veterans Affairs mandates that all transcripts be evaluated by UH Mānoa for prior credit within two semesters, including transcripts for military training, even if credit may not be granted. Failure to do so could lead to suspension of benefits and we will not able to certify you any further until your transcripts are submitted and evaluated.

How much does it cost?
In most cases, there is no charge to have your military transcripts sent to the University.

What if I don't have any military transcripts?
If you were in the military then you will most likely have military transcripts.

How do I request for my military transcripts & where do I send them to?
Visit the appropriate website below to request for your service branch transcripts.

1. **ARMY, NAVY, MARINES & COAST GUARD** transcripts can all be requested through Joint Services Transcripts (JST): https://jst.doded.mil/smart/dodMandatoryBanner.do.

   **Undergraduate & Graduate students** using JST should send their transcripts electronically to:
   University of Hawaii at Manoa
   Office of Admissions
   2600 Campus Road, Room 001
   Honolulu, HI 96822

   (Officers may have to contact the Office of the Academic Dean at the University at 334-953-4543).

   Requests for your Air Force (Community College of the Air Force or Air University) military transcripts must be sent by mail or be made through Credentials Solutions. Please send your CCAF military transcripts to the appropriate address below:

   **Undergraduate students:**
   University of Hawaii at Manoa
   Office of Admissions
   2600 Campus Road, Room 001
   Honolulu, HI 96822

   **Graduate Students (not including Shidler Graduate students):**
   University of Hawai‘i at Mānoa
   Graduate Division
   2540 Maile Way, Spalding Hall 354
   Honolulu, HI 96822

   **Shidler Graduate Students:**
   Shidler College of Business
   Office of Student Academic Services
   2404 Maile Way, C-202
   Honolulu, Hawaii 96822

   **School of Law Students:**
   University of Hawai‘i at Mānoa
   William S. Richardson School of Law
   2515 Dole Street
   Honolulu, Hawaii 96822