

HOW TO Request Transcripts (Other College / Military)

From another college

- 1 Contact the other college / university. *(Admissions and/or Transcript Office)*
- 2 Request official transcripts (sealed paper) copies to be sent to the following address:


Admissions Office
Umpqua Community College
PO Box 967
Roseburg, OR 97470

 Transcript evaluations take about 2 weeks after the date received. The admissions application must be complete prior to a transcript evaluation.

From the Military

- 1 Register online for a JST Account
<https://jst.doded.mil/smart/registration.do>
- 2 Click on the Transcript tab
Click on the Official Transcript Request tab
- 3 Enter the college / university name of where your transcripts should be sent.
- 4 Verify delivery method (Online or US Postal Service)

 Army and National Guard can ONLY be delivered online. You can order as many transcripts as needed for online delivery.

 Only 2 transcripts within 30 days can be ordered by US Postal Service due to production and postage costs.

- 5 Acknowledge Consent

From the US Air Force

Request Online **1**

<http://www.au.af.mil/au/barnes/ccaf/index.asp>

Request by mail **2**

CCAF/DEES
100 South Turner Blvd
Gunter Annex, AL 36114-3011

Questions may be directed to 334-953-2794. 
Email: registrar.ccaf@maxwell.af.mil

Need Help?

UCC Admissions
541-440-7743

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Helpful Links

Two Year Community College

Blue Mountain CC	www.bluecc.edu
Central Oregon CC	www.cocc.edu
Chemeketa CC	www.chemeketa.edu
Clackamas CC	www.clackamas.edu
Clatsop CC	www.clatsopcc.edu
Columbia Gorge CC	www.cgcc.cc.or.us
Klamath CC	www.kcc.cc.or.us
Lane CC	www.lanec.edu
Linn-Benton CC	www.linnbenton.edu
Mt. Hood CC	www.mhcc.edu
Oregon Coast CC	www.occc.cc.or.us
Portland CC	www.pcc.edu
Rogue CC	www.roguecc.edu
Southwestern Oregon	www.socc.edu
Tillamook Bay CC	www.tbcc.cc.or.us
Treasure Valley CC	www.tvcc.cc.or.us

Four Year Universities

Concordia University	www.cu-portland.edu
Corban College	www.corban.edu
Eastern Oregon	www.eou.edu
George Fox	www.georgefox.edu
Lewis & Clark	www.lclark.edu
Linfield College	www.linfield.edu
NW Christian College	www.nwcc.edu
OSHU	www.ohsu.edu
OIT	www.oit.edu
Oregon State	www.oregonstate.edu
Portland State	www.pdx.edu
Southern Oregon	www.sou.edu
University of Oregon	www.uoregon.edu
University of Phoenix	www.portland.phoenix.edu
University of Portland	www.up.edu
Western Oregon State	www.wosc.osshe.edu

Military transcript questions?

● What if I can't find my college / university verification service on the list?

If your institution or location is not in 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, please contact us at jst@doded.mil, include your first name, last name, and the last 4 digits of your social security number (SSN).

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

If your organization is not in the list, make sure you have the name typed correctly and scroll through the list. If you still cannot find the organization, please contact us at jst@doded.mil, include your first name, last name, and the last 4 digits of your social security number (SSN).

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