How to Send an Electronic Joint Service Transcript to a School/University

A step-by-step guide to sending your electronic JST to your academic institution. This will begin the process for you to get credit hours for military training.

Courtesy of the Military and Veteran Student Center
**Step 1:** Go to https://jst.doded.mil/smart/welcome.do

**Step 2:** Click the “OK” Button at the bottom of the screen.
Step 3: If you **DO NOT** have a Common Access Card (CAC), you can register for a JST account here.

OR

Step 3: If you **DO** have a Common Access Card (CAC), you can register for a JST account here.
If you **DO NOT** have a CAC follow this step.

**Step 4:** Fill out the appropriate fields and click on the “Register” button at the bottom of the screen.
Step 4: Once logged in, you will click on the Transcript tab located at the top of the screen.

If you **DO** have a CAC follow this step.
Step 5: Click on the Official Transcript Request tab
Step 6: Type “Georgia Southern University” in the school search phrase block. Then click the “Search Button”.
Step 7: The University’s Name and info will populate in the specified area.

Click on the Georgia Southern University tab.
Step 8: Review the information on the screen, check the box that states “I have read and agree with the above consent statement”, and click “Yes”.

Once submitted, a copy will automatically be sent to the Registrar’s Office and the VA staff for evaluation of credits.
If you would like to contact the Veteran Affairs department to check on the status of your JST please contact:

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