

# REQUESTING OFFICIAL MILITARY TRANSCRIPTS

## UNITED STATES ARMY ~

Army's Education Home page

- ❖ [www.leavenworth.army.mil/education/](http://www.leavenworth.army.mil/education/)
- ❖ <http://aarts.army.mil>

Transcript Requesting

- ❖ [www.leavenworth.army.mil/education/evaluations/eval.htm](http://www.leavenworth.army.mil/education/evaluations/eval.htm)

Entered Prior to October 1, 1981 (DD 295)

- Note: Pages 1-3 are on the first link listed under DD 295 and page 4 is on the second

Entered On or After October 1, 1981

- You will need to follow the link to the AARTS page
  - ❖ Web Transcript – <https://aartstranscript.army.mil/>
  - ❖ Order Transcript – Use a plain piece of paper - Form 5454-R is not currently available
  - ❖ Mail: ARRTS Operation Center  
415 McPherson Avenue  
Ft. Leavenworth, KS 66027-1373
  - Fax: 913-684-2011
  - Email: [aarts@leavenworth.army.mil](mailto:aarts@leavenworth.army.mil)
  - Subject: Transcript Request

## United States Coast Guard ~

For Instructions and Tracking request

- ❖ [www.uscg.mil/hq/cgi/requeststatus.html](http://www.uscg.mil/hq/cgi/requeststatus.html)

Note: This site will have a link to the forms that you need – please visit here first

For Transcript Request form and additional forms

- ❖ [www.uscg.mil/hq/cgi/forms.html](http://www.uscg.mil/hq/cgi/forms.html)

## United States Marine Corps and United States Navy ~

- ❖ Official Request
  - [www.navycollege.navy.mil/transcript.html](http://www.navycollege.navy.mil/transcript.html)  
Note: You will need to know your pay entry base date
- ❖ Unofficial Request
  - <https://smart.cnet.navy.mil>  
Note: You will need to know your pay entry base date

## Additional Information you may need to complete these request:

- ❖ You will need the most current Adobe Acrobat Reader
- ❖ The schools' mailing address:

### First Time Students:

Georgia Southern University  
Admissions  
Post Office Box 8024  
Statesboro, Georgia 30460-8024

### Returning/Former Students:

Georgia Southern University  
Registrar  
Post Office Box 8092  
Statesboro, Georgia 30460-8092