



Texas A&M University-Central Texas Student Request for Military Transcript Evaluation Guidelines

□ **WHEN TO REQUEST**

In order to receive credit from military training and experience for college credit you must make a request for an official evaluation to the Admissions office. All credit granted for military training is given based on the American Council on Education (ACE) guide recommendations. Military evaluations are not automatic, nor do they transfer between college campuses. **It is TAMUCT's policy that a student must be enrolled in six (6) semester hours past the census date at TAMUCT before making the request.**

□ **WHAT WE WILL NEED**

You must have an official military transcript sent to TAMUCT. This can be accomplished by visiting the appropriate online website for the branch you served:

Army/National Guard/Reserves

<https://aartstranscript.army.mil/>

Air Force

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

Navy and Marine

<https://smart.navy.mil/smart/welcome.do>

United States Coast Guard

http://www.uscg.mil/hq/cgi/ve/official_transcript.asp

□ **WHAT IF I DON'T HAVE A MILITARY TRANSCRIPT?**

If your BASD is prior to October 1, 1981, then you must request that the National Personnel Records Center in St. Louis send a certified true copy of your DD 214 directly to this university. You may do this through their web site at: <http://www.archives.gov/st-louis/military-personnel/>

□ **WHERE TO SEND**

Send official military transcripts to:

Texas A&M University Central Texas, Attn: Admissions, 1901 S. Clear Creek Road, Killeen, Texas 76549

□ **WHAT HAPPENS NEXT?**

You will be contacted at the email address listed on your student request form. Upon completion of your military evaluation; pick up, review, and sign the *Request for Military Credit Articulation Form* from the Records office.

Deliver the signed *Request for Military Credit Articulation Form* to your faculty advisor within the department in which you are pursuing your degree for further processing.

Please allow up to four weeks for the college credit to be posted to your degree evaluation in DuckTrax (during registration periods, it may take longer). Follow up with your faculty advisor to ensure that the appropriate credit was posted to your degree evaluation.



Student Request for Military Transcript Evaluation Form

I verify that I am enrolled or have:

- Been enrolled six (6) semester hours past the census date at Texas A&M University Central Texas
- Requested my official military transcripts to be mailed to Texas A&M University Central Texas

Student Information

Last Name: _____

First Name: _____ Middle Initial: _____

Previous Names Used: _____

TAMUCT Student ID: _____

Email Address: _____

Address: _____

Daytime Telephone Number: _____

Signature: _____ Date: _____

Return this form to:
Texas A&M University Central Texas
Attn: Admissions
1901 S Clear Creek Rd
Killeen TX 76549
m.phelps@ct.tamus.edu

These hours will count towards attempted hours, so Financial Aid may be affected. Please contact the Financial Aid Office (254-519-5731) if you have any questions concerning how this may affect your financial aid.

(do not write below this line)

Evaluation completed & student emailed (initial & date): _____