

**Pensacola Junior College Veterans Affairs Office
Military Service School Records**

It is **your** responsibility to request academic transcripts from **all** post secondary education institutions you have attended. These transcripts should be sent to the PJC Admissions Office. Your military service schools and military experience also must be evaluated.

DVA **cannot** pay educational benefits beyond two terms without a prior credit evaluation being submitted by PJC. **Remember:** It is your responsibility to notify this office when PJC's Admissions Office informs you that your evaluation has been completed. At that time you should also submit a request for PJC to continue your certification to DVA. There could be a delay in an institution or agency providing your transcript or documentation. You should make your requests immediately.

DVA regulations prohibit PJC from certifying for payment courses that you have previously completed if that course(s) applies toward the degree program you are pursuing at PJC. It is your responsibility to avoid pursuing courses for which you may later receive transfer credit. If you are unsure how a course might be evaluated at PJC, consult your academic advisor.

Air Force Community College of the Air Force
Office of the Registrar
Maxwell Air Force Base
Montgomery, AL 36112
http://www.au.af.mil/au/ccaf/active_transc.htm

Army AARTS Operations Center
415 McPherson Avenue
Fort Leavenworth, KS 66027-1373
email: aarts@aarts.army.mil Put "Transcript Request" in subject line

Coast Guard U.S. Coast Guard Institute (ve)
5900 SW 64th Street, Room 235
Oklahoma City, OK 73169-6990
<http://www.uscg.mil/hq/cgi/forms.html>

Marine Corps Navy College Center, VOLED Detachment,
Navy Code N27, Center for Personal Development,
6490 Saufley Field Road, Pensacola, FL 32509-5204
<https://www.navycollege.navy.mil/transcript.html>

Retired Personnel should submit a copy of your DD214
National Personnel Records Center
9700 Page Avenue
St. Louis, Missouri 63132
<http://www.archives.gov/veterans/military-service-records/dd-214.html>

Documents are to be sent to:
Admissions Office
Pensacola Junior College
1000 College Blvd
Pensacola, FL 32504

