



Guilford College awards up to 16 credits for educational experiences during military service according to the recommendations of the American Council on Education as published in *The Guide to the Evaluation of Military Experiences in the Armed Services*.

Students who wish to establish credit for educational experiences in the military should submit the documentation listed in this brochure.

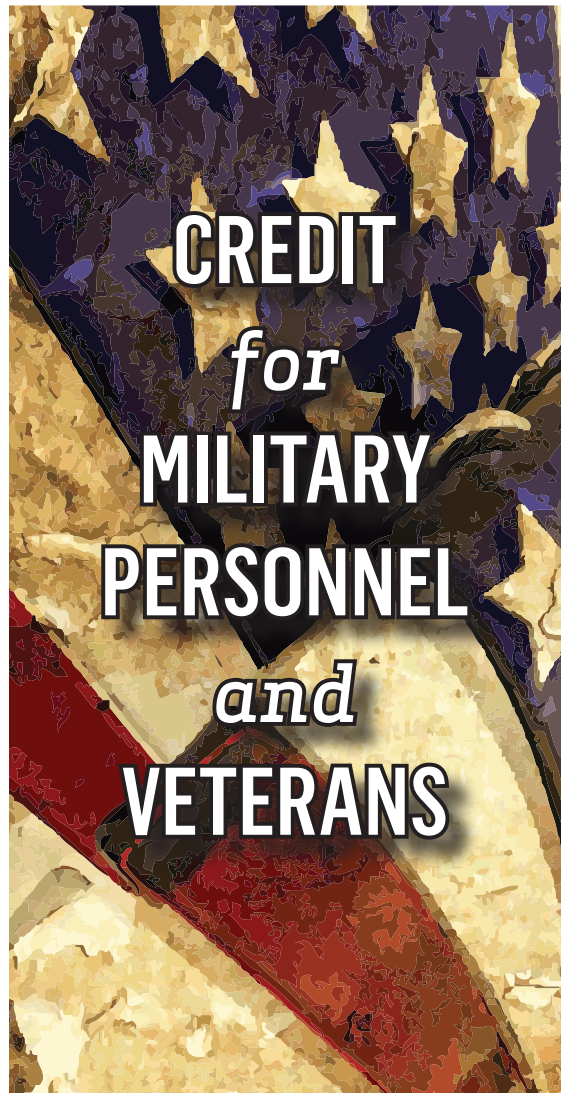
**GUILFORD**  
COLLEGE

CENTER *for* CONTINUING EDUCATION

5800 West Friendly Avenue  
Greensboro, NC 27410

336.316.2100

**guilford.edu**



**CREDIT**  
*for*  
**MILITARY**  
**PERSONNEL**  
*and*  
**VETERANS**

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# CREDIT *for* MILITARY PERSONNEL *and* VETERANS

## ALL VETERANS MUST SUBMIT A DD FORM 214 OR DD FORM 295

To receive credit for military courses and experience, all veterans must submit a DD Form 214, Certificate of Release or Discharge from Active Duty, and certificates of completion for all service schools attended.

Active duty personnel should submit a DD Form 295, Application for the Evaluation of Learning Experiences During Military Service.

If you are unable to furnish an official copy, one can be requested online at:  
[www.archives.gov/research\\_room/vetrecs/](http://www.archives.gov/research_room/vetrecs/)

Or mail a written request to:  
National Personnel Records Center  
Military Personnel Records  
1 Archives Drive  
St. Louis, MO 63138

## ARMY, NAVY, MARINES, AND COAST GUARD PERSONNEL AND VETERANS

Request official transcripts through the Joint Services Transcript (JST) system.

Requests are made online by visiting:  
<https://jst.doded.mil/official.html>.

## AIR FORCE PERSONNEL AND VETERANS

Request an official transcript from the Community College of the Air Force for work taken as an undergraduate, or from the Air University for work taken as a graduate student.

Community College of the Air Force transcripts may be ordered by sending a request in writing to:  
CCAF/DESS  
100 S. Turner Blvd  
Maxwell-Gunter AFB, AL 36114  
phone number 334.953.2794 (DSN 493-2794);  
you may also visit their website at:  
<https://www.airuniversity.af.edu/Barnes/CCAF/>.

Air University transcripts may be obtained by writing to:  
CCAF/DESS  
100 South Turner Blvd  
Maxwell AFB, Gunter Annex AL 36114-3011

Questions concerning the evaluation of educational experiences in the armed services should be directed to the Center for Continuing Education, 5800 West Friendly Avenue, Greensboro, NC 27410  
Phone: 336.316.2100 • Fax: 336.316.2935 • [guilford.edu](http://guilford.edu)