

DEPARTMENT OF
HOMELAND SECURITY
U. S. COAST GUARD
INSTITUTE (09/13)
CGI 1562

Application for Correction to Joint Services Transcript

DATA REQUIRED FOR ALL APPLICANTS (PLEASE TYPE)

Full Name: _____ **EMPLID:** _____
Last Name First Name MI (Or Last 4 SSN)

Previous Last Name (if applicable) _____

Email Address: _____ **Daytime Phone:** _____
Member Email (if not in CG Global) (Best number to reach you)

Rate/Rank: _____
(e.g. SN, YN3, LTJG,GS-5)

Unit OPFAC:

Separated & Spouse Use: 94-33685
Auxiliary Use: 99-99998
Prior Civilian Emp. Use: 99-99999

USCG Current Status: (Check one)

Active Duty/Reserve Civilian Employee Separated/IRR/Retired Auxiliary Spouse

REQUEST FOR CORRECTION

Include documentation to support claims of course completions **NOT** listed on your Joint Service Transcript (JST).

Non-Traditional Testing / DLPT Testing /Certificates and Licenses

Include legible score reports for CLEP/DSST/Excelsior Exams and DLPT testing.

Attach copies of certificates. Samples of certificates include the IAAP Certified Administrative Professional., COMPTIA and Micro-soft certifications.

Member's Authorization

I certify that the attached document(s) is (are) true and accurate. I give permission to the Coast Guard Institute to amend my record and/or contact other agencies (i.e. other branches of the military, DANTEs, etc.) about missing items and to have them amend my record as appropriate.

Member's Signature (Required)

Date

Active Duty Members/Reservists/Civilian Employees

Submit JST Corrections Requests and legible copies of certificates through your ESO via Training and Academic Customer Tracking System (TACCTS).

Retired/Separated/Spouses /Auxiliary

Submit your correction request via:
Email: CGI-PF-Ed_Transcripts@uscg.mil
Fax: (405) 954-7249
Mail: Commanding Officer
USCG Institute Registrar's Office
5900 SW 64th St., Room 228
Oklahoma City, OK 73169-6991