

Veterans and Military Education Benefits

Application for Transfer of Credit Instructions

○ Transferring Credits

- All transcripts must be sent to the school (Including Military Transcripts)
 - Joint Service Transcripts: <https://jst.doed.mil>
 - Air Force Transcripts: <http://www.au.af.mil/au/barnes/ccaf/transcripts.asp>
 - Transcripts can be sent by the following methods and must include an **Application for Transfer of Credit** form:
 1. Bring unopened “Official” transcripts to the One-Stop (Bldg 22)
 2. Sent to us electronically from other institutions
 3. Mail “Official” transcripts to:
Attn: Janet Helsper
Enrollment Services
South Puget Sound Community College
2011Mottman RD SW
Olympia, WA 98512-6292

○ Application for Transfer of Credit Form

- Must accompany paper transcripts
- It’s preferred that the form be sent prior to transcripts being sent electronically
 - Paper Form available at One Stop Desk
 - Online: <https://spscc.edu/sites/default/files/imce/start/pay/transfer-of-credit-application.pdf>