

# Credit for Military Experience

As a member of the United States Armed Forces, it's likely you have earned college credit from your military experience. Many schools offer credits based on your military training, coursework, and occupational specialty. If you are looking to pursue your higher education, applying these military credits can save you valuable time and money, and keep you from repeating courses that you deserve credit for.

The American Council on Education (ACE) evaluates military schools, correspondence courses and occupations to determine the amount and level of academic credit you will be awarded. Through ACE, you can take credit for most of training you have received, including basic training. For details, visit the "Military Programs" section of the ACE website at: [http://www.acenet.edu/AM/Template.cfm?Section=Military\\_Programs](http://www.acenet.edu/AM/Template.cfm?Section=Military_Programs).

## RECEIVING CREDITS

Request a transcript from your military branch of service, as explained below. Each service sends an official transcript to your school and provides an unofficial copy to you free of charge.

- **Army:** *Enlisted Soldiers:* AARTS (Army/ACE Registry Transcript System) automatically captures your academic credits from military training and standardized test scores. Visit <http://.aarts.army.mil/> for details and to request your transcript. *Officers:* Use form DD 295 (Application for Evaluation of Learning) to report your military training and experience; visit [http://images.military.com/Resources/Forms/DD\\_295.pdf](http://images.military.com/Resources/Forms/DD_295.pdf).
- **Navy and Marine Corps:** SMART (Sailor/Marine American Council on Education Registry Transcript) automatically captures your academic credits from military training and standardized test scores. Visit <https://smart.navy.mil>.
- **Air Force:** The Community College of the Air Force (CCAF) automatically captures your academic credits for military training, experience and standardized test scores. Visit <http://www.au.af.mil/au/ccaf/>.
- **Coast Guard:** The Coast Guard Institute (CGI) requires documentation of all training and an enrollment form (CGI-1564) to be submitted to receive a transcript. More information and the official transcript request form can be found at [http://www.uscg.mil/hr/cgi/ro/official\\_transcript.asp](http://www.uscg.mil/hr/cgi/ro/official_transcript.asp).
- **Veterans:** Under most circumstances, veterans are eligible to use their former service branches transcript program (described above for each branch of service). However if you are not eligible for the AARTS, SMART, CCAF, or CGI systems, you will need to fill out form DD-295 and provide your DD-214 Discharge Document to receive credit for your experience. For more information and forms, visit [http://images.military.com/Resources/Forms/DD\\_295.pdf](http://images.military.com/Resources/Forms/DD_295.pdf).

## APPLYING CREDITS

Each school determines the number of credits they accept and how they will be applied toward your degree. Some schools may choose not to grant ANY credit for your military experience. That is why it is critical to seek a "military-friendly" school that recognizes the value of your training as a service member.

It's also important to make sure you have your official transcripts sent to your school before you start taking any classes. Let your school evaluate your transcripts before you start class to prevent enrollment in duplicate courses, or courses that you may not know you have already earned credit for through your experience.

For more information, contact a helpful Essential Knowledge representative today at 877-262-0950.

