

Pierce College at Joint Base Lewis – McChord Update Request Form

The update request is for students seeking promotion and needing their Joint Services Transcript evaluated for promotion points.

Students who have completed at least 10 credits and received a grade point average (GPA) of 2.0 or higher may request their military service credits be transferred to their Pierce College transcript.

Please request your Joint Services Transcript at: <https://jst.doded.mil/jst/>. Please complete this form and return to jblmadvising@pierce.ctc.edu.

Name: _____ ctcLink ID: _____

Phone: _____ Email Address: _____

Signature: _____ Date: _____

Please allow 2-3 weeks for processing. You will receive an e-mail at the address provided confirming the evaluation of your credits and when to expect credits to be added to your Pierce College transcript record. We will provide you with a memo with an itemized listing of your credits signed by the registrar. You may order your official transcript at: <https://www.pierce.ctc.edu/transcripts>. Please connect with the military education counselors and your personnel office to complete requirements for promotion.