

DEPARTMENT OF  
HOMELAND SECURITY  
U.S. COAST GUARD  
INSTITUTE (05/99)  
CGI 1560/09  
Previous Editions Obsolete

# Official USCG Transcript Request

SSN:

Full Name:

Last Name

First Name

MI

Rate/Rank:

(e.g. SN, LTJG)

Applicant Mailing Address:

Work Phone Number:

Please send my official USCG Transcript documenting my military learning experiences to the address listed below. I understand that an unofficial Student Copy of the transcript will be provided to me at the above address. ***I understand that if documentation is not provided the course will not appear on my transcript.*** If there are any questions, please contact me at the phone number above.

In accordance with the Privacy Act, 5 USC Section 552, Family Education and Privacy Act of 1973, the applicant grants permission for the USCG Institute to provide personal and education information to partnership institutions to aid in degree completion. Personal information shall not be given to other institutions or to a third party without the applicant's written permission. ALDIST 102/94 authorizes the Institute to collect this information. The Institute will maintain the information in order to officially transcript applicant's military learning experiences. ***Failure to provide the requested information may adversely affect the college credit recommendations received by the applicant.*** My signature certifies that the foregoing information is true and accurate.

MEMBER'S SIGNATURE (REQUIRED)

DATE

Mail Official Transcript to:

ATTN:

**Admissions Office**

University / College Name:

**Northwestern Michigan College**

(Do Not Use Acronyms)

Street Address:

**1701 East Front Street**

Street Address:

City, State, Zip:

**Traverse City, MI 49686**

Mail this Form to:

Commanding Officer (ve)

USCG Institute

5900 SW 64<sup>th</sup> St, Rm 228

Oklahoma City, OK 73169-6999

Submit form to Coast Guard Institute

*Veteran is also required to send a "Notarized" copy of their DD 214*

*a) Make copy of DD 214.*

*b) Sign the copy in the presence of a Notary and have the Notary "Notarize" the copy.*