

DINFOS Transcript Request Form 306

PART I – PERSONAL INFORMATION

Last Name, First Name, MI:

Maiden or Former Name:

Date of Birth:

Mailing Address (City, State, Zip Code):

Email Address:

Phone
Number:

PART II – DINFOS COURSE INFORMATION

PART III – INSTITUTION INFORMATION

	Course Name:	Class #:	Class Year:
<i>i.e</i>	<i>Public Affairs Qualificaiton Course</i>	<i>030</i>	<i>2015</i>
1			
2			
3			
4			

Name:

Mailing Address:

(City, State, Zip Code):

Email Address:

PART IV– INFORMATION REQUEST

Unofficial Copy of transcript

Unofficial transcripts are released to the student. They cannot be released to a third party. Unofficial transcripts are stamped “Issued to Student” and do not include the DINFOS seal or Registrar's Office signature.

Official Copy of transcript

Official transcripts are sent to universities, colleges, and/or service education offices as listed on the request form. An official copy of a DINFOS transcript is printed on watermarked security paper, includes a signature by the Registrar’s Office, and a school seal for authentication.

Reprint of course Diploma/Certificate

Replacement certificates are for DINFOS alumni who misplaced their original certificate. Replacement certificates may not have the original Commandant’s or Registrar’s signature due to re-validating the student’s status at the time of request.

PART V– STUDENT CERTIFICATION

You authorize the registrar at the Defense Information School to release information in your academic records (course and dates attended). Official transcripts are only sent to colleges and universities. Unofficial copies are sent to the student's provided address. Transcripts can take up to 4 to 6 weeks to process. Send your request via postal mail, fax or email.

Signature:

Date:

Defense Information School
Academic Records Division
6500 Mapes Rd.
Fort George G. Meade Maryland 20755-5620
Phone: 301-677-4343 DSN: 622-4343 Fax:
301-677-4290, DSN: 622-4290
Email: dma.meade.dinfos.list.registrar@mail.mil