

NCI Credit Evaluation FAQ's

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transcript at www.au.af.mil/au/c
will order their Sailor and Marine
253-7122 or visiting www.navy.com
Joint Service Transcript by visiting

Q) Why can't you do the Evaluation with just my Joint Service Transcript (JST)?

A) The JST (formally known as AARTS) may not always provide all the information we need to do an in-depth evaluation. It does not provide proof of high school/GED.

Q) Do I need a Joint Service Transcript (JST)?

A) An institutional copy of your JST (formally known as AARTS), is highly recommended. You may order it at <https://jst.doded.mil>. Follow the steps to have it sent directly to North Central Institute. Personal/unofficial copies of the JST are not accepted.

Q) Can my Evaluation be processed faster?

A) Premium Evaluations are processed in 2 business days. The "Premium Fax Evaluation" includes a copy faxed to you before the transcript is mailed. For a complete list of fees, please view the schedule of fees.

Q) How long does an evaluation take?

A) If properly submitted, both the Unofficial Evaluations and the Official Evaluations process in 10 business days. This does not include weekends, holidays, or mailing time. Incomplete files will not begin processing until all required documentation and payment is received.

Q) How can I use the credits earned with an Evaluation?

A) Most often, transcripts resulting from "Official Evaluations" are used for promotion purposes. They may also be used to show future employers how your training and experience correspond with civilian college courses. An NCI transcript can also be used to consolidate multiple college transcripts into one.

Q) What is the difference between unofficial and official evaluations?

A) The Unofficial Evaluation provides you with results only. A transcript will be produced only with an Official Evaluation, or when the transcript fee is paid after an Unofficial Evaluation is processed. Unofficial Evaluations do not produce a transcript.

Q) Can I get an estimate of credits before I submit my application packet?

A) No. Despite having processed thousands of evaluations, we cannot accurately predict the outcome before we evaluate a file. You can review your personal copy of your Joint Service Transcript (JST), formally known as AARTS, online to see what portions of your training may qualify for credit.

Q) How much credit will I earn?

Q) Can civilians with no military service be evaluated?

A) Yes, even civilians may use this service. Please contact the EVALUATIONS advisors at 931-431-9700 for details.

Q) Can someone other than myself pay for my evaluation with their credit card?

A) If the authorized cardholder is not the applicant, the cardholder must submit a credit card authorization form. This is a security precaution designed to protect the cardholder from fraudulent usage.

Q) How do I pay for my evaluation?

A) Payment may be made by Visa, MasterCard, or money order. Personal checks are not accepted. Section 7 of the application covers payment options. The Credit Card Authorization Form also covers payment options and price breakdowns.

Q) How do I submit my paperwork?

A) You may send your application, certified true copies, and your payment to NCI by mail, email, or fax to cie@nci.edu. A complete list of required documents and the schedule of fees are posted on the Evaluations page of our website, www.nci.edu/evaluation.