

MILITARY EVALUATION

Kansas State University

The K-State Office of Admissions will evaluate your military training and experience for possible college credit. A military credential evaluation is optional and has no bearing on your admission status at K-State. This evaluation does not include evaluation of transfer work from other educational institutions.

The evaluation of documents includes DD-214, DD-295, certificates of completion, Defense Language Institute transcripts, and AARTS or JST transcripts. Active military personnel may have their current, primary MOS evaluated, provided it has been validated by a positive performance evaluation within the last 12 months.

Credit awarded through military credential evaluation will be recorded on your K-State transcript at the time you are admitted to K-State or are a current K-State student.

In general, the university follows the recommendations given in "A Guide to the Evaluation of Educational Experiences in the Armed Services" published by the American Council on Education as these recommendations apply to a student's K-State degree program. *Kansas State University does not award physical education credit for basic training.* Four hours of Military Science credit is given.

Military correspondence courses and courses less than two weeks in length are not recognized for college-level credit. Credits resulting from military evaluations granted by other institutions are not transferable to K-State.

Your Dean's Office will receive a copy of this evaluation if you are a current or future KSU student. If you have not applied to KSU, we will notify you when your evaluation is completed. The evaluation process may take up to two weeks.

Beginning Your Evaluation

Evaluation will begin upon receipt of the following documents:

1. Military Training Evaluation
 - Send an Army/American Council on Education Registry (AARTS) Transcript or other branch transcript such as SMART if your military service began in 1981 or later. Beginning sometime in 2013, a uniform transcript of all military training for all branches will be available called Joint Services Transcript (JST) OR
 - Send a copy of your DD-214 or a DD-295 and a photocopy of certificate(s) of completion for each military course you wish to have evaluated **if** such information does not appear on your DD-214 or DD-295. (A DD-214 is a Certificate of Release or Discharge from Active Duty and a DD-295 is a summary of educational achievements while in the Armed Forces.)
2. MOS Evaluation
 - Your current and primary MOS can be reviewed for possible credit if you have received an official evaluation within the past 12 months. Include a photocopy of your most recent performance evaluation for review.

For More Information Contact:

Office of Admissions
Kansas State University
119 Anderson Hall
Manhattan, KS 66506-0102
(785) 532-6250 or 1-800-432-8270 (in Kansas)
kstate@k-state.edu

Military Evaluation

Please complete the following information and return with your documents:

Name _____ Date _____

WID (Wildcat ID) _____ OR Social Security number: XXX XX _____
(last 4 digits)

Mailing address _____

E-mail _____ Phone _____

Dates of military service From _____ To _____