

CCAF TRANSCRIPTS

OPTION 1

Free online order from CCAF

You may order an official transcript, printed and mailed to the address of your choice, using CCAF's transcript order form. Keep this processing time in mind if you have a deadline for enrollment, registration, job application, etc. If you are on a deadline you may consider paying for delivery via FedEx using the Credentials Solutions option.

NOTE: ONLY AVAILABLE IF YOU ARE ACCESSING FROM A .MIL NETWORK

1. Log in to AFVEC (Air Force Virtual Education Center)
2. Under Self Service click "CCAF Student Services"
3. Click "Transcripts"
4. Click "Order CCAF transcript"

OPTION 2

Free written request to CCAF

Written requests are processed in the order they are received. A written request is typically processed 10-15 days after we receive it. Please use the CCAF Transcript Ordering Form (link below); ensure you fill out all of the fields and sign with your physical signature. Digital signatures are not sufficient, nor do we accept requests via email. Incomplete or illegible requests will not be processed. Mail in Transcript Request Form

OPTION 3

First class mail and overnight order through Credentials Solutions.

NOTE: Please do NOT send any money to CCAF!

[Order from Credentials Solutions](#)

This third party company handles

our online ordering. You can order through their site at any time and can select delivery via first class mail or Federal Express service. The first class mail option starts at \$2.25 and FedEx at \$22.25. Tracking numbers are only offered when using the FedEx service.

IMPORTANT NOTE: These fees are not covered by the Air and Space Force. Once your order is approved through Credentials, it is transmitted to CCAF electronically. Our staff will print and mail your transcripts. If you are experiencing issues after your order is approved through Credentials, please contact us directly at the numbers listed below. If you need to include an attachment with your transcript (NursingCAS, SOPHAS, CASPA, AMCAS, LSAC, etc.); you will be asked to fax the attachment to our office after approval of your order through Credentials.

OPTION 4

View unofficial transcript

To view an unofficial transcript (available for Active Duty/Guard/Reserve only):

1. Access the Air Force Virtual Education Center through the Air Force1 Portal
2. Under the Self Service section select CCAF View Progress Report
3. In the Student Tools banner select "View My Unofficial Transcript"

Must be accessed from military network to view

Army, Navy, Marines and Coast Guard personnel:

Members of other services who have completed a Community College of the Air Force credit-awarding course and need a transcript must request enrollment.

To do this, send your course completion certificate and the completed Mail in Transcript Request Form to:

CCAF/DESS 100 South Turner Boulevard Maxwell AFB, Gunter-Annex, AL 36114-3011

Once received, we will enroll you in CCAF, add your credits for this training, and mail your transcript via USPS First Class mail. Please note we do not fax or email transcripts.

Enrollment only needs to be requested once. After that, you're in our system and you can use the normal transcript ordering options. Additional CCAF course completion certificates should be mailed to the above address.

Sending a civilian transcript to CCAF

CCAF will not accept transcripts marked "Issued to Student" or faxed/unofficial copies. Additionally, transcripts are NOT acceptable from students, counselors, recruiters, or any other third party.

CCAF accepts electronic transcripts sent directly from schools that subscribe to an electronic transcript delivery network. If your school requires an email address, use the following: ccaf.etranscript@us.af.mil

CCAF also accepts paper transcripts from schools. Paper transcripts should be mailed by the schools to the following address:

CCAF TRANSCRIPTS

*CCAF/DESS 100 South Turner
Boulevard Maxwell AFB, Gunter-
Annex, AL 36114-3011*

Questions regarding the above procedures can be directed to CCAF Student Services at (334) 649-5066 or DSN 749-5066.

CCAF Degree Nomination and Cut-off Date

Nominations and required documentation must be received at CCAF on or before the last Friday in February and August to be in the April and October graduating

classes, respectively. All documents and nominations received after those dates will be processed in the next graduating class. CCAF diplomas are printed approximately the last week in April and October and mailed via USPS First-Class mail to Education and Training offices.

CONTACT INFORMATION

You can contact CCAF at the following email addresses, depending on your question:

For questions regarding education services such as academic credits:
ccaf.edservices@us.af.mil

For questions regarding transcript issues:
registrar.ccaf@us.af.mil

For questions regarding AF Credentialing Opportunities Online (AFCOOL):
please use your CAC to log into AFVEC AFCOOL.

For questions regarding Certifications or Credentialing:
request assistance through the Air University (AU) Service Desk at: <https://auservicedesk.af.edu>

For questions regarding affiliated schools or CCAF instructors:
ccaf.fac@us.af.mil

For questions regarding the AU-ABC or GEM programs:
ccaf.decm@us.af.mil

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