

Instructions for submitting transcripts to CCAF:

1. **Contact every school that awarded credit** (transcripts must be sent from original source school)
2. **Request an official transcript to be sent to the below address:**

CCAF/DESS

100 South Turner Blvd

Maxwell-Gunter AFB, AL 36114-3011

***Note:** CCAF will only accept sealed official transcripts, sent directly from the institution. They **will not** accept opened transcripts, transcripts sent from the student or Education Office (even if unopened), or unofficial transcripts.

***Electronic Transcripts:** CCAF will accept electronic transcripts from college that use the eSCRIP-SAFE, Parchment or AVOW delivery networks. Select CCAF as the recipient, or type in ccaf.registrar@us.af.mil.

Instructions for Ordering your CCAF/Air University Transcript

1. **Free online order through AFVEC:** log onto the AF Virtual Education Center on AF Portal, and open the “CCAF Student Services” link. Under the “Transcript” drop-down menu, select “order a transcript”.
2. **Free written request:** written requests are processed in the order they are received, but typically within 10-15 days. Download and print the request form from the below link, and sign with physical signature (electronic signature is not accepted). <http://www.airuniversity.af.mil/Portals/10/CCAF/documents/CCAF%20Transcript%20Request.pdf>
3. **Expedited Overnight order through Credentials Solutions:** This third party company provides the option to order your CCAF transcript via first class or Federal Express for a fee (\$2.25-\$22.25). Submit order through the below link.
<https://www.credentials-inc.com/cgi-bin/dvcgitp.pgm?ALUMTRO012308>

Education Level Updates:

The Education Office is able to update official education levels in MilPDS and AFVEC for **Enlisted** members only. An official transcript is required, and must include the degree conferral date, degree

level, and degree title. If the official transcript is not available, a certified letter from the Registrar's Office (on school letterhead) is accepted. The same degree information as stated above must be present, as well as the student's SSN. These can be mailed to the Education Office, or dropped off in person:

436 FSS/FSDE
261 Chad Street
Dover AFB, DE 19902

The Air Force Institute of Technology (AFIT) Coding Branch is responsible for updating education levels for AF **Officers**. Please visit the following link for more information:

<https://www.afit.edu/CODING/>