

Ordering a CCAF Transcript

See options below for ordering your CCAF transcript. An official transcript can be ordered using Options 1 & 2. For an unofficial transcript, see Option 3.

Option 1: Electronic, First-Class Mail or Overnight Order through Parchment

Parchment - <https://www.parchment.com/u/registration/32882/institution>

This third-party company handles our online ordering. You can order at any time and can select from three delivery options: 1) an electronic transcript is \$3.10; 2) First-Class mail option is \$5.60; and 3) FedEx option is \$33.10.

IMPORTANT NOTE: These fees are not covered by the Air and Space Force. Please do NOT send any money to CCAF!

Once your order is approved through Parchment, it is transmitted to CCAF electronically. CCAF staff will verify the request and upload a copy of the official transcript to Parchment's secure site. Parchment will deliver the transcript according to your order. If you are experiencing issues after your order is approved through Parchment, please contact Parchment directly at: <https://www.parchment.com/chat-support>.

If you need to include an attachment with your transcript (Nursing CAS, SOPHAS, CASPA, AMCAS, LSAC, etc.), ensure the attachment is uploaded in Parchment before submitting your order.

Option 2: Free Written Request to CCAF

Use the CCAF Transcript Order Form (see link below); complete all 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.

<https://www.airuniversity.af.edu/Portals/10/CCAF/documents/CCAF-Transcript-Request.pdf>

Written requests are processed in the order they are received. CCAF is transitioning to a modernized student information system (SIS). As a result, CCAF is currently delayed in processing transcripts requests. Please do not request updates on the status of your order until after 1 September 2023. Thank you for your patience and understanding.

Option 3: Unofficial Transcript

To view an unofficial transcript (CAC required):

1. Go to the CCAF AU Student Information System - <https://aueems.cce.af.mil/sap/bc/ui2/flp/#Shell-home>
2. Navigate to the "Student" area
3. Click on "Print Documents" to view and print an unofficial transcript.