

Community College of the Air Force Transcripts

Ordering Options

CCAF provides several options for ordering your official transcript as detailed below. Note we do not have the ability to send transcripts electronically at this time. All official transcripts are hard copy.

Option 1: Free online order from CCAF (NOTE: ONLY AVAILABLE IF YOU ARE ACCESSING FROM A SECURED .MIL NETWORK)

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.

- Log into the AF Portal and further to AFVEC (Air Force Virtual Education Center) -->

- Under Self Service click "CCAF View Progress Report"
- In the "Transcripts" drop down click "Order a 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

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 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. [Order from Credentials Solutions](#)

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 Force 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

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

<http://www.airuniversity.af.mil/Barnes/CCAF/Display/Article/803247/>



Community College of the Air Force (CCAF) Transcript Request

For CCAF courses only; not for AU or AFIT

Privacy Act Statement: Authority: 10 U.S.C. 8013, Secretary of the Air Force; Powers and Duties.

Purpose: Identify individuals seeking transcript for courses completed. Routine Uses: Can be disclosed outside the Department of Defense as a routine use pursuant to U.S.C 552a(b)(3). Disclosure: voluntary, however, failure to provide all information may result in not receiving requested transcript.

Complete this letter and submit by mail to: CCAF/DESS
100 S. Turner Blvd
Maxwell-Gunter AFB, AL 36114

Student Name

(Include previous names, also): _____

Student Full SSN: _____ **Student DOB:** _____

Phone Numbers: Work _____ Home/Cell _____

Email Address: _____

Address to which transcript should be mailed:

Institution Name: _____

Attn: _____

Street: _____

City / State / Zip: _____

Second address for additional transcript, if applicable:

Institution Name: _____

Attn: _____

Street: _____

City / State / Zip: _____

Payroll Signature: _____

*** Must have student signature on this request in order to release this information ***

Date: _____

*** Transcripts are sent by U.S. Mail only. We do not fax or email transcripts. ***