

# Transferring Credits Between Schools

## Requesting Transcripts from CCAF to Civilian Schools

There are three options for ordering an official transcript from CCAF. All official transcripts must be sent directly from one school to another.

### CCAF Direct - No Cost \*\*Must be accessed from military network to view \*\*

A. To order a free official transcript from CCAF.

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 "Transcript" & Select "Order Transcript"

B. 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"

### CCAF Mailing – No Cost

Written requests are processed in the order they are received. A written request is typically processed 10-15 days after being received. Mail a written request with the following information on it: Student Name, Full SSN, DOB, Phone Number, Email address and address to which the transcript is to be mailed. You are also required to have a payroll signature on this request. No Digital signatures will be accepted.

Send your request to: CCAF/DESS, 100 S. Turner Blvd, and Maxwell-Gunter AFB, AL 36114

### Third-Party – Credentials Solutions [www.credentials-inc.com/cgi-bin/dvcgitp.pgm?ALUMTRO012308](http://www.credentials-inc.com/cgi-bin/dvcgitp.pgm?ALUMTRO012308)

A third party company handles ordering CCAF transcripts online. 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 around \$2.25 and FedEx at \$22.25. Tracking numbers are only offered when using the FedEx service. **\*\*These fees are not covered by the Air Force \*\*** Once your order is approved through Credentials, it is transmitted to CCAF electronically. 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 the Credentials office after approval of your order.

## Requesting Transcripts from Civilian Schools to CCAF

**Electronic:** (eScrip-Safe, Docufide, Parchment, Credentials Solutions, Joint Service Center, Maryland District Server, National Student Clearing House)

Students will need to log onto their school's website to order the transcripts. CCAF has an account established with each vendor. Students should select Community College of the Air Force or type in [CCAF.etranscript@us.af.mil](mailto:CCAF.etranscript@us.af.mil) as the receiving institution. **\*\*CCAF only accept PDFs from the vendor; Email attachments are not acceptable**

**MAIL: CCAF/DESS**  
**100 South Turner Blvd.**  
**Maxwell AFB, Gunter Annex**  
**AL 36114-3011**

**\*\*If you attended a national accredited school you must request an official transcript with the course description of the course, the credentials of the instructor who taught the class (degree levels, academic areas of concentration, and institution conferring the Master's degree) to CCAF at [caf.deax@us.af.mil](mailto:caf.deax@us.af.mil) directly from the school.**

*Transcripts are not official unless they are sent directly to CCAF  
Four weeks after you have ordered your transcript, contact our office to verify that the transcript was received by CCAF*