

# Sending Civilian Transcripts to Air University for CCAF Credit

Your official transcript must be sent to Air University through one of the following third-party vendors

## Parchment



<https://www.parchment.com/>

- Go directly to the Parchment website. The member does not have to start from the university page or log into the school student profile first, as long as Parchment can locate the school and order path.
- Create/sign in to Parchment, search for the civilian college, and request an official transcript.
- For the recipient, search/select **Air University**:  
**Air University**  
**60 Schumacher Ave**  
**Maxwell AFB**  
**AL, 36112-6337**
- Submit the order and **save** the confirmation number/email.

## National Student Clearinghouse



<https://www.studentclearinghouse.org/>

- Use this option when the civilian school uses National Student Clearinghouse for official transcript orders.
- Order an official electronic transcript.
- When selecting the recipient, choose:  
**Community College of The Air Force -**  
**Admissions/Registrar**
- Request electronic delivery to:  
**au.registrar.office@us.af.mil**
- **Save** the order confirmation number/email.

## After the Transcript Is Sent

- ✓ **Keep** the Parchment or National Student Clearinghouse confirmation email.
- ✓ **Monitor** the email for any Registrar follow-up.
- ✓ **Check AFVEC/CCAF** status after processing time has passed. Do not send duplicate transcript requests unless directed.