

## Sending transcripts to CCAF

### **College transcripts**

CCAF only accepts official transcripts sent directly from schools to CCAF. CCAF will not accept faxed, unofficial, or transcripts marked "Issued to Student". Additionally, transcripts are NOT accepted from students, counselors, recruiters, or any other third party.

Avoid sending multiple transcripts to CCAF by sending only once upon completion of all desired transfer credits. Additionally, multiple submissions of the same transcript will delay processing as any later transcript will "bump" previously submitted transcripts from your place in our queue.

Electronic transcripts are preferred. Most vendors provide students with delivery receipt at CCAF. Visit your school's website and follow their instructions to send directly to CCAF. Select Community College of the Air Force or [ccaf.etranscript@us.af.mil](mailto:ccaf.etranscript@us.af.mil) as the recipient. CCAF accepts e-transcripts from these vendors:

Joint Service Transcript  
Parchment  
National Student Clearinghouse

CCAF discourages but accepts paper transcripts directly from schools. This option is slower, tracking is not available, and CCAF has limited ability to search for lost paper transcripts. Paper transcripts should be mailed by the schools to the following address:

CCAF/DRCR  
100 South Turner Boulevard  
Maxwell AFB, Gunter-Annex, AL 36114-3011

### **CLEP/DSST test results**

Scores for all DANTEs-funded CLEP/DSST exams taken by U.S. Air Force members are automatically reported to CCAF. Be sure to use your SSN and choose "Air Force" as your branch of service when registering for exams.

If your CLEP or DSST was self-funded (re-tests), you will need to request an official transcript by designating CCAF as a recipient when you test or by following the instructions at <https://www.dantes.mil/transcripts/>.

### **International Schools**

CCAF may accept international courses if applicable to your degree program. For transfer consideration, submit a course-by-course evaluation from a transcript evaluation service that is a member of the National Association of Credential Evaluation Services (NACES) <https://www.naces.org/members>

Follow the instructions on the NACES-member website to have your official transcript translated (if not in English), evaluated and forwarded to CCAF.

<https://www.airuniversity.af.edu/Barnes/CCAF/Display/Article/803247/community-college-of-the-air-force-transcripts/>