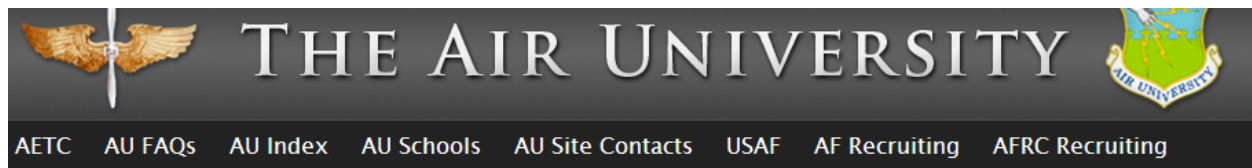


COMMUNITY COLLEGE OF THE AIR FORCE

<http://www.au.af.mil/au/barnes/ccaf/transcripts.asp>



Transcript Procedures

Disclaimer

A. To order an official transcript the following 2 options are available:

1) Written request – No Cost

This process typically takes 10-15 business days from day of order to receive the transcript.

The request must include member's full name, last four of member's SSN, date of birth, transcript address "home, college, etc.." and *physical signature*

Mail request to:

CCAF/DESS
100 SOUTH TURNER BLVD
MAXWELL AFB GUNTER ANNEX, AL 36114

2) Credentials Solutions

This third party company provides 24/7 access and can deliver via first class mail or FedEx Express Overnight service for the member

*A nominal fee is charged and not covered by the Air Force

www.credentials-inc.com/cgi-bin/dvcgitp.pgm?ALUMTRO012308

B. To view an unofficial transcript (available for Active Duty 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"

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Have the transcript mailed to:

**Director of Admissions
Holmes Community College
P.O. Box 398
Goodman, MS 39079**