Air University Transcript Request Instructions

Please submit transcript request through the Air University Education Support Center following the instructions below.

We Recommend saving or printing these instructions

1. Your first step is to set up your Education Support account. Go to the Air University Education Support Center: www.aueducationsupport.com as displayed below.
2. Click on "Sign in" to enter the website

3. After you enter the website you will need to "Sign in" by either creating an account or if you have an account then enter your Email and password. Follow the screen instructions below

4. Before you go to the next step, you'll need to fill out, print, and sign (either digitally using your CAC or in writing). Click here to get the AU Transcript Request: http://www.au.af.mil/au/cf/auregistrar/cfrr/AU_TRANSCRIPT_REQUEST.pdf

5. After you have completed and signed the transcript request, either save the file or scan and save it as a "pdf" or Word document. Requests MUST be "signed".

6. Next click on; "Request Support", then click "Submit a Ticket"

7. Fill out the Ticket with appropriate information relevant to you. In the "Options" area attach the document (Word or PDF) you created in Step 5. After the file has uploaded, click "Finish"

Ticket Description

* Please provide a current email where you can be contacted now.:

[   ]

* User Type:
[-- Select One -- ▼]

* Organization:
[-- Select One -- ▼]

* Problem Details(maximum 64,000 characters):

[   ]

Options

Attachment

[Attach a file](#) ⓘ

Email Notification:
☑ ⓘ

Customer CC List:

[   ] [   ]
            ☑   ⓘ

[Preview] [Finish >>]
* - required field(s)

Select from the dropdowns the requested information as indicated to the left.

Next, attach your transcript request form.

Lastly, click "Finish" and you have submitted your request.