Please go to this site to apply for the Civilian Associate Degree Program:
https://aueems.cce.af.mil/sap/bc/ui2/flp

Click on "I Agree"

Click on "PKI Login", highlight the correct certificate, and click on "OK"

Click on "Create/Submit Application"
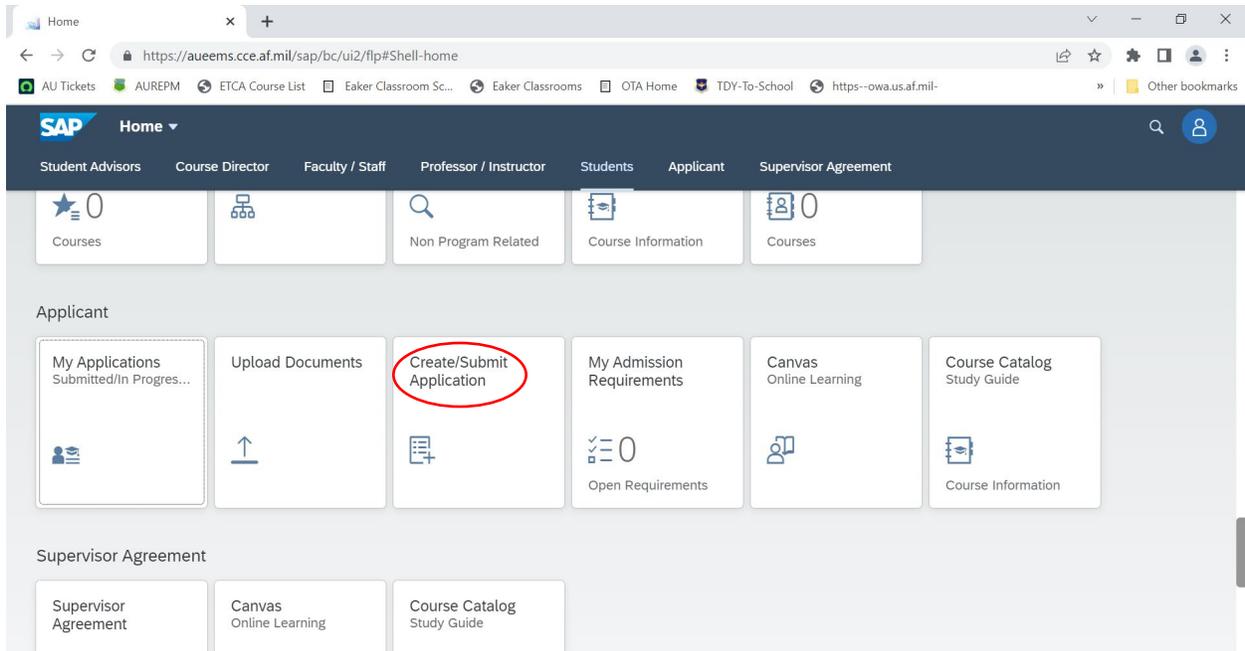
Fill in the Application Details at the top to look like this:
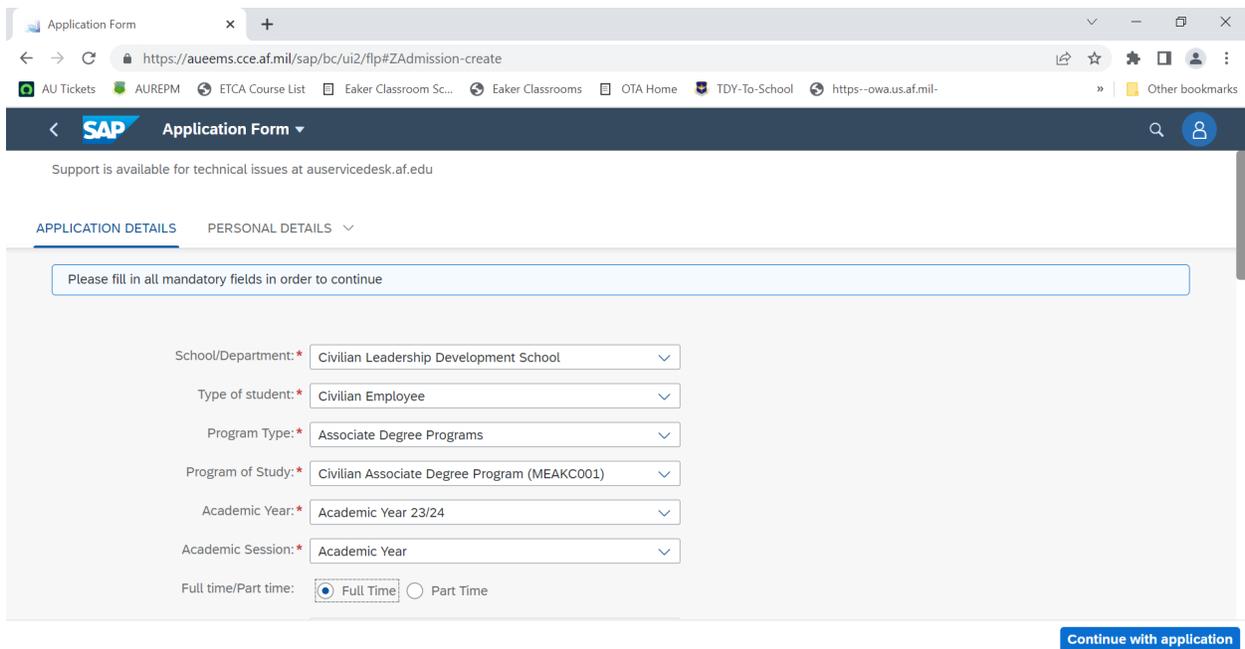
Then scroll down and fill in the following fields if they are not already completed:

SSAN
Gender
First Name
Middle Name
Last Name
Suffix (If you have one)

Initials

Known As

Date of Birth

Place of Birth (optional)

Nationality

Your Address Details along with your personal and work email addresses

Then click on "Continue with application"

You will then see this screen:

You will then click on each of the sections located on the left side of the screen and read/fill out your applicable information:

Eligibility Requirements: Please read this information carefully. If you are not eligible for CADP, please do not proceed any further.
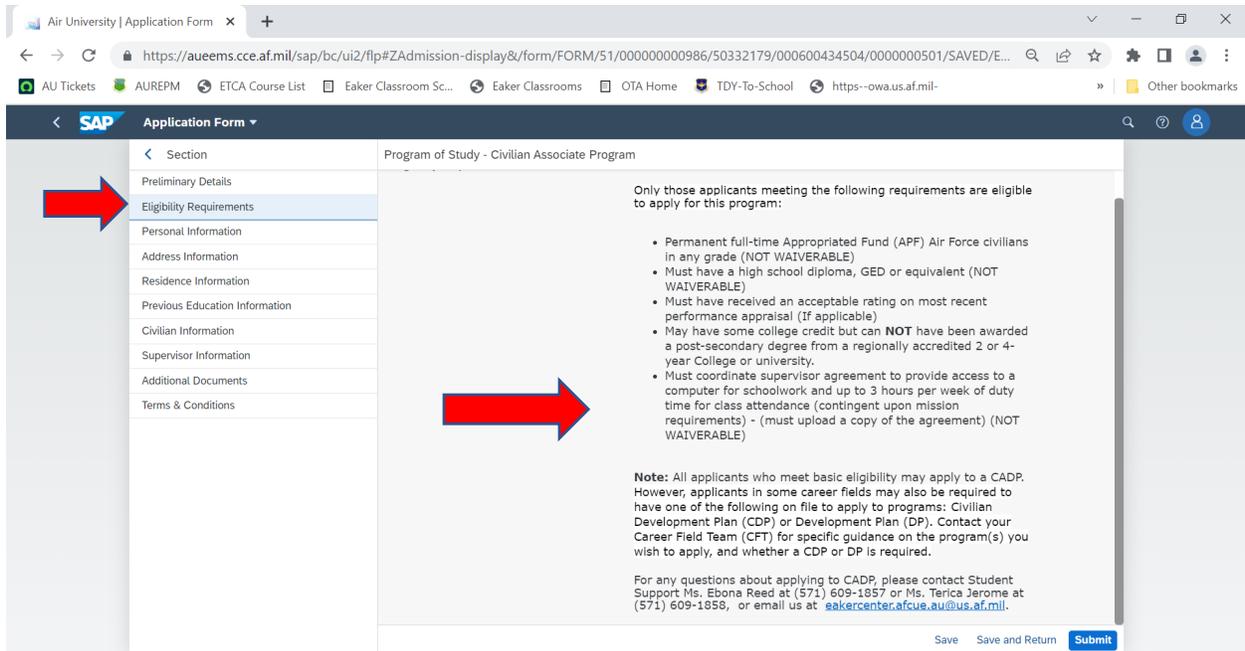
In the Personal Information area, you should only be able to fill out "Ethnic Origin" and "Nationality" areas.
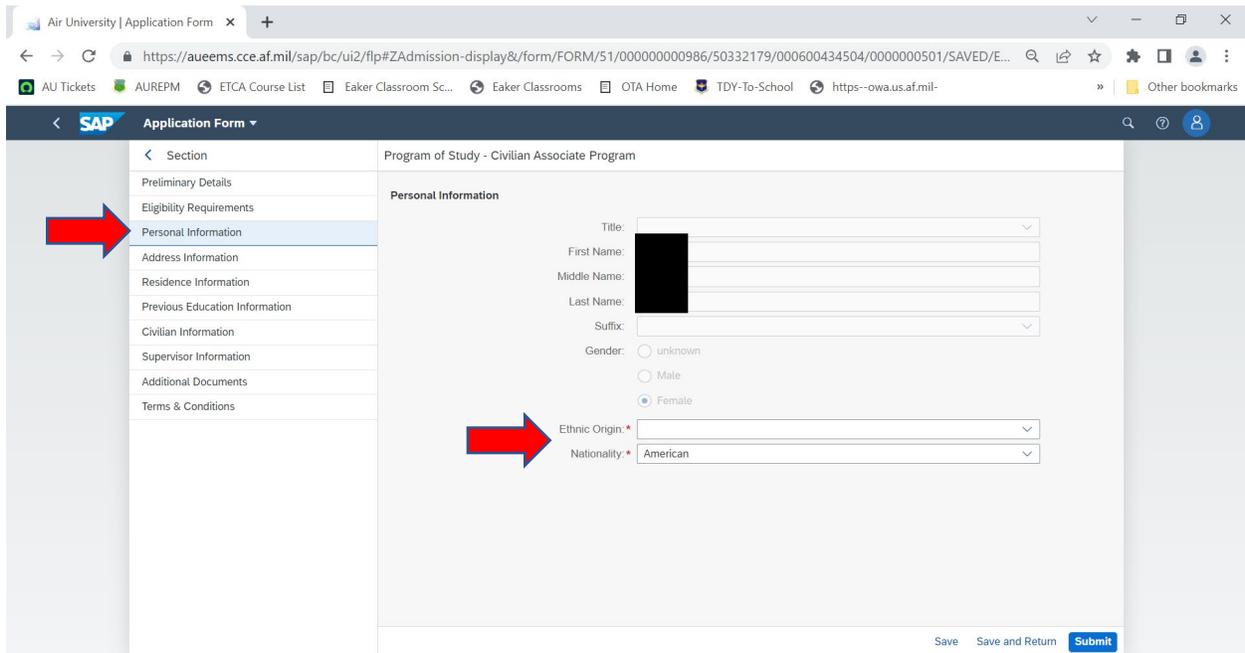
In the Address Information area, please fill out all of the areas with a red asterisk:

In the Residence Information area, please fill out the required information:

Go to Previous Education area and complete this information on your high school information: Once done, click on save.

Go to the Civilian Information area and it should just list your Civilian Pay Grade:

Click on the Supervisor Information area and fill out your supervisor's information:

Click on Additional Documents and check "I agree" that your Supervisor Learning Agreement is valid and then click on "+ Upload Document". Here is where you upload your Supervisor Learning Agreement that both you and your supervisor electronically signed.

Also, please read the remainder of this section. You are required to have your high school and various colleges you attended, mail your official transcripts to the mailing address/email address listed. Your official high school transcript MUST be received by the Air University Registrar BEFORE you can officially start CADP courses.

In the meantime, click on "+ Upload Document" and upload an UNOFFICIAL copy of your high school transcript so that we can begin evaluating you for CADP.

Click on Terms & Conditions area and read the statement. Once you have read the statement and if you agree to it, please check "I agree" and then click on the blue submit button located on the bottom right of the screen.

You should then receive an email shortly stating the following:

Dear XXXXX,

Thank you for submitting your application to the Civilian Associate Degree Program program at Civilian Leadership Development School, Air University . Your application has been received and will be reviewed within ten duty days.

To ensure the timely processing of your application, please check the My Admission Requirements tile in the AU Learner Portal.

If you have not received a response from Air University within ten duty days, please submit a ticket using the AU Service Desk .

Kind Regards,
Air University Admissions Team

Air University
55 LeMay Plaza, Maxwell Air Force Base, Alabama 36112
AU Online | https://airuniversity.af.edu
AU Service Desk | https://auservicedesk.af.edu
AU Learner Portal | https://aueems.cce.af.mil/aulp/

You may be asked to provide your AUID when requesting support. For your convenience, it has been provided for you here.
AUID: 0011061592

Please add au-noreply@us.af.mil to your address book to ensure timely delivery of all notifications.