

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”

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- ◆ The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- ◆ At any time, the USG may inspect and seize data stored on this IS.
- ◆ Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- ◆ This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy.
- ◆ NOTICE: There is the potential that information presented and exported from the AF Portal contains Controlled Unclassified Information (CUI). It is the responsibility of all users to ensure information extracted from the AF Portal is appropriately marked and properly safeguarded. If you are not sure of the safeguards necessary for the information, contact your functional lead or Information Security Officer.
- ◆ Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

I Agree

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

CLOUD ONE
FAST
SECURE
STREAMLINED

Cloud One SSO

Insert your CAC / ECA to begin your login

MEMBERSHIP AND SUPPORT INFORMATION

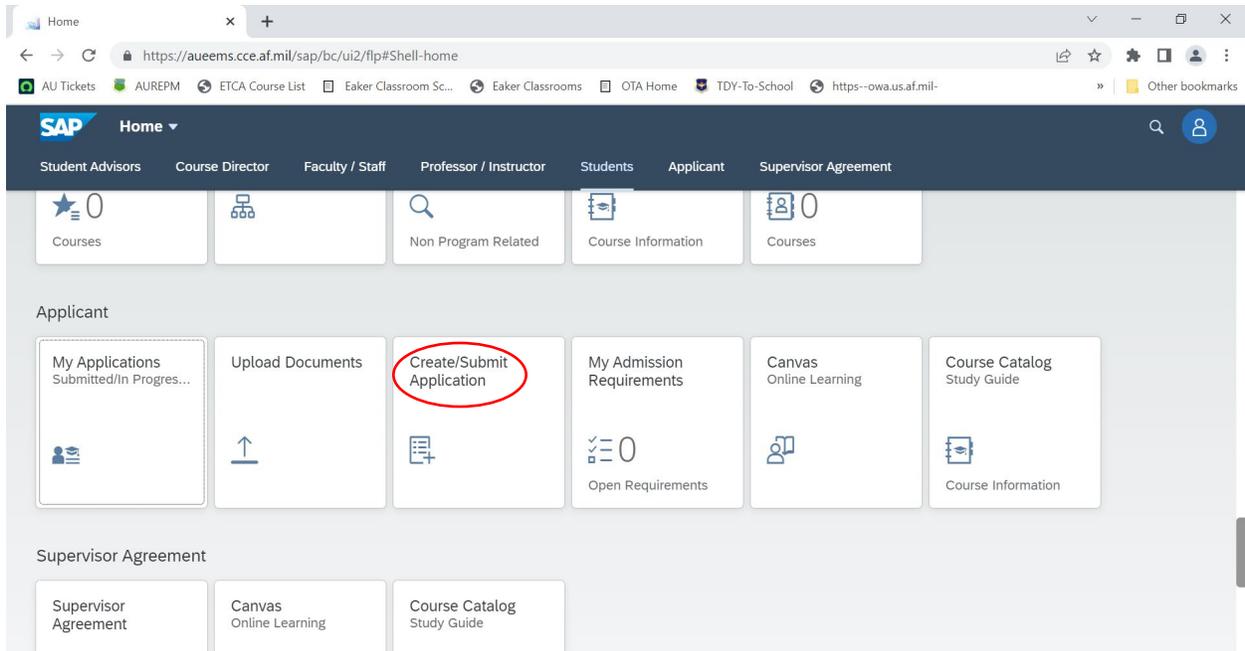
- [View Air Force Portal Registration Requirements](#)
- [Contact the Help Desk](#)
- [idAM](#)

You are now logging into: <https://aueems.cce.af.mil>

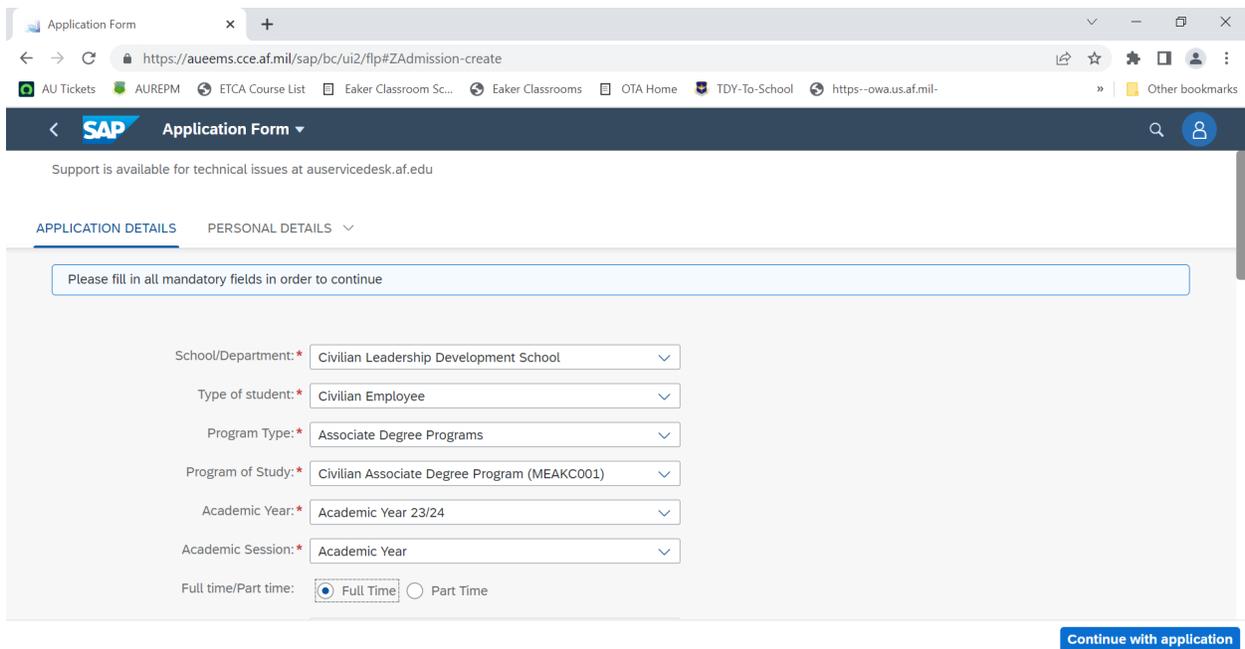
PKI Login

The security accreditation level of this site is CUI and below. Do not process, store, or transmit information classified above the accreditation level of this system.
Privacy Act Information: information accessed through this system must be protected in accordance with the Privacy Act of 1974, as amended, and AFI 33-332.

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:

The screenshot shows a web browser window with the URL <https://aueems.cce.af.mil/sap/bc/ui2/flip/#ZAdmission-display&/form/FORM/51/000000000986/50332179/000600434504/0000000501/EN/section/0>. The page title is "Application Form". The left sidebar is circled in red and contains the following sections:

- Section
- Preliminary Details
- Eligibility Requirements
- Personal Information
- Address Information
- Residence Information
- Previous Education Information
- Civilian Information
- Supervisor Information
- Additional Documents
- Terms & Conditions

The main content area is titled "Program of Study - Civilian Associate Program" and "Preliminary Details". It contains the following text:

For All programs:

- Military, Civilian, and Duty information is provided and verified by DEERS and MilPDS. These fields are visible for informational use only and cannot be edited by you nor AU faculty. If you notice an issue with this data, please check with those organizations to ensure they have your data correct.
- If these fields are not filled out currently, they will be populated by those institutions after submitting your application.

For PCE/PDE/Non-degreed PME Programs:

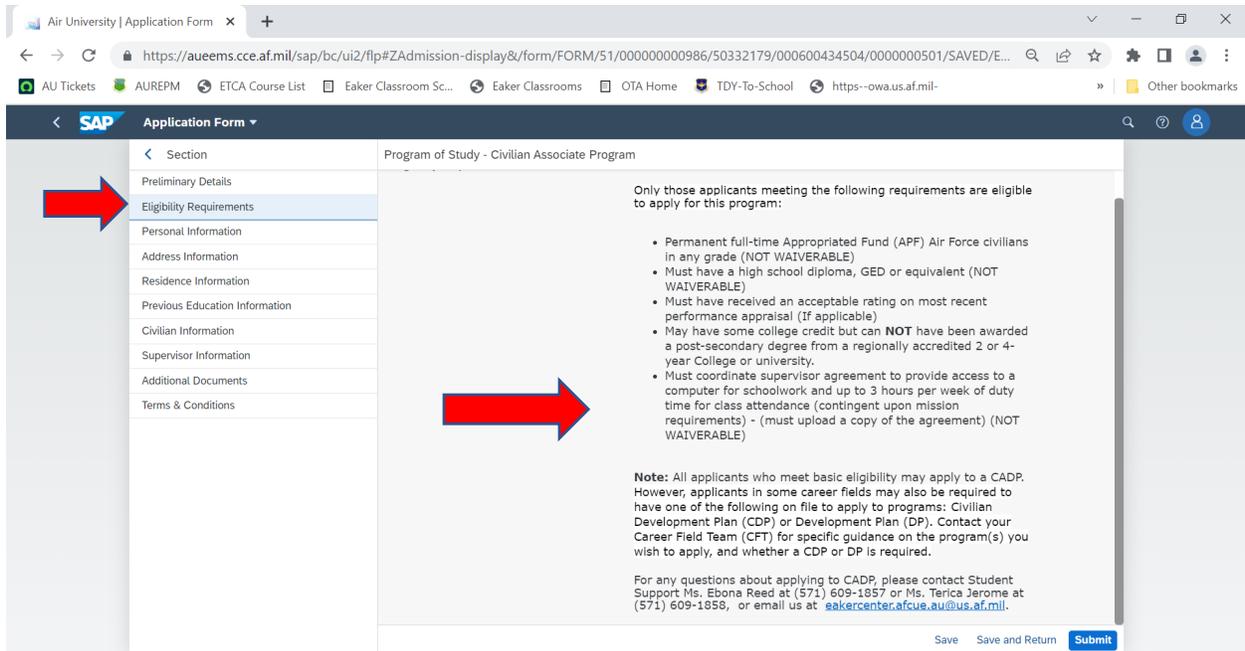
- No transcripts are required to be submitted by students to attend these programs. Please fill out the application and submit the rest of this application. Upon submission of the application, please check the Required Documents and My Admissions Requirements tiles on the home page to see what is required of you to be accepted into the program.

For Degreed Programs and Degree Granting PME programs:

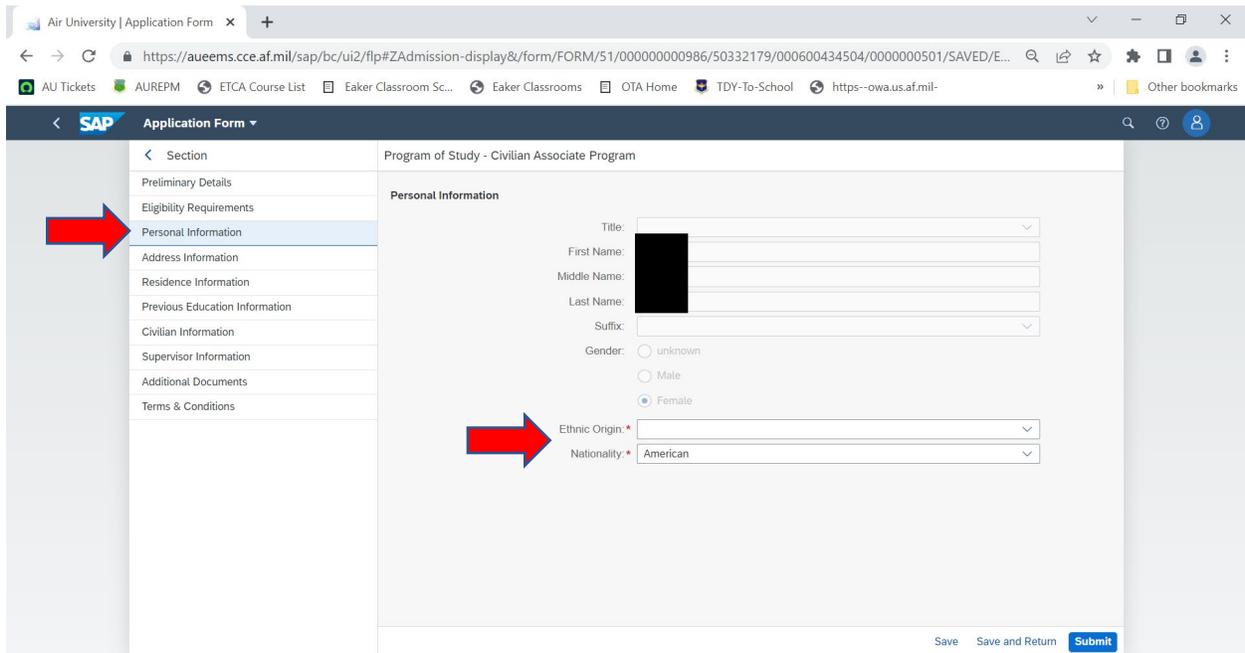
At the bottom right, there are buttons for "Save", "Save and Return", and "Submit".

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:

Air University | Application Form

https://aueems.cce.af.mil/sap/bc/ui2/flp#ZAdmission-display&/form/FORM/51/00000000986/50332179/000600434504/000000501/SAVED/E...

Application Form

Section: Program of Study - Civilian Associate Program

Address Information

House Number: [Redacted]

Street: [Redacted]

Street 2: [Redacted]

Country Key: [Redacted]

Region (State, Province, County): [Redacted]

City: [Redacted]

City postal code: [Redacted]

E-Mail Address: [Redacted]

Mobile Number: [Redacted]

Telephone Number: [Redacted]

Duty Address

House Number: *

Street: *

Street 2:

Organization: *

Office Symbol:

Country: *

Save Save and Return Submit

Air University | Application Form

https://aueems.cce.af.mil/sap/bc/ui2/flp#ZAdmission-display&/form/FORM/51/00000000986/50332179/000600434504/000000501/SAVED/E...

Application Form

Section: Program of Study - Civilian Associate Program

Address Information

City postal code: [Redacted]

E-Mail Address: [Redacted]

Mobile Number: *

Telephone Number: [Redacted]

Duty Address

House Number: *

Street: *

Street 2:

Organization: *

Office Symbol:

Country: *

Region (State, Province, County): *

City: *

City postal code: *

Duty Telephone Number: *

Duty Telephone no.: Extension:

Duty E-Mail Address:

Save Save and Return Submit

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

Air University | Application Form

https://aueems.cce.af.mil/sap/bc/ui2/flip#ZAdmission-display&/form/FORM/51/00000000986/50332179/000600434504/0000000501/SAVED/E...

Application Form

Section: Program of Study - Civilian Associate Program

Residence Information

Resident Country: *

Resident Status: *

Save Save and Return Submit

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

Air University | Application Form

https://aueems.cce.af.mil/sap/bc/ui2/flip#ZAdmission-display&/form/FORM/51/00000000986/50332179/000600434504/0000000501/SAVED/E...

Application Form

Section: Program of Study - Civilian Associate Program

Qualification

US or Foreign education?: * US Foreign

Transcript Category: HS Transcript

Institution Name: * Public High School

Degree/Qualification: * High School Diploma

Start Date: * 09/01/1990

End Date: * 06/01/1995

(Anticipated) Completion Date: * 06/01/1995

Degree or Qualification Earned: Academic qualification was earned Academic qualification is being pursued

Subjects

Subject: *

Enter Subject Name If Not Found: + Add

Save Cancel

Save Save and Return Submit

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

Air University | Application Form

https://aueems.cce.af.mil/sap/bc/ui2/flp#ZAdmission-display&/form/FORM/51/00000000986/50332179/000600434504/000000501/SAVED/E...

Program of Study - Civilian Associate Program

Civilian Information

Agency:

Civilian Duty Title:

Civilian Pay Grade: GS-12

Save Save and Return Submit

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

Air University | Application Form

https://aueems.cce.af.mil/sap/bc/ui2/flp#ZAdmission-display&/form/FORM/51/00000000986/50332179/000600434504/000000501/SAVED/E...

Program of Study - Civilian Associate Program

Supervisor Information

Supervisor's First Name: *

Supervisor's Last Name: *

Supervisor's Email Address: *

Save Save and Return Submit

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.

The screenshot shows the 'Program of Study - Civilian Associate Program' application form. The left sidebar contains a menu with 'Additional Documents' selected. The main content area is divided into sections: 'Additional Documents', 'Documents Verification', 'Supervisor Learning Agreement', and 'High School Transcript'. Each of these sections has a '+ Upload Document' button. Red arrows point to the 'Additional Documents' menu item, the 'Supervisor Learning Agreement' upload button, and the 'High School Transcript' upload button. The 'Documents Verification' section has an 'I agree' checkbox. The 'Supervisor Learning Agreement' section contains text about uploading a signed copy of the agreement. The 'High School Transcript' section contains text about uploading an unofficial copy of the transcript. At the bottom right, there are 'Save', 'Save and Return', and 'Submit' buttons.

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.

The screenshot shows the 'Program of Study - Civilian Associate Program' application form with the 'Terms and Conditions' section selected in the sidebar. The main content area displays the 'Terms and Conditions' text, which states that by submitting the application, the user is digitally consenting to a review of their eligibility. Below the text is an 'AU Terms & Conditions' section with an 'I agree' checkbox. Red arrows point to the 'Terms & Conditions' menu item and the 'AU Terms & Conditions' section. At the bottom right, there are 'Save', 'Save and Return', and 'Submit' buttons.

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) | <https://airuniversity.af.edu>

[AU Service Desk](https://auservicedesk.af.edu) | <https://auservicedesk.af.edu>

[AU Learner Portal](https://aueems.cce.af.mil/aulp/) | <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.