

AIR WAR COLLEGE CHECKLIST FOR INBOUND **Non-DoD Civilian** STUDENTS

Upon notification of selection for AWC, all inbound students should access the “Inbound Students” tab on the school website for up-to-date information and reporting instructions. Immediately upon notification, students must email AWC.StudentOps@us.af.mil. Once an email is received, AWC Student Ops will send the student a welcome email with administrative requirements.

QUESTIONNAIRE. AWC Student Questionnaire AY28 **Complete NLT 12 Feb 27.**

BIOGRAPHY AND OFFICIAL PHOTO. Send your bio and official photo (in a separate files) to awc.studentops@us.af.mil **NLT 12 Feb 27.**

REQUIRED TRAININGS: DOD CYBER AWARENESS, DOD UNAUTHORIZED DISCLOSURE, AND TRAVEL CARD 101. All students must complete and send the certificates to awc.studentops@us.af.mil **NET 30 April**. All training must be valid through the duration of the academic year. “[Cyber Awareness](#)” training courses from other branches of service/agencies are acceptable if you do not have an Air Force MyLearning account. The “[Unauthorized Disclosure](#)” CBT course for non-USAF personnel may be accessed at the following link: <https://securityawareness.usalearning.gov/disclosure/index.html> (NOTE: Please save a copy of your certificate. A record will not be maintained in the system for future reference). The Travel Card 101 can be located at: <https://www.defensetravel.dod.mil/neoaccess/login.php> (Passport TraX).

GOVERNMENT TRAVEL CARD STATEMENT OF UNDERSTANDING (GTC SOU). A prefilled GTC SOU will be emailed to students in the spring. Students should sign as the cardholder and return to awc.studentops@us.af.mil. AWC staff will sign as the supervisor.

SECURITY CLEARANCE. All US students (Active Duty, Guard, Reserve, Civilians) must have a current or interim Top-Secret (TS) valid through 20 May 2027. If your TS clearance is within 90 days of the 5-year expiration date, you must complete your e-APP/SF-86 with your current security manager. **NOTE: If you do not currently have a TS clearance, please initiate it with your Unit Security Manager ASAP as Maxwell will not initiate security clearance upgrades for students.** Valid Cyber Awareness and Unauthorized Disclosure training certificates (above) must be submitted to awc.studentops@us.af.mil prior to in-processing. Transfers-in-Status (TIS) are no longer accepted, and all students will attend an indoc brief upon arrival. Please contact the AWC Security Manager Mr. Eric Godinez at DSN 94 312 493-1398 and commercial (334) 953-1398 or via email at eric.godinez.3@us.af.mil with questions.

TRANSCRIPTS. Civilian students must request their official undergraduate transcript be mailed or e-mailed to the Air University Registrar's Office NLT 1 June. Please have your university send your official transcript electronically via Parchment (preferred method) to: Air University Resident Program. If your university utilizes National Student Clearinghouse Transcript Services, please have your university send your official transcript electronically via email to registrar@au.af.edu

Or the university may mail your official transcript to:

Air University Registrar, Attn: Admissions, 60 W Shumacher Ave, Maxwell AFB, AL 36112-6337

BASE ACCESS/COMMON ACCESS CARD (CAC). All students must have base access. All students must possess a valid DoD CAC prior to arrival at AWC that will remain valid through the duration of the academic year. Email AWC Student Operations awc.studentops@us.af.mil for any questions on this process.

LEAVE. *AWC will NOT authorize ordinary leave during the academic year, except for during a two- week holiday break in December; recommend taking sufficient leave prior to arrival at AWC.*

As of 21 Aug 2026