

The Air University

The Air University is headquartered at Maxwell Air Force Base, Alabama, and is the United States Air Force's center for professional military education. The Air University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award master and doctoral degrees.

The Air University Degree Programs

The Air University (AU) offers degree programs to International Officers through the programs listed below. The links provide information regarding course curriculum, faculty, students, and requirements before arrival at the school.

Master of Strategic Studies

Air War College (AWC) Resident

Internet address: <http://www.au.af.mil/au/awc/awchome.htm>

Master of Military Operational Art and Science

Air Command and Staff College (ACSC) Resident

Internet Address: <http://acsc.maxwell.af.mil>

Master of Military Strategy

School of Advanced Air and Space Studies (SAASS) Resident

Internet Address: <http://www.au.af.mil/au/saass/>

Doctorate of Philosophy in Military Strategy

School of Advanced Air and Space Studies (SAASS) Resident

Internet Address: <http://www.au.af.mil/au/saass/>

The Air University Registrar

The Air University Registrar oversees academic support for Air University degree programs. The Registrar Student Services personnel manage all AU admissions processes.

Air University Registrar

ATTN: Admissions

60 Shumacher Avenue

Maxwell AFB, AL 36112-6337

[AU Admissions contact email](#)

The Air University Degree Admission Requirements

(AU Instruction 36-2323, *Air University Master's Degree Admissions*)

Admission. To be admitted to the AU degree programs, the individual must

- Be selected to attend the program;
- Provide proof of academic credentials; and
- Provide an acceptable score on the Test of English as a Foreign Language (TOEFL). See TOEFL information below.

International Students. For admission to any AU degree program, international students must meet two requirements: 1) Have a US bachelor's degree or equivalent from a regionally accredited college or university and 2) meet the minimum Air University requirement on the Test of English as a Foreign Language (TOEFL).

NOTE: International students selected to attend, but who do not meet the admission requirements for the AU degree programs, will be allowed to attend the schools and will, upon graduation, receive a diploma from the school.

- **Official Academic Documents.** International students must possess undergraduate or graduate degree qualification equivalent to those required of US students.
 - International students who have completed a regionally accredited US undergraduate or graduate degree must request that an official transcript be mailed from their degree-granting school to the AU registrar. Transcript must be received by the AU registrar no later than 31 August of the academic year in which the student is attending. The student is responsible for honoring the costs incurred in providing academic documents.
 - Mail transcripts to:
Air University Registrar
ATTN: Admissions
60 Shumacher Avenue
Maxwell AFB, AL 36112-6337
 - International students who do not have a regionally accredited US bachelor degree must submit their academic records from college or university outside the US for evaluation by an independent foreign credentials evaluation service. The credentialing agency must be a member of the National Association of Credentials Evaluation Services (NACES) or the Association of International Credential Evaluators (AICE).
 - Applications for foreign credential agencies are available from the AU registrar's office.
 - An official copy of the evaluation must be mailed to the AU registrar's office.
 - The student is responsible for honoring the costs incurred in providing academic documents.

- **Test of English as a Foreign Language (TOEFL).**
 - Students from countries where English is not the official language must achieve an acceptable result on the TOEFL to be admitted to the master's degree programs.
 - It is best for students to take the TOEFL before leaving their home country.
 - When taking the TOEFL, the student must indicate Air University Institution Code 9069 for the official result to be sent to the AU Registrar.
 - The student is responsible for honoring the costs for the test and for travel to and from the test center.
 - The minimum acceptable TOEFL result for admission in all AU degree programs is:
 - 83 for the Internet-based test (iBT), or
 - 560 for the paper-based test (pBT).
 - Students from countries where the official language is English are not required to take the TOEFL.
 - Students who have completed a US bachelor or higher degree within the past four years are not required to take the TOEFL.
 - Students who have taken the TOEFL within the past two years and have met the AU minimum acceptable result or higher are not required to take the TOEFL. Student must provide an official copy of the TOEFL result to the AU Registrar.

- **Diploma.** International students not seeking a master's degree or those who do not meet the admission requirements for the AU degree program, will be allowed to attend the school and will, upon graduation, receive a diploma from the school.

FREQUENTLY ASKED QUESTIONS **FOR AIR UNIVERSITY ADMISSIONS REQUIREMENTS**

Air University Admission Requirements

Q: What are the **admission requirements** for Air University master's degree programs?

A: The admission requirements are the same for Air War College and Air Command and Staff College. They include:

1. Academic documents – you must have a US bachelor degree or equivalent.
2. Test of English as a Foreign Language (TOEFL) – if you are not from a country where English is the official language, you must have a score of 83 or higher on the TOEFL. These requirements are described in more detail below.

Q: What are the **admission requirements** if I am not interested in getting the degree?

A: If you are not interested in getting the degree you will be automatically admitted to the diploma program, you may complete the program and receive a diploma rather than a degree. This is your decision.

Academic documents evaluation

Q: Why do I need to have my **academic documents** evaluated?

A: Air University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). For Air University to provide an accredited master degree, SACSCOC requires that all students have an accredited US bachelor degree or equivalent before being admitted to the master degree program.

Q: If I have a US bachelor or master degree, do I need to have my **academic documents** evaluated?

A: No. However, you must have the university mail an official transcript to:

Air University Registrar
ATTN: Admissions
60 Shumacher Avenue
Maxwell AFB, AL 36112-6337

Q: What **academic documents** must I provide for evaluation?

A: You may submit any documents from your academic education along with an English translation. Bring your original documents; we will make copies to submit for evaluation and return your original documents to you immediately. You may provide certified copies of the original documents if you prefer.

Q: Who evaluates my **academic documents**?

A: Your documents must be evaluated by a credential service agency which is a member of the National Association of Credentials Evaluation Services (NACES) or the Association of International Credential Evaluators (AICE).

Q: If someone from my country and I attended the same university, and his **academic documents** are equivalent to a US degree, why must I have my documents evaluated?

A: Each student is admitted to the Air University master degree program on an individual basis; each student must submit his own documents for evaluation.

Q: What is the cost for evaluation of my **academic documents**?

A: It depends on which agency you use. The agency must be a member of the National Association of Credentials Evaluation Services (NACES) or the Association of International Credential Evaluators (AICE).

Q: Who pays for the evaluation of my **academic documents**?

A: The student is responsible for paying this cost. Your country may or may not reimburse you for this cost.

Portfolio

Q: What is the **Portfolio**?

A: The Portfolio option is available to students who score 83 or higher on the TOEFL, but whose academic evaluation is less than equivalent to a US bachelor degree or higher.

Q: How do I submit the **Portfolio**?

A: Portfolio must contain the following:

1. Written request from the student to be considered for Portfolio admission.
2. Official evaluation of your academic documents.
3. Any other academic/training documents you wish to include.
4. Resumé of your work and education (no specific format is required).
5. Two letters of recommendation from persons who may be past or present supervisor, a former teacher/instructor, or professional colleague.
6. TOEFL result (only if student is required to take the TOEFL).

Q: Who reviews my **Portfolio** for admission?

A: You will submit your Portfolio package to the AU Registrar. The AU Registrar will submit your Portfolio to the school admission committee who will determine if you will be admitted to the master degree program.

Q: When will I know the result of my **Portfolio**?

A: You will be notified of your admission status no later than 1 October.

Test of English as a Foreign Language (TOEFL)

Q: What is the **TOEFL** test?

A: The TOEFL iBT test measures your ability to use and understand English at the university level. And it evaluates how well you combine your listening, reading, speaking and writing skills to perform academic tasks.

Q: Can my English Comprehension Level (ECL) test score be used instead of taking the **TOEFL**?

A: No. The ECL measures only reading and listening proficiency. The TOEFL measures reading, listening, speaking, and writing.

Q: Do I have to take the **TOEFL**?

A: Students from non-English speaking countries must take the TOEFL.

Q: Does Air University offer the **TOEFL** test?

A: No. Air University is not a TOEFL test site.

Q: Where can I take the **TOEFL**?

A: Go to <http://www.ets.org/toefl> for test locations and dates.

Q: What is the cost for taking the **TOEFL**?

A: Go to <http://www.ets.org/toefl> for this information.

Q: Who pays for me to take the **TOEFL**?

A: The student is responsible for paying this cost. Your country may or may not reimburse you for this cost.

Q: How do I register for the **TOEFL**?

A: Go to <http://www.ets.org/toefl>. Air University personnel cannot assist with this registration.

Q: When can I take the **TOEFL**?

A: You must take the TOEFL before 1 August. Results for TOEFL tests taken after 1 August will not be used for admission in Air University degree programs per the Air University Commander.

Q: Should I take the **TOEFL** before leaving my country?

A: YES. It is easier for you to navigate in your country. Also, once you arrive in the US, time is limited and scheduling the test within the allotted time is sometimes difficult.

Q: How far in advance can I take the **TOEFL**?

A: According to ETS, who develops the TOEFL test, scores are valid for two years from the test date. Air University will accept TOEFL results according to ETS policy.

Q: What is the minimum **TOEFL** score required for Air University?

A: Internet-based test (iBT): 83
Paper-based test (pBT): 560

Q: If I score below 83 on the **TOEFL**, is there a chance for admission?

A: If you score 75-82 (537-559 pBT) AND have a US bachelor degree equivalent, you may submit a TOEFL Appeal to the admissions committee.

Q: How does Air University receive my **TOEFL** result?

A: When you take the TOEFL, be sure to provide the Air University Institutional Code 9069 as a recipient of your official TOEFL result. ETS will mail your result to Air University within 4-6 weeks from your test date.

Q: How many times can I take the **TOEFL**?

A: As many times as you wish. The only limitation is time: You must take the TOEFL no later than 1 August in the year in which you will be attending Air University.

Q: If I have a US bachelor or higher degree, must I take the **TOEFL**?

A: If you completed the US degree within the past four years, you don't have to take the TOEFL.

TOEFL Appeal

Q: What is the **TOEFL Appeal**?

A: The TOEFL Appeal is available for students who have scored 83 or higher on the TOEFL iBT (560 pBT), but the academic evaluation result is less than a US bachelor equivalent.

Q: How do I submit a **TOEFL Appeal**?

A: The TOEFL Appeal must contain the following:

1. Written request from student to be considered for TOEFL Appeal admission.
2. TOEFL score of 75-82 iBT (537-559 pBT).
3. Written recommendation from each member of the teaching team, including elective instructors, and IOS Preparatory Course instructors.

Q: Who reviews my **TOEFL Appeal** for admission?

A: You will submit your TOEFL Appeal package to the AU Registrar. The AU Registrar will submit your TOEFL Appeal to the school admission committee who will determine if you will be admitted to the master degree program.

Q: When will I know the result of my **TOEFL Appeal**?

A: You will be notified of your admission status no later than 1 October.

Apostille

Q: What is an **Apostille**?

A: The Apostille is a stamp to certify the authenticity of the signature on the document. This authentication is provided by the Alabama Office of the Secretary of State in Montgomery, AL.

Q: How do I know if I need the **Apostille**?

A: It depends upon your country. You must find out if your country requires the Apostille.

Q: Can the Air University Registrar office assist with obtaining the **Apostille**?

A: No. The AU Registrar will provide a notarized copy of your transcript to you upon graduation. You must take your documents to the Alabama Office of the Secretary of State in Montgomery, AL.

Q: Where can I find more information regarding the **Apostille**?

A: Go to <http://sos.state.al.us/adminservices/Authentications.aspx>.