AIR UNIVERSITY DISTANCE LEARNING ENROLLMENT APPLICATION

AUTHORITY: 10 U.S.C. 8013. PRINCIPAL PURPOSE: To obtain information for computer input from education offices requesting students be enrolled into A4/6 A4L Distance Learning Courses. Use of SSN required to make positive identification of the individual and records. ROUTINE USE: Used to prepare data for input into the A4/6 A4L computer database. DISCLOSURE: Voluntary. However, if requested information is not provided, there is no entry data for the computer program and enrollment cannot be accomplished.

INSTRUCTIONS: Items 1 thru 10 are required to process form. (DO NOT SAVE FORM PRIOR TO SENDING. See instuction page below.)

1. COURSE NUMBER:							2. COURSE TITLE:	

Access: http://www.au.af.mil/au/afiadl for correct course number.

3. SSN:										4. DSN/COMM DUTY PHONE:	

5. Last Name	First Name	MI	Suffix

6. CATEGORY: Select One	7. CURRENT GRADE (Required):	8. ENROLLMENT CODE:		
US Civil Service/Contract Employees - P		Mandatory	L	
		Voluntary	N	

NOTE: This Form is NOT to be used for Active Duty AF, ANG, or AF Reserve personnel.

NOTE: See Item 8 on back of form for ENROLLMENT CODE definitions

9. ADDRESS: (Mandatory enrollee use address of Unit Training Manager)

Address Line 1
Address Street (required)
Address Line 3
Base/City (required)
State (required)
9 Digit Zipcode (required)

10. ****TEST CONTROL FACILITY ZIP CODE/SHRED

9 digit zip code									Shred

Access: http://www.au.af.mil/au/afiadl/ for correct TCF zip code and shred

*** ENROLLMENT CANNOT BE PROCESSED WITHOUT NINE-DIGIT TEST CONTROL OFFICE ZIP CODE AND SHRED (SEE BACK OF FORM FOR MORE INFORMATION)**

11. COMMENTS:

12. STUDENT'S E-MAIL ADDRESS:

13. DATE:	APPROVING AUTHORITY'S TITLE	APPROVING AUTHORITY'S NAME

AU 23, 03 20 2009

RESET **Email Form To: STUDENT.SERVICES@MAXWELL.AF.MIL**

AU 23, Enrollment Procedures

The AU 23 is used for:
US Civil Service Employees, Department of Defense (DOD) Military Personnel, other than Active Duty Air Force, Air National Guard, Air Reserve Personnel, Civil Air Patrol Members, Volunteer and Contract Workers, and International Civilian Employees of DOD Agencies and Foreign Military Members.
All AU 23s received for Active Duty Air Force, Air National Guard and Air Force Reserve Personnel will be returned to sender without action with the following exception.
Exception: Active Duty Air Force, Air National Guard and Air Reserve Personnel in DEPLOYED locations without MILPDS or PCIII systems. E-Mail forms to Student.Services@maxwell.af.mil

Student eligibility is governed by the policies contained in AFI 36-2201 and the AU Directorate of Education Logistics and Communication, A4/6 (formerly AFIADL) Course Catalog. Courses are available to a variety of individuals whose eligibility to enroll is based on their association with the US Government.
NOTE: Forms may be obtained on line at www.au.af.mil/au/afiadl in the forms folder.

To complete the enrollment application follow these instructions:

Item 1
Course Number Desired: Access the catalog at www.au.af.mil/au/afiadl for the course number, availability of course, and eligibility. For CBI course materials also check for system compatibility prior to course enrollment.

Item 2
Course Title

Item 3
SSN: Verify Social Security Number. Enrollments will not be processed without a valid SSN (exception: international civil service employees)

Item 4
Phone Number: (Student's or Education Office)

Item 5
Name (Complete name of student is required)

Item 6
Category (Select appropriate category for drop down box)

Item 7
Current (Select the appropriate pay/grade/rank from drop box)

Item 8
Enrollment Code (Check appropriate box) Code L-MANDATORY ENROLLMENT: Use for civilians of international countries enrolling in job related CDCs. Enrollment application should state "Employee of the US Government" in Block 11 (comments).
Code N- VOLUNTARY ENROLLMENT: Members of other US military services, Civil Air Patrol, US Civil Service (including non=appropriate fund) and USAF contractor employees (eligible IAW ETCA, Section F, Paragraph 6.9), Red Cross volunteers must include the statement: "Volunteer Worker" in Block 11 (comments).

Item 9
Address (Complete address to include 9 digit mailing zip code is required). Please refer to http://zip4.usps.com/zip4/welcome.jsp for your correct 9 digit zip code.

Item 10
Test Control Facility Zip Code/Shred (Enrollment cannot be processed without the Test Control Facility Zip Code where the student will be taking the final exam). All exams are proctored exams and must be administered by authorized Test Administration Personnel. (Use the web link to obtain a listing of TCFs in zipcode order).
www.au.af.mil/au/afiadl in the site index folder under "T".

Item 11
Comments

Item 12
Email address (students email address, not required, however, is beneficial when trying to contact the student).

Item 13
Type the date of submission, Approving Official's title, and the Approving Offical's name.

To Send Completed Form For Processing

Once form is completed, scroll to the bottom of the page and select the box titled Email Form To:
If you wish to keep a copy of the completed form for your records, type your email address in the Cc... box when the Outlook message box opens. Then select Send.