Education Program Document Requirements

Instructions:

1. Fill out form
2. Use as a cover page by placing it on top of the documents being faxed or mailed (please see below for fax restrictions on certain documents)

- Fax: 304-724-3788
- Mailing Address: APUS
  ATTN: Student Records
  10110 Battleview Parkway, Suite114
  Manassas, VA 20109

Student Name (print): _____ _____ _____
Last Name First Name MI

Student ID: _____

Program: _____

Check all that apply

☐ College Transcript — Faxed transcripts are not acceptable. Transcripts must be received in our office by mail and must be inside the institutions' original and sealed envelopes.

☐ Transcript (Intl Evaluation) — International transcripts require an international-credential agency evaluation report (email international@apus.edu for information). Faxed transcripts and/or reports are not acceptable. Transcripts/reports must be received in our office by mail and must be inside the institutions'/agencies' original and sealed envelopes.

☐ Praxis Test — Faxed test results are not acceptable. Test results must be received in our office by mail and must be inside their original and sealed envelopes.

☐ Military Training Document

☐ Military Training Certificate

☐ Other Training Certificate

☐ Resume or Curriculum Vitae

☐ Documentation of Teaching/Management Experience (on letterhead from school or company)

☐ Character Reference

☐ Statement of Interest (essay indicating interest in teaching)

☐ Documentation of Current Teaching Position (on letterhead from school)

Corporate and Academic Offices:
111 W. Congress Street, Charles Town, WV 25414
Phone 304-724-3700 **Toll Free 877-468-6268** Fax 304-724-3780

www.apus.edu

Administrative Offices:
10110 Battleview Parkway, Ste. 114, Manassas, VA 20109
Phone 703-330-5398 Toll Free 877-468-6268 Fax 703-330-5109