

Graduate Admissions Checklist

- Apply Online** – Visit www.amu.apus.edu or www.apu.apus.edu and select “Apply Now” option.
- Complete Orientation**- Read over the university’s policies and procedures.
- Student Enrollment Agreement**- Confirms understanding of university’s policies and procedures.
My Admissions Representative is _____
- Tour the E-Campus**- Log-in from the AMU/APU homepage, confirm that your personal information is correct and check to verify that you are enrolled in the correct degree program.
- Begin Transfer Credit Evaluation** - *Optional for those students who have indicated receipt of graduate level college credit.*
 - Complete and Submit TCE Application- Access application from left side of e-campus, add institutions, pay one-time \$50 fee, and print TCE summary.
 - Sign and Return Transcript Release Authorization Forms
 - Fax (1-304-724-3788) or email (documents@apus.edu) any military and/or professional documents or certificates.**Once all documentation is received, it takes 4-6 weeks for the evaluation to be completed.**
- Send Official Undergraduate Transcripts**- Send official transcript confirming Bachelors conferral date to:
APUS
Attn: Student Records
10110 Battleview Pkwy, Suite 114
Manassas, VA 20109
- Choose Payment Option**
 - **Military Tuition Assistance** - TA will cover \$750 per 3 credit hour course. Students are responsible for the remaining balance.
 - **Active Duty**- Army and Air Force students use applicable online military portals (Army: www.earmy.com, Air Force: www.my.af.mil). Navy, Marine, Coast Guard students obtain paper TA Authorization from ESO.
 - **Reservists**- Navy, Marine, and Coast Guard students contact state ESO. Army students visit www.armyreserveeducation.com. Air Force students contact APUS Student Accounts at stuaccounts@apus.edu for TA deferment form.
 - **National Guard**- Army students visit www.virtualarmory.com to request TA. Air Force students visit the Air Force Portal to request TA.
 - **VA/GI Bill Benefits**- Dept of VA will reimburse student after paying tuition up front.
 - Visit www.gibill.va.gov for your certificate of eligibility and application
 - Questions on VA processing? Contact VA specialist at vaquestions@apus.edu
 - **Vocational Rehabilitation** – For more information, contact ta@apus.edu .
 - **Federal Student Aid**- Accepted for all graduate programs. The financial aid process takes 6 weeks to complete.
 - Submit Federal Student Aid (FSA) Intent Form under OTHER FORMS in e-campus.
 - Start your FAFSA by visiting www.fafsa.ed.gov**My Federal Student Aid Specialist is** _____
 - **Employer Voucher Program**- For students whose employers pay for tuition up front. Upon registration, have your employer’s address and EIN number. For questions, email ta@apus.edu .
 - **Automatic Debit Payment (ADP) Plan** – Students may opt for pre-set incremental payments via debit/credit card. This option is available upon registration.
 - **Self Pay**- Payment in full by debit/credit card or e-check upon registration.
- Register for Classes** – Click red “Register Now” tab in e-campus. Course Materials can be purchased through MBS Direct or other vendors. For questions about course materials, please e-mail booklist@apus.edu.
- Verify Tuition Payment**
- Enter Classroom**- The classroom will open at 6:00 am EST. Students must log-in during first week of class and check/print syllabus.