



American Public University System

American Military University
American Public University



APUS Reference Completion Process for All Applicants of the Master of Education in Guidance and Counseling Program

1. The applicant is required to submit 2 different Character References Forms supplied by APUS. It is the applicant's responsibility to distribute the reference forms to your chosen reference providers.
2. The applicant must request 2 non family members to complete these forms on their behalf. APUS strongly encourages each applicant to have references provided by individuals who know the applicant in the capacity of the following areas:
 - a). A current or former supervisor/employer, or someone who knows the applicant in a work environment
 - b). A current or former professor/teacher or someone who is acquainted with the applicant's academic work
 - c). A personal reference such as a colleague, friend, minister, etc. to complete the reference forms.
3. The individuals providing the reference MUST complete each form in its entirety. Each form contains 3 pages; all sections must be answered. Failure to do so will render that particular reference impermissible.
4. The applicant should complete the section entitled "To be completed by M.Ed. Candidate" before the forms are given to the character reference providers. Your reference providers are given instructions about completing the forms and how they can submit them on your behalf to APUS. They may fax, email or mail the completed forms to:

Fax: 304.724.3788

Email: documents@apus.edu

APUS/Student Records
10110 Battleview Parkway, Suite 114
Manassas, VA 20109

Please be aware that once we have received and processed your completed character reference forms, they become the property of APUS and therefore, not subject to your review. All information provided is kept confidential. Once all supporting documentation is processed and reviewed, you will receive notification of your admission status.

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:

10648 Wakeman Court, Manassas, VA 20110

Phone: 703-330-5398 • Toll Free 877-468-6268 • Fax: 703-330-5109