

Undergraduate 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** - *Necessary for all students who have indicated receipt of previous college credit. Students with only military training are not required to complete the TCE Process, but may receive transfer credit if a TCE request is submitted.*
 - 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. Please note: USCGI, DLI, and DLPT transcripts must be sent officially, via mail, to Student Records in Manassas, VA.*Once all documentation is received, it takes 4-6 weeks for the evaluation to be completed.*
- Choose Payment Option**
 - **Military Tuition Assistance**
 - **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 programs with the exception of AA in General Studies. Please note: 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. First-time undergraduate students must select COLL100 as first class. Course Materials will be shipped automatically upon receipt of tuition. For questions about your course materials, please e-mail books@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.