

M.ED Admission Checklist

- Apply Online** – Visit www.amu.apus.edu or www.apu.apus.edu and select “Apply Now” option.
- Complete Orientation and Student Enrollment Agreement** - Read over the university’s policies and procedures and confirm your understanding of the university’s policies and procedures.
- My ID # is** _____
- 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 (waived for U.S. active duty military, Guard, and Reserve members), 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 Required Admission Documents**- *Each Education program has specific admission requirements that must be fulfilled prior to registration.*
 1. Required for **all** Graduate programs: Send **official transcript** confirming Bachelors conferral date to:
APUS
Attn: Student Records
10110 Battleview Pkwy, Suite 114
Manassas, VA 20109
 2. **Writing sample** – Required for admission to M.ED Guidance and Counseling, M.ED Administration and Supervision, M.ED Teaching Elementary Education and M.ED Teaching Secondary Social Studies
Prepare an essay of at least 300 words (1 page) describing why you are interested in the program.
Your sample should be double-spaced and written in Word.
 3. **Character References** – Required for admission to M.ED Guidance and Counseling and M.ED Administration and Supervision programs.
Two character references are required from people who can attest to your moral and ethical character. Examples of such people include supervisors, religious leaders, military commanders, school officials, or others who know you well and can provide credible information about you. Forms will be provided to you by your admissions representative. Once forms are completed and signed by the references, send them to APUS following the document submission instructions below.
 4. **Resume/CV (Curriculum Vitae)** – Required for admission to M.ED Administration and Supervision program. Please e-mail a copy of your resume or CV to documents@apus.edu
 5. **Documentation of Experience** – Required for admission to M.ED Administration and Supervision program. Students in the Administration and Supervision degree must provide evidence to show that they have 3 years experience in teaching or K-12 management. Examples of documentation may include such items as letters from supervisors, Human Resources departments or school districts, teacher evaluation reports, etc.
 6. **Proof of Residency** – Required for admission to M.ED Teaching Elementary Education, M.ED Teaching Secondary Social Studies, and the Post-baccalaureate Teacher Preparation Programs. Documentation may include a copy of your driver’s license or state issued ID that shows residency in one of the following states: WV, VA, MD, NJ, SC, FL, TX, or OH.

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7. **Valid Teaching License** – Required for admission to the non-certification education programs, M.ED Teaching Elementary Reading, M.ED Teaching English Language Learners, M.ED Teaching Instructional Leadership, M.ED Teaching Special Education, and M.ED Teaching Curriculum and Instruction for Elementary Teachers.
8. **Statement of Understanding** – Required for admission to all M.ED programs and the Post-baccalaureate teacher preparation program. The Statement of Understanding will be provided by your admissions representative. Please sign and fax or email back to your admissions representative.
Document Submission
Documents can be sent via e-mail to documents@apus.edu OR via fax to 304-724-3788 OR by mail to APUS 10110 Battlevue Parkway Suite 114 Manassas, VA 20109.

- Completed file will be sent to the School of Education for review.** You will receive an email notification that you've been accepted and are able to register for classes.
- Choose Payment Option – While waiting for an admission decision begin arranging your payment type.**
 - Self Pay** – Payment in full by debit/credit card or e-check upon registration.
 - Employee Voucher Program** – For students whose employers pay for tuition up front. Upon registration, have your employer's address and EIN number. Questions, email ta@apus.edu
 - Military Tuition Assistance** – TA will cover \$750 per 3 credit hour course. Student is responsible for remaining balance.
 - VA/GI Bill** – Dept of VA will reimburse student after paying tuition up front. Questions, contact a VA specialist at vaquestions@apus.edu
 - Automatic Debit Payment Plan** – Available upon registration, this option allows students to pay using a pre-set incremental payment via debit/credit card.
 - 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
- Register for Classes** – Once formally accepted into the program you will be able to 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**
- For Licensure Programs** - Prior to the start of your first class touch base with your local school district to find out what will be required of you to arrange an observation school. Your first class will supply the necessary paperwork to formalize the relationship between APUS and your local school district.
- Enter Classroom**- The classroom will open at 6:00 am EST. Students must log-in during first week of class and check/print syllabus.