



American Public University System

American Military University
American Public University



Directions to Reference Providers for Candidates seeking admittance to American Public University System M. Ed. Programs

Thank you for your willingness to provide a character reference for our prospective student. We value your insight and perceptions about this candidate. Please fill out all three pages of this reference form with the exception of the first section entitled “To be completed by M.Ed. Candidate,” which should already be completed by the applicant.

All questions must be answered in order for APUS to process this form. If you are not sure of an answer, pick the most appropriate. N/A should be selected only when you are unfamiliar with the applicant in that context. You are welcome to elaborate on any of your answers on page three under the comments section.

Since we use the information provided to determine an applicant’s suitability to the program they have selected, your honest opinion of the applicant in relation to the program is greatly respected. Once APUS has received and processed the completed character reference form, it becomes the property of the university and therefore is not subject to review by the applicant.

All information provided is kept confidential. To protect confidentiality, APUS uses both a secured fax line and a secured email inbox. If you choose to mail the document to APUS, please write “Confidential” on the outside of the envelope.

Upon completion of the character reference form, please send it via email, fax or regular mail to:

Email: documents@apus.edu

Fax: 304.724.3788

Note: please put “Attn: Student Records” on cover page

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