Education Program Document Requirements

Instructions:

1. Fill out form
2. Use as a cover page by placing it on top of the documents being faxed or mailed (please see below for fax restrictions on certain documents)

- Fax: 304-724-3788
- Mailing Address: APUS
  ATTN: Student Records
  10110 Battleview Parkway, Suite114
  Manassas, VA 20109

Student Name (print): _____ _____ _____
Last Name First Name MI

Student ID: _____

Program: _____

Check all that apply

- ☐ College Transcript (unofficial) — Faxed official transcripts are not acceptable. Transcripts must be received in our office by mail and must be inside the institutions' original and sealed envelopes.
- ☐ Transcript (Intl Evaluation) — International transcripts require an international-credential agency evaluation report (email international@apus.edu for information). Faxed transcripts and/or reports are not acceptable. Transcripts/reports must be received in our office by mail and must be inside the institutions'/agencies' original and sealed envelopes.
- ☐ Military Training Certificate
- ☐ Other Training Certificate
- ☐ Resume or Curriculum Vitae
- ☐ Documentation of Teaching/Management Experience (on letterhead from school or company)
- ☐ Character Reference 1
- ☐ Character Reference 2
- ☐ Character Reference 3
- ☐ Statement of Interest (essay indicating interest in teaching)
- ☐ Documentation of Current Teaching Position (on letterhead from school)
- ☐ MEd- Employment Verification Letter
- ☐ MEd- Statement of Understanding
- ☐ MEd-Teaching license/Teaching Certificate
- ☐ MEd- State Issued Identification