Graduate Admissions Checklist

- Complete Acknowledgement of Student Rights and Responsibilities - Read over the university’s policies and procedures.
- Student Enrollment Agreement - Accept the university’s agreement to handle disputes through arbitration.
- Tour the ecampus - Log-in from the AMU/APU homepage, confirm that your personal information is correct.
- Send Official Undergraduate or Higher Transcripts – If you are enrolled in the graduate level, you must provide documentation of your conferred bachelor’s degree or higher from an institution whose accreditation is recognized by CHEA. You will not be eligible to register for courses until you have demonstrated conferral of a bachelor’s degree or higher.
  - You may provide an unofficial transcript of your bachelor’s or graduate degree (with conferral) or a copy of your diploma to your admissions representative so you may be permitted to register for courses. Students will then have 15 weeks from the start of their first course to submit their official transcript and complete their record.
  - Please have official transcripts mailed to: APUS - Attn: Student Records 10110 Battleview Parkway, Suite 114, Manassas, VA, 20109
- Begin Transfer Credit Application – If you have previous graduate level or professional military education, you may have it evaluated for transfer credit. Once all documentation is received, the process can take 2-3 weeks, so start it early!
  - Complete and submit the Transfer Credit Application which is located within the ACADEMIC PLAN & FORMS tab
  - Print and Sign any Transcript Release Authorization Forms (TRA). These can be uploaded in the document log, Faxed (304-724-3811) or emailed to (tra@apus.edu)
  - Fax (1-304-724-3788) or email (documents@apus.edu) any military and/or professional documents or certificates.
- Determine Payment Options
  - Military Tuition Assistance- Coast Guard, Navy and Marine students must submit completed TA forms via fax (304-724-3781) or email (ta@apus.edu). TA approved on GoArmyEd/AF Portal is automatically sent to our TA office
    - Air Force- If you are active duty Air Force, the TA registration takes place within the Air Force Portal (http://www.my.af.mil). Air Force Reserve personnel must complete the AFRC Form27.
    - Navy- Navy personnel must complete and submit form NAVEDTRA 1560/5 https://www.navycollege.navy.mil/
    - Marines- Marine personnel must complete and submit form NAVMC 10883 Request for Tuition Assistance: http://www.marforres.marines.mil/General-Special-Staff/Marine-Corps-Community-Services/Marine-Family-Services/Lifelong-Learning-Center/Tuition-Assistance/
  - VA/GI Bill Benefits
    - Visit http://www.benefits.va.gov/gibill/ for your certificate of eligibility and application.
    - Questions on VA processing? Contact VA Specialists at vaquestions@apus.edu.
  - Vocational Rehabilitation - For more information, contact ta@apus.edu.
  - Federal Student Aid - Please note: The financial aid process takes at least 21 days to complete, and we recommend starting it 6 weeks in advance.
    - Establish an Academic Year through the FINANCE tab in the ecampus
    - Start your FAFSA by visiting www.fafsa.ed.gov. AMU/APU FAFSA school code is 038193
    - Complete the Financial Aid Office also locate in the FINANCE tab in the ecampus
  - 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 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 Register Now within the top banner of the ecampus and follow the prompts until you receive a confirmation number or the course shows as registered in your Academic Plan.
- Order Books/Course Materials – Textbooks and e-books can be purchased through the APUS Bookstore (titled Graduate Course Materials located within the ACADEMIC PLAN & FORMS tab) or a vendor of your choice. If you choose not to use the APUS Bookstore, email booklist@apus.edu for a list of the current textbooks.
- Enter Classroom - The classroom will open at 6:00am, Eastern Time. You are required to log-in to each course at least once the first week and complete the week one discussion board assignment. This discussion board assignment must contain at least 250 words and be posted by 11:59pm ET on Sunday. If you do not complete the assignment during week one and with the noted specifications, you will automatically be dropped from the course(s).