

# Graduate Admissions Checklist

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- Apply Online** - Visit [www.amu.apus.edu](http://www.amu.apus.edu) or [www.apu.apus.edu](http://www.apu.apus.edu) and select the “Apply Today” icon. Save student ID number and password created during application.  
**My Admissions Representative is** \_\_\_\_\_
- Complete Orientation**- Read over the university’s policies and procedures.
- Student Enrollment Agreement** - Accept the university’s agreement to handle disputes through arbitration.
- 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. Once all documentation is received, the process can take 4-6 weeks, so start it early!*
  - 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 Upload, fax (304-724-3811) or email ([tra@apus.edu](mailto:tra@apus.edu)) the Transcript Release Authorization Forms (TRA).
  - Fax (1-304-724-3788) or email ([documents@apus.edu](mailto:documents@apus.edu)) any military and/or professional documents or certificates.
- Send Official Undergraduate Transcripts** - Send official transcript confirming Bachelors conferral date to:  
APUS, Attn: Student Records, 10110 Battlevue Pkwy, Suite 114, Manassas, VA 20109
- Determine Payment Option**
  - **Military Tuition Assistance**- *Coast Guard, Navy and Marine students must submit completed TA forms via fax (304-724-3781) or email ([ta@apus.edu](mailto: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.
    - **Army** - Active Duty and Reserve Army service members will complete the TA process through [www.GoArmyEd.com](http://www.GoArmyEd.com). Army National Guard members must consult the National Guard portals for required forms; Federal TA <https://minuteman.ngb.army.mil/Benefits> or State TA <http://www.1800goguard.com>
    - **Coast Guard** - Coast Guard personnel must complete and submit form CGI 1560 <http://www.uscg.mil/hq/capemay/education/ta.asp>
    - **Navy** - Navy personnel must complete and submit form NAVEDTRA 1560 <https://www.navycollege.navy.mil/>
    - **Marines** - Marine personnel must complete and submit form NAVMC 10883. <http://www.usmc-mccs.org/education/mta.cfm>
  - **VA/GI Bill Benefits**
    - Visit [www.gibill.va.gov](http://www.gibill.va.gov) for your certificate of eligibility and application.
    - Questions about the VA process? Contact VA Specialists at [vaquestions@apus.edu](mailto:vaquestions@apus.edu).
  - **Vocational Rehabilitation** – For more information, contact [ta@apus.edu](mailto:ta@apus.edu).
  - **Federal Student Aid**- Accepted for all graduate programs. The financial aid process takes six 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](http://www.fafsa.ed.gov). AMU/APU FAFSA school code is 038193.  
My Federal Student Aid Specialist is \_\_\_\_\_
  - **Employer Voucher Program**- For students whose employers pay for tuition up front. You will need your employer’s address and EIN number to complete registration. For questions, email [ta@apus.edu](mailto: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” icon in E-campus. Unless your program has another required first course, we recommend that you take the applicable Research Methods course first.
- Order Course Materials** – Course Materials can be purchased through MBS Direct or other vendors. For questions about course materials, please e-mail [booklist@apus.edu](mailto:booklist@apus.edu).
- 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).