

Undergraduate Admissions Checklist

- Apply Online** - Visit www.amu.apus.edu or www.apu.apus.edu and select the “Apply Today” icon. Save student ID
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** - *Necessary for all students who have indicated receipt of previous college credit. Once all documentation is received, the process can take 4-6 weeks, so start it early! Students with only military training are not required to complete the TCE process, but may receive transfer credit if a TCE request is submitted.*
 - 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) the Transcript Release Authorization Forms (TRA).
 - 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 Form 27.
 - **Army** Active Duty and Reserve Army service members will complete the TA process through 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 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** - Accepted for all programs with the exception of AA or BA in General Studies. Please note: 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. 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. 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 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” button in E-Campus. Degree seeking undergraduate students must select COLL100 as their first class. Students with previous online learning experience may qualify to waive the course. Contact your Admissions Representative for information.
- Course Materials** – Course materials (textbooks or e-books) are provided to all Undergraduate students at no cost. Books will be ordered automatically upon receipt of tuition and shipped prior to the course start date. Questions can be sent to books@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).