



APUS Reference Completion Process for Applicants

1. The applicant is required to submit three (3) different Character Reference Forms. The forms will be supplied by APUS during the admission process. It is the applicant's responsibility to distribute the reference forms to the chosen reference providers.
2. APUS strongly encourages each applicant to have references provided by individuals who know the applicant in the capacity of the following areas:
 - a). A current or former supervisor/employer, or someone who knows the applicant in a work environment
 - b). A current or former professor/teacher or someone who is acquainted with the applicant's academic work
 - c). A professional/personal reference (such as a colleague, minister, counselor etc.) who can attest to the applicant's personal traits and relationship skills**Character references from family or friends will not be accepted**
3. The applicant should complete the section entitled "To be completed by M.Ed. Candidate" before the forms are given to the character reference providers. Forms submitted without applicant information will not be accepted.
4. The individuals providing the reference MUST complete each form in its entirety. Each form contains 3 pages; all sections must be answered. Failure to do so will render that particular reference unacceptable.
5. Reference providers are given instructions about completing the forms and how to submit the forms to APUS. Completed forms may be faxed, emailed or mailed

Fax: 304.724.3788

Email: documents@apus.edu

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

Please be aware that once completed character reference forms are received and processed, they become the property of APUS and therefore, are not subject to review by the applicant. All information provided is kept confidential. Once all supporting documentation is processed and reviewed, the applicant will receive notification of admission status.