



# American Public University System

American Military University  
American Public University



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## 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 Faxed 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](mailto: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.
- Praxis Test Faxed test results are not acceptable. Test results must be received in our office by mail and must be inside their original and sealed envelopes.
- Military Training Document
- 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
- 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



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Phone 304-724-3700 **Toll Free 877-468-6268** Fax 304-724-3780

[www.apus.edu](http://www.apus.edu)

**Administrative Offices:**  
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