

## Indiana University Graduate CAS

If you experience any difficulties with the application, please contact the Liaison Student Support (see below).

### Liaison Student Contact Information:

Phone # (617) 729-2866

[graduate.indiana@liaisoncas.com](mailto:graduate.indiana@liaisoncas.com)

Live Chat reps are available via the Help Center

Thank you for your interest in our graduate programs. Prior to submitting your application, please review your intended program plan to confirm you are submitting the correct application. You can also contact our graduate advisors for information about the program plan and the corresponding graduate application. Here is a listing of our graduate advisors: <https://education.iupui.edu/academics/advising/index.html>

**Please be advised: Once you submit your application fee you will not be able to make any further changes. Additionally, we are not able to provide a refund for graduate applications.**

### Step 1:

Student Login New application link: <https://graduate.iupui.edu/admissions/apply.html>

Choose a semester from the drop down in "Select a Term to Apply for"

Select "Apply Now"

Select a semester that you wish to apply for, then click "Apply Now". You will be directed to the correct IU Graduate CAS cycle portal. If you have applied in a previous CAS cycle you can utilize the "[Reapplication](#)" feature to save time!

Select a Term to Apply for ▼

ⓘ Choose a semester

**Apply Now**

**Step 2:** Create a new account




INDIANA UNIVERSITY


Welcome to Indiana University Graduate CAS

Thank you for your interest in pursuing graduate or professional studies at Indiana University, or affiliated Purdue University studies offered at IUPUI. We look forward to working with you to make your academic and professional aspirations possible. With these login credentials, you can apply to any graduate or professional program within our system.

As you prepare to apply, we encourage you to visit the website of your program of interest and review the requirements and deadlines. If you have previously applied to one of our campuses using this application system, use the same login and email address to avoid duplicate records. Creating multiple profiles can lead to delays in processing your application.

Sign in with your username and password below. First time here? Select Create an Account to get started.

Username

Password

Sign In

Create an Account

[Forgot your username or password?](#)



INDIANA UNIVERSITY

Create an Account

The information below will be provided to the admissions offices at the programs to which you apply. Please provide complete and accurate information. Within the application you will be able to specify additional addresses and alternate name details.

\* Indicates required field.

Your Name

Title

\* First or Given Name

Middle Name

\* Last or Family Name

Suffix

Display Name

Contact Information

\* Email Address

\* Confirm Email Address

\* Preferred Phone Number

Home

Mobile

### Step 3: Add a Program

Select “Filters” and check the following:

- **School:** IU Indianapolis School of Education
- **Campus:** IU Indianapolis
- **Start Term:** Select your intended term

INDIANA UNIVERSITY

My Application Add Program Submit Application

Add Programs

You must select at least one program to begin your application. You can add additional programs at any time before the program's submission deadline.

Use the search filters below to locate programs by **Campus**, **Start Year**, **Delivery**, **School**, **Degree**, **Past / Future Programs**, or **Start Term**. Contact your program of interest for specific requirements, program dates, and deadlines.

Find Program | View Selected Programs

Search for a Program or Organization

Showing results for: Available Programs x Indiana University School of Education at IUPUI x IUPUI Reset Search

Add	Program Name	Degree	Start Term	Start Year	School
IUPUI					
+	Academic Advising, Graduate Certificate -Online	Certificate	Fall	2023	Indiana University School of Education at IUPUI
+	Educational Technology for Learning, MSED -Online	Master's	Fall	2023	Indiana University School of Education at IUPUI
+	Teaching, Learning, and Curriculum, MSED -Online	Master's	Fall	2023	Indiana University School of Education at IUPUI

Close Reset Search

Available Programs

Past Programs

Future Programs

▼ Campus

Search Campus

IU Bloomington

IU East

IU Kokomo

IU Northwest

IU South Bend

IU Southeast

IUPUC

IUPUI

See Less

> Start Year

> Delivery

▼ School

Search School

Indiana University Robert H. McKinney School of Law

Indiana University School of Dentistry

Indiana University School of Education at IUPUI

Indiana University School of Health and Human Sciences

Indiana University School of Liberal Arts at IUPUI

Indiana University School of Medicine

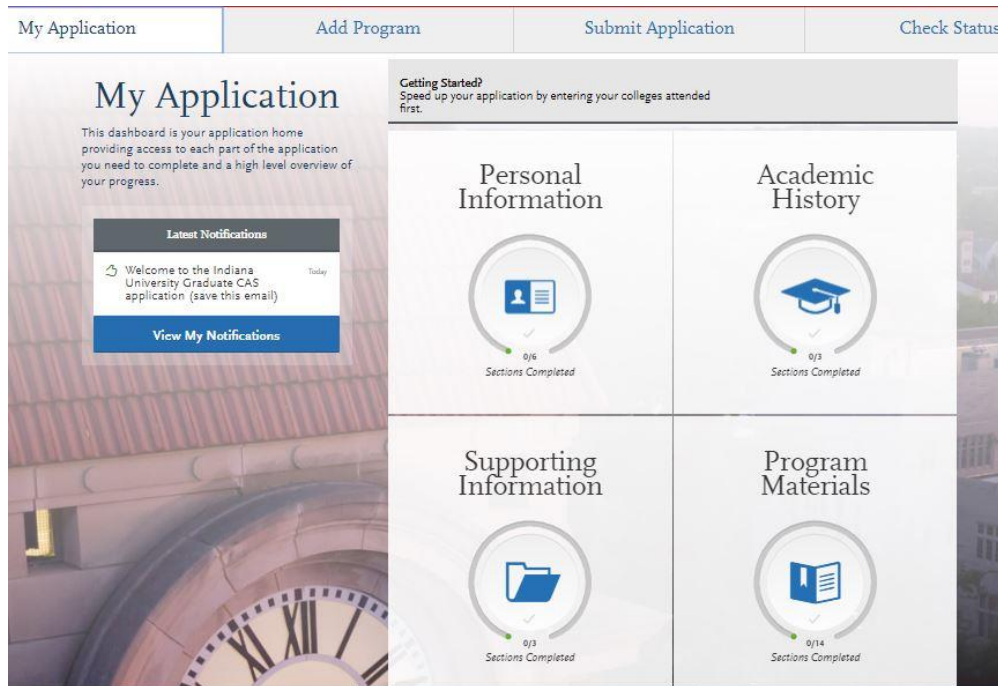
**Step 4:** Search and select **Counseling/Counselor Education MSED** by clicking the (+) button on the far left side. The (+) will turn to a green check mark when successfully selected.

**Step 5:** Select “Continue” at the bottom of the page to begin the application

✓	Counseling/Counselor Educat...	IU Indianapolis	Master's
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### **Step 6:** Begin your program application

**Note:** Quadrant 4 "Program Materials" is where you will upload your required application documents



### **Step 7:** Program Materials

1. Select "Documents" tab
2. Submit your personal goal statement under the "Personal Statement" section.
3. Submit your resume under the "CV/Resume" section.

## Personal statement

It should outline your academic background and explain your interest in becoming a School Counselor. It should introduce you, describe your educational and professional goals, and relate them to your educational, work and life experiences.

Please use the writing prompt below as a guide for your statement.

## Writing prompt

The Counselor and Counselor Education program at the IU Indianapolis School of Education prepares school counselors to be transformational agents fostering equity and justice, and valuing diversity. Transformational school counselors challenge barriers to educational opportunity relating to poverty, gender, (dis)ability, race, ethnicity and home language, among others. In preparation for this work, our students engage in ongoing discussions and critical analyses of school organizations, the application of counseling theories and research, and the roles and responsibilities of counselors as change agents and advocates in responding to the diverse needs of students in all schools. This work demands the ability to reflect and respond in written and oral form.

Your personal goal statement should be no more than three double-spaced pages, with 12 point font, and one-half inch right and left margins, one inch top and bottom margins.

## Resume

Please submit an updated resume listing all relevant experience.

**\*All documents should be written in English.**

### Documents

Personal statement

Submit your personal goal statement under the "Personal Statement" section.

It should outline your academic background and explain your interest in becoming a School Counselor. It should introduce you, describe your educational and professional goals, and relate them to your educational, work and life experiences.

Please use the writing prompt below as a guide for your statement.

Writing prompt

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Your personal goal statement should be no more than three double-spaced pages, with 12 point font, and one-half inch right and left margins, one inch top and bottom margins.

Resume


Under the "CV/Resume" section please submit an updated resume listing all relevant experience.

\*All documents should be written in English.


### UPLOAD TIPS




Review Uploaded Documents  
The uploading process may have altered your formatting. Please review before submitting.



Accepted File Types  
.doc, .docx, .pdf, .rtf, .txt, .jpg, .jpeg, .png. The size limit for each file upload is 15MB.



Do Not Password Protect Your Documents  
Protected documents will not be sent with your application.



Cancel Your Social Security Number (SSN)  
Only use correction fluid or a redacting marker to cancel your SSN before uploading.

Provide supporting documentation for your application. You may update the information in this section at any time prior to submission. Once you have submitted, you will be able to add more documents if there are optional document uploads available to you, but you will not be able to replace existing document uploads with new versions or delete uploaded documents.

\* Indicates required field.

CV/Resume

Add Document

Personal Statement

Add Document

## Step 8: Recommendations

1. Select “Recommendations” tab

Submit two (2) letters of recommendation. **All letters must be submitted on letterhead with signatures.**

**\*All documents should be written in English.**


[Home](#) [Documents](#) [Recommendations](#) [Questions](#)

## Recommendations

Submit two (2) letters of recommendation. All letters must be submitted on letterhead with signatures.

**\*All documents should be written in English.**

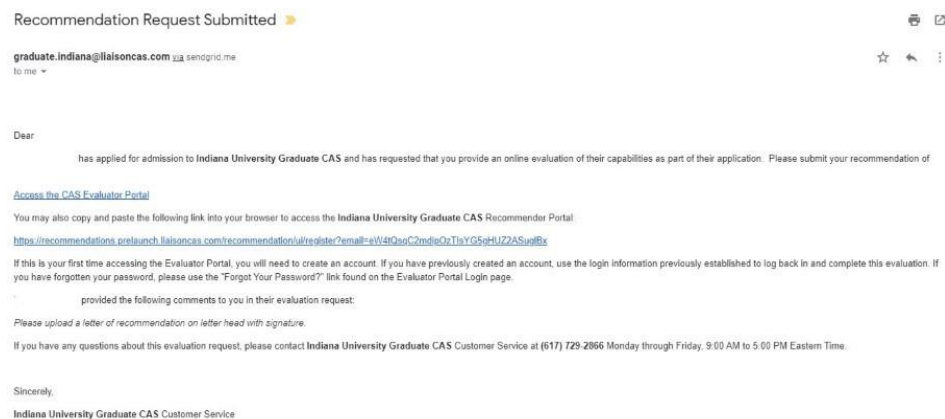
Once you have saved an electronic recommendation, an email request will automatically be sent to the recommender on your behalf. Please advise your recommender to look for this email in their inbox, as well as their spam or junk-mail folder, as emails do occasionally get filtered out.

 **Add Recommendation**

### Graduate Recommendation with Letter

2 required - 2 total allowed

**Once you have saved an electronic recommendation, an email request will automatically be sent to the recommender on your behalf. Please advise your recommender to look for this email in their inbox, as well as their spam or junk-mail folder, as emails do occasionally get filtered out. Below is an example email of what your recommender will receive. See below.**



## Step 9: Transcripts

**Please note:** Unofficial copies of your transcripts should be saved on your computer prior to completing this step for access to upload

1. Return to the "[Academic History](#)" quadrant
2. Select "Colleges Attended" then under the "My Attended Colleges" section select "Upload Transcript"
3. Under the "Select the file to Upload," select "Choose File"
4. Please search through your files and click on your saved unofficial transcript to upload this document. Note: If you are uploading multiple transcripts and if the transcripts are saved on multiple files, you will need to complete step #9 for each of the transcripts.

### **"OK, Let's Add Your Transcript!"**

The accepted file formats are MSWord (.doc, .docx), JPEG (.jpeg, .jpg), PNG (.png), and Portable Document Format (.pdf). Do not password protect your files. The size limit for the file upload is 15MB.

Macintosh Users: Please be sure that the appropriate extension (e.g., .doc, .docx, .pdf) is at the end of the file name you select.

IMPORTANT: Having problems uploading a PDF? With a wide variety of PDF creation software in use, it is possible that the PDF you are trying to upload is in a format that we cannot read. Upload works best with PDF files conforming to the 'Acrobat 5.0 (PDF 1.4)' standard"

The screenshot displays the 'Colleges Attended' section of an online application. On the left, a sidebar shows 'My Application' and 'Add Program' tabs. Below these, a progress indicator shows '1/3 Sections Completed'. The main area is titled 'Colleges Attended' and includes instructions to report all institutions attended, regardless of their relevance or whether the coursework was transferred. A blue button labeled '+ Add a College or University' is visible. Below this, a table titled 'MY ATTENDED COLLEGES' lists 'INDIANA UNIVERSITY - BLOOMINGTON' with the dates 'May 2006 - October 2014', the system 'Semester System', and 'No Degree Earned'. At the bottom of the table, there is a blue button labeled 'Upload Transcript', which is highlighted by a large yellow arrow.

## **Domestic & International Applicant Information**

### **Domestic**

If you are a U.S. Citizen, Permanent Resident, or refugee, and you completed your academic degree outside of the U.S., you must submit documentation of your academic history in U.S. equivalency (see below).

### **International**

If you are not a U.S. Citizen, Permanent Resident, or refugee, you will be considered an international applicant. You must submit documentation of your academic history in U.S. equivalency (see below).

### **Academic History - U.S. Equivalency**

If you received your degree outside of the U.S., your academic documents will need to be translated into U.S. equivalency. We can accept a course-by-course evaluation report from **World Education Services (WES)** <https://www.wes.org/evaluations-and-fees/education/graduate-admissions/>.

**The WES evaluation report should be sent to you and uploaded as a transcript in the Academic History section of the online application.**



## Fee Waiver Request

If you have previously been admitted as a graduate student in the IU Indianapolis School of Education, follow these steps to request a review for the fee waiver coupon code.

1. Please send an email to [soegrstu@iu.edu](mailto:soegrstu@iu.edu)
2. In the email subject line type the following: Review for coupon code
3. In the email body include the following information: all full legal name(s), date of birth, university ID number (optional)

**Note: Once your review is completed you will be notified by email about your eligibility for the fee waiver coupon code. You will not be able to submit this application until the review is completed.**

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### Coupon Code

★ Have you previously been admitted as a graduate student in the IU Indianapolis School of Education?

☒

Yes

☐

No

Follow these steps to request a review for the fee waiver coupon code.

1. Please send an email to [soegrstu@iu.edu](mailto:soegrstu@iu.edu)
2. In the email subject line type the following: Review for coupon code
3. In the email body include the following information: all full legal name(s), date of birth, university ID number (optional)

Once your review is completed you will be notified by email about your eligibility for the fee waiver coupon code.

You will not be able to submit this application until the review is completed.

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You will submit the application by clicking on the “Submit Application” tab at the top of the screen

You will submit the payment or the fee waiver code, on this page

My Application

Add Program

Submit Application

Check Status

## Submit Application

Review your application sections and prepare to e-submit for payment processing or see fee waiver options available from the applicant dropdown menu at the top of the page by clicking the arrow next to your name.

Once your application is submitted, no changes or refunds can be made