

**School of Education-Elementary-Master's Aspiring Teacher Alternative Certification and District-Based Alternative Certification program (ATAC/DBAC) online application instructions.**

**Elementary-Master's ATAC/DBAC Contact Information**

Dr. Paula Magee-Program Coordinator

[pamagee@iupui.edu](mailto:pamagee@iupui.edu)

Sharice Booker-Director of Graduate Programs

[sbreland@iupui.edu](mailto:sbreland@iupui.edu)

Ky Shaw-Graduate Admissions & Data Coordinator

[kycshaw@iu.edu](mailto:kycshaw@iu.edu)

**If you experience any difficulties with the online application, please contact Ky Shaw.**

**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

**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**



## 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  Home

\* Confirm Email Address

\* Preferred Phone Number  (201) 555-5555 Mobile

**Step 3:** Add a Program

Select “Filters” and check the following:

- **School:** IUPUI School of Education
- **Campus:** IUPUI
- **Start Term:** Select Fall

INDIANA UNIVERSITY

Close Reset Search

- Available Programs
- Past Programs
- Future Programs

My Application

Add Program

Submit Application

**Add Program** | Selected Programs

Showing results for:  Available Programs  IUPUI  IUPUI School of Education [Reset Search](#)

Add	Program Name	Degree	Start Term	Start Year	School
✓	Counseling/Counselor Education MSED	Master's	Spring	2020	IUPUI S
✓	Education Nondegree Graduate	Non-Degree	Spring	2020	IUPUI S
+	Education Nondegree Graduate	Non-Degree	Fall	2020	IUPUI S
✓	Education Nondegree Graduate	Non-Degree	Summer	2020	IUPUI S
✓	Elementary Education MSED - (Urban Education)	Master's	Spring	2020	IUPUI S
+	Elementary Education MSED - (Urban Education)	Master's	Summer	2020	IUPUI S
+	Elementary Education MSED - (Urban Education)	Master's	Fall	2020	IUPUI S

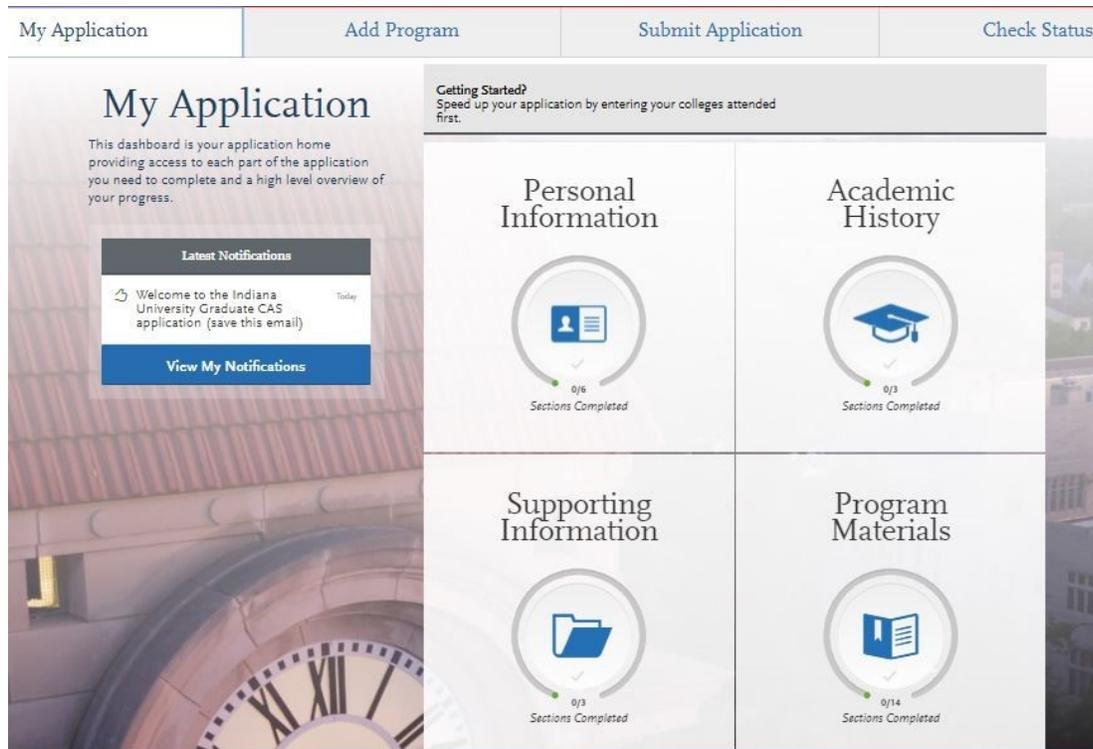
- > Start Year
- > Delivery
- > School
- > Degree
- > Campus
- > Start Term

**Step 4:** Select **Elementary Education MSED-Transition to Teaching (ATAC/DBAC)**, by clicking the (+) button on the left side

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

## **Step 6:** Begin your program application

**Note:** Program materials is where you will upload your application documents, except for your transcripts and letter of recommendation. Please follow the instructions below to upload these documents.



**Step 7:** The following application documents are required and will be uploaded under the “Documents Tab”

### **1. The 1-2 page personal statement**

Using 12-point font write a personal statement as a Word document. In the first paragraph, please state the program you wish to apply to, and how you think you will contribute to the teaching profession. Address why you wish to become a teacher and why you should be admitted to the program. Address your commitment to learning about issues of cultural diversity.

### **2. Essay (1 page) explaining any extenuating circumstances that may have impacted your undergraduate academic career.** This is required for students whose cumulative GPA is below a 2.5.

**Upload the typed statement in the “Other” section of the online application.**

### **3. Your resume**

The resume should list your educational and job experiences

**Note:** At this time, you do not need to submit a criminal background check

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

# Documents

Under the "Personal Statement" section submit your personal goal statement.

If you are a licensed teacher, under the "License" section please provide a copy of your teaching license.

Under the "Test Score Report" section upload official GRE scores (U.S. applicants: The GRE is waived for applicants if your undergraduate GPA is 3.0 or higher.)

\*All documents should be written in English.

**UPLOAD TIPS**

 <b>Review Uploaded Documents</b> <small>The uploading process may have altered your formatting. Please review before submitting.</small>	 <b>Accepted File Types</b> <small>.doc, .docx, .pdf, .rtf, .txt, .jpg, .jpeg, .png. The size limit for each file upload is 15MB.</small>	 <b>Do Not Password Protect Your Documents</b> <small>Protected documents will not be sent with your application.</small>	 <b>Conceal Your Social Security Number (SSN)</b> <small>Only use correction fluid or a redacting marker to conceal your SSN before uploading.</small>
--	--	--	---

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.

**\* Personal Statement**

+ Add Document

**License**

+ Add Document

**Test Score Report**

+ Add Document

## Transcripts

**The transcripts will be uploaded in the “academic history” section of the online application.**

If you do not have a copy of your transcripts, please request a copy from your institution and have it sent to you. Once you receive the transcripts, please save this document as your personal file and upload it in the “academic history” section of the online application.

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

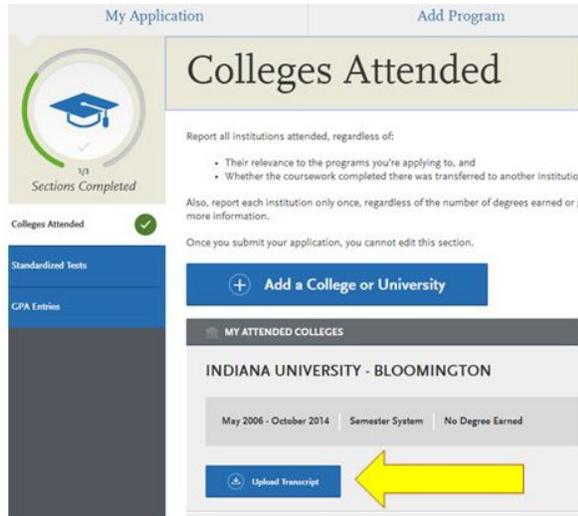
1. Return to the “Academic History” quadrant
2. Select “Colleges Attended” then under the “My Attended Colleges” section select “Upload Transcript”
3. Under the “Select the file to Upload,” select “Choose File”
4. Please search through your files and click on your saved unofficial transcript to upload this document.

Note: If you are uploading multiple transcripts and if the transcripts are saved on multiple files, you will need to complete this step 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:** To help students 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



### **Step 8:** Recommendations

Select "Recommendations" tab

### **Submit One letter of recommendation**

The letter should be a professional recommendation from someone who can attest to your character and abilities.

**\*The letter must be written in English and submitted on letterhead with signature.**



## Recommendations

Elementary ATAC - Daytime

### 1. Two letters of recommendation

- The letters should be professional recommendations, from people who can attest to your character and abilities. Must be on letterhead and signed. **Please upload under the "Recommendation" section.**

District-Based (DBAC)

### 1. One letter of recommendation

- The letter should be a professional recommendation, from someone who can attest to your character and abilities. Must be on letterhead and signed. **Please upload under the "Recommendation" section.**

\*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.



Graduate Recommendation with Letter



1 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**

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

You will submit the application payment on this page.

<a href="#">My Application</a>	<a href="#">Add Program</a>	<a href="#">Submit Application</a>	<a href="#">Check Status</a>
--------------------------------	-----------------------------	------------------------------------	------------------------------

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

### **Additional Information for Domestic Non-Native English Speaking applicants**

All non-native English speakers are required to verify English proficiency.

The School of Education at IUPUI, will accept a TOEFL score of 79 for the Internet-based version exam; the TOEFL can not be over (2) years old. Please note: The English for Academic Purposes exam(EAP) is waived with a TOEFL score of 100. However, if you complete an online exam( TOEFL iBT Home Edition or TOEFL Essentials), you will be required to complete the EAP exam.

Here is information about the TOEFL: <http://www.ets.org/toefl/>

Here is information about the EAP: <http://liberalarts.iupui.edu/english/pages/eap-program-folder/eap-placement-test.php> . Here is information about English

Proficiency: <http://international.iupui.edu/admissions/how-apply/graduate/english.html>

Here is a list of countries for English Proficiency Exemptions; if you received the equivalent of a U.S. Bachelor’s degree from these

countries: <http://international.iupui.edu/admissions/english-speaking-countries-grad.html>

If you do not test out of the EAP, you will complete additional English courses along with the Master’s-ATAC/DBAC courses. The English courses will begin during the first semester of the Master’s-ATAC/DBAC program. You must earn a (C) or higher in EAP courses.