#### **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
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.indianapolis.iu.edu/academics/advising/index.html

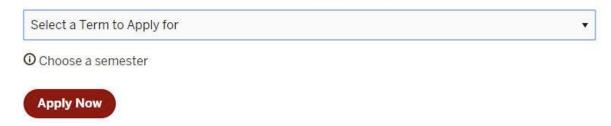
Please be advised: Once you submit your application fee you will not be able to make any further changes. Additionally, we are not able to provide a refund for graduate applications.

#### Step 1:

Student Login New application link: https://graduate.indianapolis.iu.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!



**Step 2:** Create a new account



# Welcome to Indiana University Graduate CAS Sign in with your username and password below. First time here? Select Create an Account to get started. 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 Password Sign In program within our system. As you prepare to apply, we encourage you to visit the website of your program of interest and Create an Account of your program of interest 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 profiles.

Forgot your username or password?







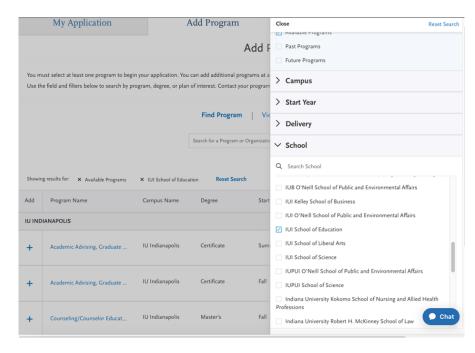
## **Step 3:** Add a Program

Select "Filters" and check the following:

• School: IUI School of Education

• Campus: IU Indianapolis

• Start Term: Select your intended term



<u>Step 4:</u> Search and select **Teacher Cert Program - English as a New Language (License Only)** by clicking the (+) button

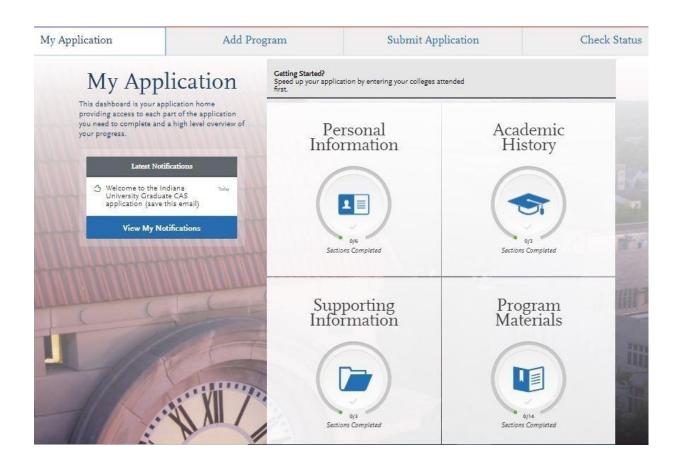
on the far left side. The (+) will turn to a green check mark when successfully selected.

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



## 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 license under the "License" section.
- 4. Submit your **school district cohort statement** under the "Other" section.

#### **Personal Statement**

Please upload a personal goals statement that addresses:

- Are you an Elementary or Secondary Education licensed teacher in Indiana? If so, what license do you hold?
- Are you applying for ENL or Literacy focus?
- What are your personal, academic, and career goals?
- How will this program help you meet your academic and career goals?
- What experiences have prepared you for this program?

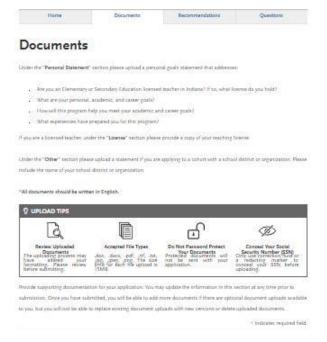
#### License

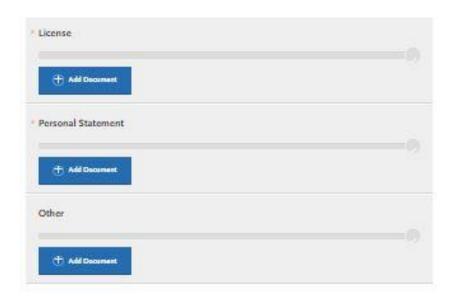
If you are a licensed teacher, under the "License" section please provide a copy of your teaching license.

#### Other

Please upload a statement if you are applying to a cohort with a school district or organization for the Language Education (ENL) program. Please include the name of your school district or organization.

# \*All documents should be written in English.





## Step 8: Recommendations

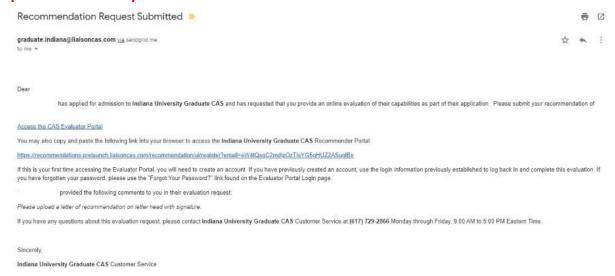
1. Select "Recommendations" tab

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

\*All documents should be written in English.



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

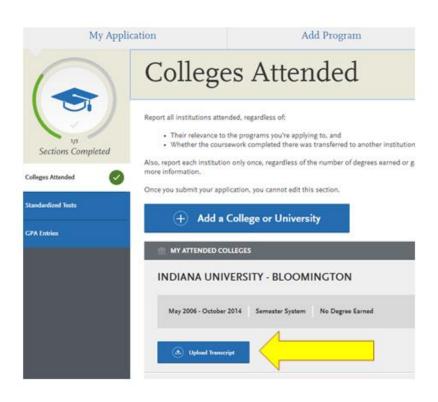
- 1. Return to the "Academic History" quadrant
- 2. Select "Colleges Attended" then under the "My Attended Colleges" section select "Upload Transcript"
- 3. Under the "Select the file to Upload," select "Choose File"
- 4. Please search through your files and click on your saved unofficial transcript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



## **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 ICAP** evaluation report from **World Education Services (WES)** https://www.wes.org/evaluations-and-fees/education/graduate-admissions/ . The course-by-course ICAP evaluation report must include the transcripts you submitted for the evaluation.

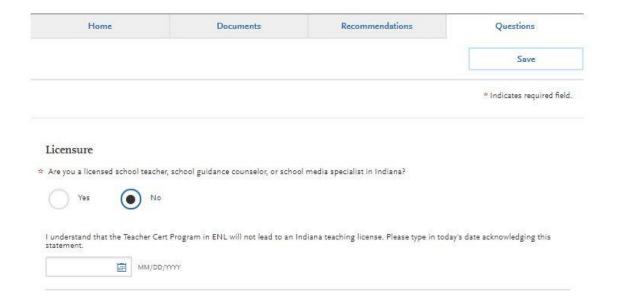
The WES evaluation report should be sent to you and uploaded as a transcript in the Academic History section of the online application.

## Step 10: Questions

- 1. Select "Questions" tab
- 2. If you select "Yes" to being a licensed teacher, school guidance counselor, or school media specialist in Indiana, please specify which license you hold.
- 3. If you select "No" to being a licensed teacher, school guidance counselor, or school media specialist in Indiana, please enter today's date as statement acknowledgement.

# **Statement of Acknowledgement**

I understand that the Teacher Cert Program in ENL will not lead to an Indiana teaching license. Please type in today's date acknowledging this statement.

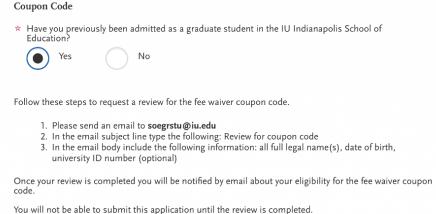


#### Fee Waiver/Coupon Code Request

If you have previously been admitted as an IU Indianapolis School of Education graduate student, you may be eligible for an application fee waiver. Applicants who are eligible for a fee waiver, will receive a coupon code. Please follow these steps to be reviewed for a coupon code:

- 1. Please send an email to 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: Do not submit the application until your review is completed. You will be notified by email about your eligibility for a coupon code.



# **Submit Application/Payment Information**

You will submit the application by clicking on the "Submit Application" tab (top of the screen). You will submit the payment or coupon code on this page.

#### Note: ALL PAYMENTS ARE FINAL AND NON-REFUNDABLE!

