

## 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.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!

Select a Term to Apply for ▼

① Choose a semester

**Apply Now**



### 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

The screenshot shows the 'Add Program' section of an application. On the left, there's a search bar and a table of results. The table has columns: Add, Program Name, Campus Name, Degree, and Start Term. The results are filtered for 'IU INDIANAPOLIS'. Three programs are listed, each with a '+' button in the 'Add' column.

Add	Program Name	Campus Name	Degree	Start Term
+	Academic Advising, Graduate ...	IU Indianapolis	Certificate	Sum
+	Academic Advising, Graduate ...	IU Indianapolis	Certificate	Fall
+	Counseling/Counselor Educat...	IU Indianapolis	Master's	Fall

On the right, there's a 'Filters' sidebar. It includes checkboxes for 'Available Programs', 'Past Programs', and 'Future Programs'. Below these are expandable sections for 'Campus', 'Start Year', 'Delivery', and 'School'. The 'School' section is expanded, showing a search bar and a list of schools. 'IUI School of Education' is selected with a checkmark.

**Step 4:** Search and select **Language Education MSED (ENL or Literacy)** 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



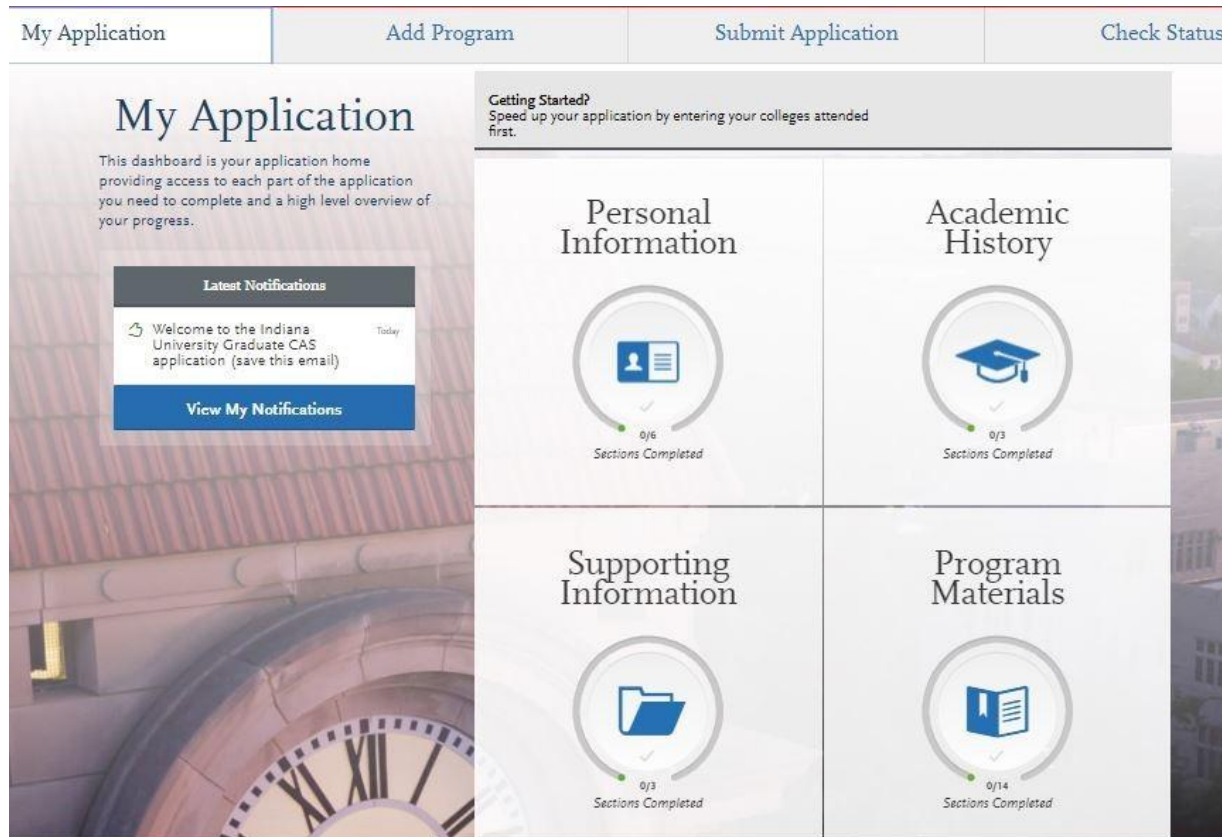
Language Education MSED (ENL or Li...

IU Indianapolis

Master's

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

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## 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.
5. Submit your **official test scores** under the "Test Score Report" section.

### Personal Statement

Please upload a personal goal 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.

### Test Score Report

Please 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.**

The screenshot shows the 'Documents' tab selected in a navigation bar with 'Home', 'Documents', 'Recommendations', and 'Questions'. The main heading is 'Documents'. Below it, instructions state: 'Under the "Personal Statement" section please upload a personal goal statement that addresses:' followed by a bulleted list of questions. Next, it says: 'If you are a licensed teacher, under the "License" section please provide a copy of your teaching license.' Then: 'Under the "Other" section 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.' Then: '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.)' A note at the bottom states: '\*All documents should be written in English.' Below this is an 'UPLOAD TIPS' section with four icons and text: 'Review Uploaded Documents' (The uploading process may have altered your formatting. Please review before submitting.), 'Accepted File Types' (doc, docx, pdf, rtf, txt, jpeg, png. The size limit for each file upload is 15MB.), 'Do Not Password Protect Your Documents' (Protected documents will not be seen with your application.), and 'Conceal Your Social Security Number (SSN)' (Only use correction fluid or a redacting marker to conceal your SSN before uploading). At the bottom, it says: '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.'

The screenshot shows a vertical list of document upload sections. Each section has a title, a progress bar with a checkmark, and a blue '+ Add Document' button. The sections are: 'Personal Statement', 'License', 'Other', and 'Test Score Report'. The 'Personal Statement' section is currently active, showing a progress bar that is nearly full.

## Step 8: Recommendations

1. Select "Recommendations" tab

Submit **two (2) professional letters of recommendation**. The letters of recommendation should speak to your character, skillset, and experiences. **All letters must be submitted on letterhead with signatures by the recommender.**

**\*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.

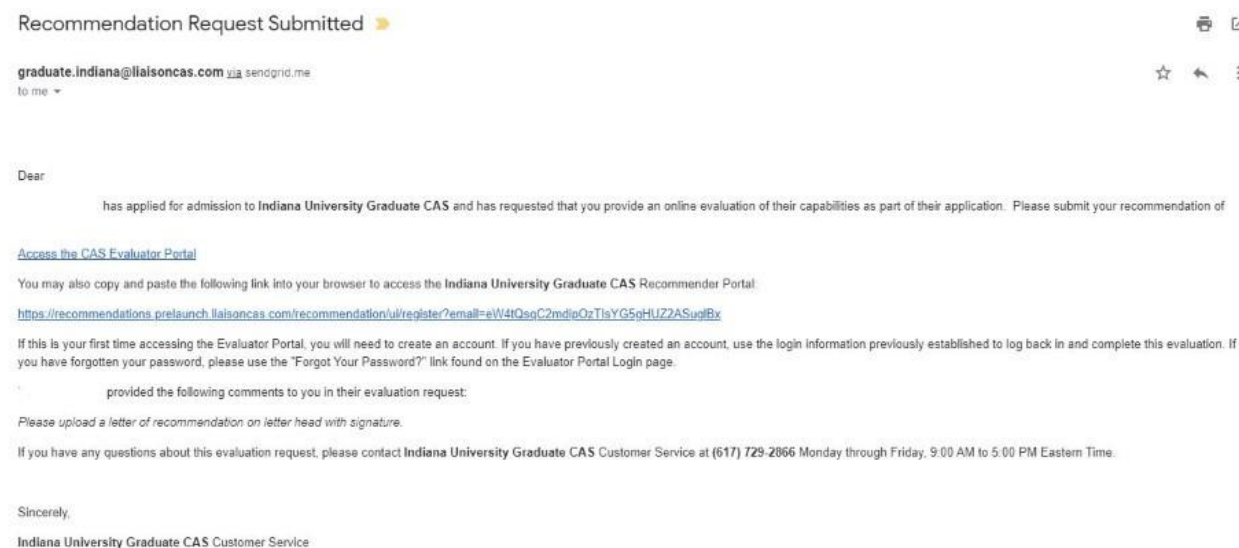
Once you have saved an electronic recommendation, an email request will automatically be sent to the recommender on your behalf. Please advise your recommender to look for this email in their inbox, as well as their spam or junk-mail folder, as emails do occasionally get filtered out.

 **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"

## **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.**

The screenshot displays the 'Colleges Attended' section of an online application. At the top, there are tabs for 'My Application' and 'Add Program'. Below the tabs, a progress indicator shows '1/1 Sections Completed' with a graduation cap icon. The main heading is 'Colleges Attended'. Below this, it says 'Report all institutions attended, regardless of:' followed by two bullet points: '• Their relevance to the programs you're applying to, and' and '• Whether the coursework completed there was transferred to another institution'. It also states 'Also, report each institution only once, regardless of the number of degrees earned or g. more information.' and 'Once you submit your application, you cannot edit this section.' There is a blue button with a plus icon and the text 'Add a College or University'. Below this, there is a section titled 'MY ATTENDED COLLEGES' with a list of colleges. The first entry is 'INDIANA UNIVERSITY - BLOOMINGTON' with the dates 'May 2006 - October 2014', the system 'Semester System', and the degree 'No Degree Earned'. At the bottom of this section, there is a blue button with a document icon and the text 'Upload Transcript'. A large yellow arrow points to this button.

## **Step 10:** Questions

1. Select “Questions” tab
2. Select which master’s program you are applying for.
3. If you select “Yes” to being a licensed teacher, school guidance counselor, or school media specialist in Indiana; specify which license you hold.

Home	Documents	Recommendations	Questions
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Save

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\* Indicates required field.

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### Licensure

\* Are you applying to the ENL or Literacy Language Education Program?

☐ ENL Language Education ☐ Literacy Language Education

\* Are you a licensed teacher, school guidance counselor or school media specialist in Indiana?

☐ Yes ☐ No

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## 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](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: Do not submit the application until your review is completed. You will be notified by email about your eligibility for a coupon code.**

### 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.

## 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!**

My Application

Add Program

Submit Application 1

Check Status

### Your Selected Program

PROGRAM NAME	DEADLINE
IU Indianapolis	

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Selected Programs (1)

Fee Total

\$70.00

Coupon Code

Apply

Continue