

## 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


### 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!

 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  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 your intended term

The screenshot shows the Indiana University application portal. At the top, there are tabs for "My Application", "Add Program", and "Submit Application". Below the tabs, there is a search bar and a filter sidebar. The filter sidebar is open, showing options for "Available Programs", "Past Programs", and "Future Programs". It also has expandable sections for "Start Year", "Delivery", "School", "Degree", "Campus", and "Start Term". The main content area displays a table of programs with columns for "Add", "Program Name", "Degree", "Start Term", "Start Year", and "School". The table is filtered to show results for "Available Programs", "IUPUI", and "IUPUI School of Education".

Add	Program Name	Degree	Start Term	Start Year	School
IUPUI					
✓	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

**Step 4:** Select program that applies by clicking the (+) button on the far 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 required application documents

My Application      Add Program      Submit Application      Check Status

## My Application

This dashboard is your application home providing access to each part of the application you need to complete and a high level overview of your progress.

**Getting Started?**  
Speed up your application by entering your colleges attended first.

**Latest Notifications**

📧 Welcome to the Indiana University Graduate CAS application (save this email) Today

[View My Notifications](#)

<h3>Personal Information</h3> <p>0/6 Sections Completed</p>	<h3>Academic History</h3> <p>0/3 Sections Completed</p>
<h3>Supporting Information</h3> <p>0/3 Sections Completed</p>	<h3>Program Materials</h3> <p>0/14 Sections Completed</p>

### Step 7:

1. Select "Documents" tab
2. Submit your personal goal statement under the "Personal Statement" section.

### **Personal statement**

Please address whether you are a licensed teacher in Indiana and if so, what license(s) you hold. Please address your interest in the Literacy and Learning Graduate Certificate program.

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

## Documents

Under the "Personal Statement" section, submit a personal goals statement. Please address whether you are a licensed teacher in Indiana and if so, what license(s) you hold. Please address your interest in the Literacy and Learning Graduate Certificate program.

\*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.



#### Conceal Your Social Security Number (SSN)

Only use correction fluid or a redacting marker to conceal 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.

### \* Personal Statement



+ Add Document

### Step 8: 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 of acknowledgement.

### Statement of Acknowledgement

I understand that the Graduate Certificate in Literacy and Learning will not lead to an Indiana teaching license.

## **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"

My Application Add Program

## Colleges Attended

Report all institutions attended, regardless of:

- Their relevance to the programs you're applying to, and
- Whether the coursework completed there was transferred to another institution

Also, report each institution only once, regardless of the number of degrees earned or more information.

Once you submit your application, you cannot edit this section.

+ Add a College or University

MY ATTENDED COLLEGES

INDIANA UNIVERSITY - BLOOMINGTON

May 2006 - October 2014 Semester System No Degree Earned

Upload Transcript

### **Fee Waiver Request**

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

1. Please send an email to [soegrstu@iupui.edu](mailto:soegrstu@iupui.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 IUPUI 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@iupui.edu](mailto:soegrstu@iupui.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