

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.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.

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: 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

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

Step 4: Search and select **Literacy & Learning Graduate Certificate (Non-Licensure)** 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



Literacy & Learning Graduate ...

IU Indianapolis

Certificate

Step 6: Begin your program application

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

The screenshot displays the 'My Application' dashboard with a navigation bar at the top containing 'My Application', 'Add Program', 'Submit Application', and 'Check Status'. The main content area is titled 'My Application' and includes a welcome message and a 'Latest Notifications' section with a 'View My Notifications' button. The dashboard is divided into four quadrants, each with a progress indicator:

- Personal Information:** 0/6 Sections Completed
- Academic History:** 0/3 Sections Completed
- Supporting Information:** 0/3 Sections Completed
- Program Materials:** 0/14 Sections Completed

Step 7: Program Materials

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.**

The screenshot shows the 'Documents' tab selected in a navigation bar. Below the navigation bar, the 'Documents' section is titled. It contains instructions: '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.' Below this, a note states '*All documents should be written in English.' An 'UPLOAD TIPS' section follows, with four icons and corresponding instructions: 'Review Uploaded Documents' (magnifying glass icon), 'Accepted File Types' (stack of papers icon), 'Do Not Password Protect Your Documents' (locked padlock icon), and 'Conceal Your Social Security Number (SSN)' (hand with redaction icon). Below the tips, there is a text box for the 'Personal Statement' with an 'Add Document' button. A small note at the bottom right of the section says '* Indicates required field.'

The screenshot shows the 'Personal Statement' section in the application portal. It features a text input field with a checkmark icon on the right, followed by a blue 'Add Document' button. Below this, there are three more sections: 'License', 'Other', and 'Test Score Report'. Each section has a text input field with a checkmark icon and a blue 'Add Document' button.

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”

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
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.

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
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.

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