

## 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.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

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### 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 **Secondary Education MSED - Technology (Licensure & 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

✓ Secondary Education MSED - Technol... IU Indianapolis Master's

**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 features a 'Getting Started?' tip, a 'Latest Notifications' box, and four progress quadrants: 'Personal Information' (0/6 sections completed), 'Academic History' (0/3 sections completed), 'Supporting Information' (0/3 sections completed), and 'Program Materials' (0/14 sections completed). Each quadrant includes an icon and a progress indicator.

Section	Sections Completed
Personal Information	0/6
Academic History	0/3
Supporting Information	0/3
Program Materials	0/14

## Step 7: Program Materials

1. Select "Documents" tab
2. Submit your personal goal statement under the "Personal Statement" section.
3. If you are a licensed teacher, submit a copy of your license under the "License" section.
4. 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.**



## 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



#### 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.



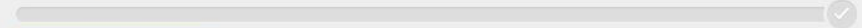
#### Conceal Your Social Security Number (SSN)

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



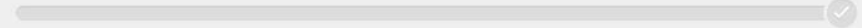
+ Add Document

### License



+ Add Document

### Test Score Report



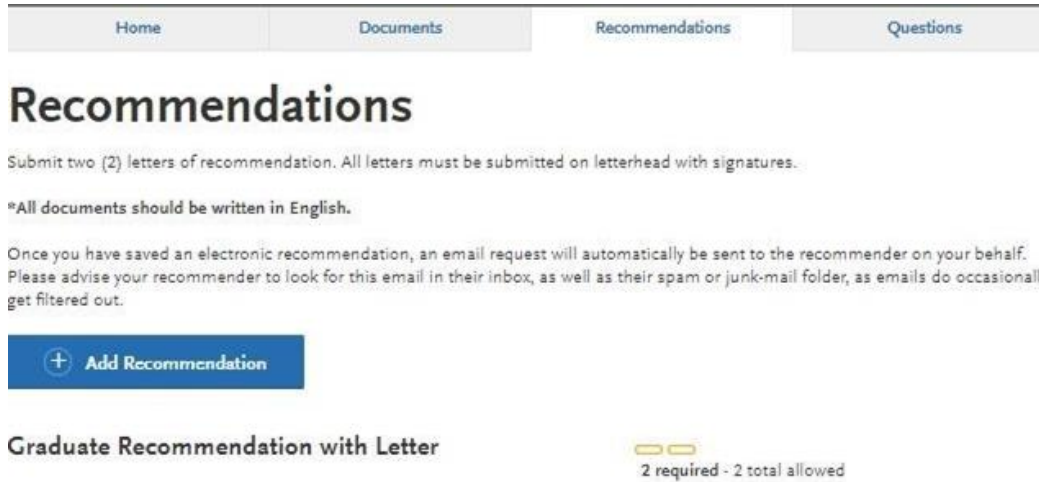
+ Add Document

## Step 8: Recommendations

1. Select "Recommendations" tab

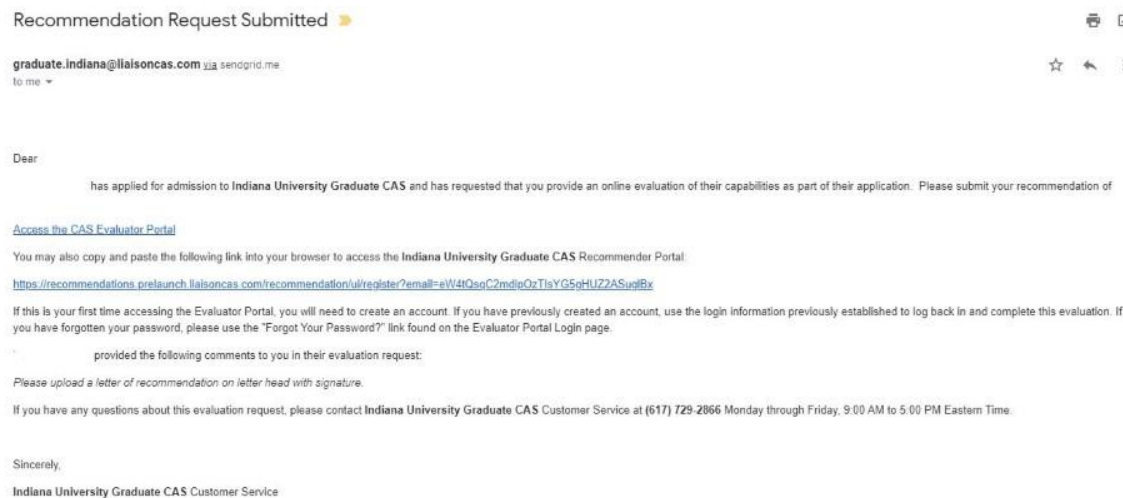
Submit two (2) letters of recommendation. **All letters must be submitted on letterhead with signatures.**

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



The screenshot shows a navigation bar with four tabs: Home, Documents, Recommendations (which is highlighted), and Questions. Below the navigation bar is a large heading "Recommendations". Underneath the heading is a sub-heading "Submit two (2) letters of recommendation. All letters must be submitted on letterhead with signatures." followed by a note: "\*All documents should be written in English." Below this is a paragraph of text: "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 the text is a blue button with a plus sign and the text "Add Recommendation". At the bottom of the page, there is a section titled "Graduate Recommendation with Letter" and a progress indicator showing two yellow bars and the text "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.**



The screenshot shows an email titled "Recommendation Request Submitted" from "graduate.indiana@liaisoncas.com" to "me". The email body starts with "Dear [Name], [Name] has applied for admission to Indiana University Graduate CAS and has requested that you provide an online evaluation of their capabilities as part of their application. Please submit your recommendation of [Name] to the IU Graduate CAS Recommender Portal." It then provides a link to "Access the CAS Evaluator Portal" and another link to "https://recommendations.prelaunch.liaisoncas.com/recommendation/ui/register?email=eW4tQsqC2mdjicQzTisYG5gHUIZ2ASugBx". It also includes instructions for first-time users and a link for forgotten passwords. The email concludes with a note that [Name] provided comments and a request to upload a letter of recommendation on letterhead with signature. It also provides contact information for Indiana University Graduate CAS Customer Service at (617) 729-2866.

## **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.**

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 'Sections Completed' as 1/3. The main heading is 'Colleges Attended'. Below this, there is a section for reporting institutions attended, with instructions to report all institutions regardless of their relevance or whether coursework was transferred. A blue button labeled '+ Add a College or University' is visible. Below this, a table lists 'MY ATTENDED COLLEGES'. One entry is 'INDIANA UNIVERSITY - BLOOMINGTON' with the dates 'May 2006 - October 2014', 'Semester System', and 'No Degree Earned'. At the bottom of this entry, there is a blue button labeled 'Upload Transcript' with a yellow arrow pointing to it.

## Step 10: Questions

1. Select "Questions" tab
2. Select "Yes" if you are a licensed teacher, school guidance counselor, or school media specialist in Indiana. Specify which license you hold.

### Statement of Acknowledgement

I understand that the Master's degree in Secondary Education will not lead to an Indiana teaching license. Please type in today's date acknowledging this statement.

Home Documents Recommendations **Questions**

Save

\* Indicates required field.

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#### Licensure

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

Yes  No

What license do you hold?

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#### Statement of Acknowledgement

\* I understand that the Master's degree in Elementary Education will not lead to an Indiana teaching license. Please type in today's date acknowledging this statement.

MM/DD/YYYY

September 2019						
SUN	MON	TUE	WED	THU	FRI	SAT
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	01	02	03	04	05
06	07	08	09	10	11	12

\* I am a graduate student in the IUPUI School of Education?

Enter your fee waiver coupon code.

1. Please email all three Graduate staff: [kycshaw@iu.edu](mailto:kycshaw@iu.edu), [sbreland@iupui.edu](mailto:sbreland@iupui.edu), and [karicruz@iu.edu](mailto:karicruz@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.



## **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](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: 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](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.

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