

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

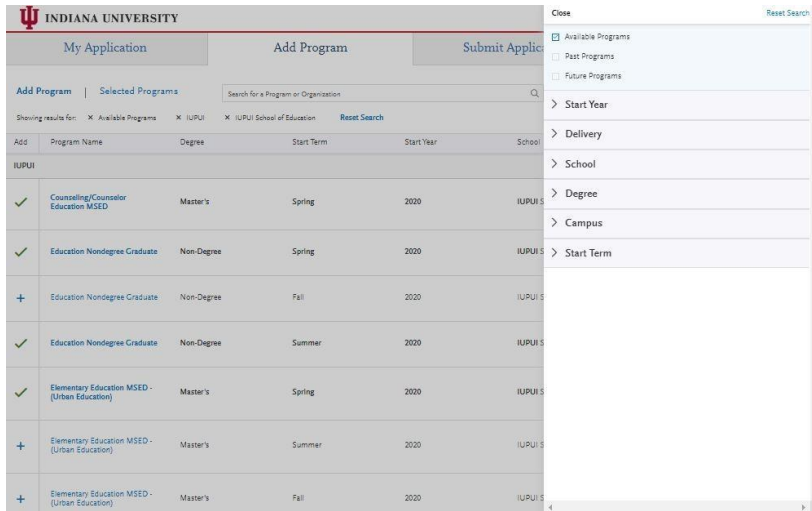
* Confirm Email Address

* 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



Step 4: Search and select **Teacher Cert Program - Special Education (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



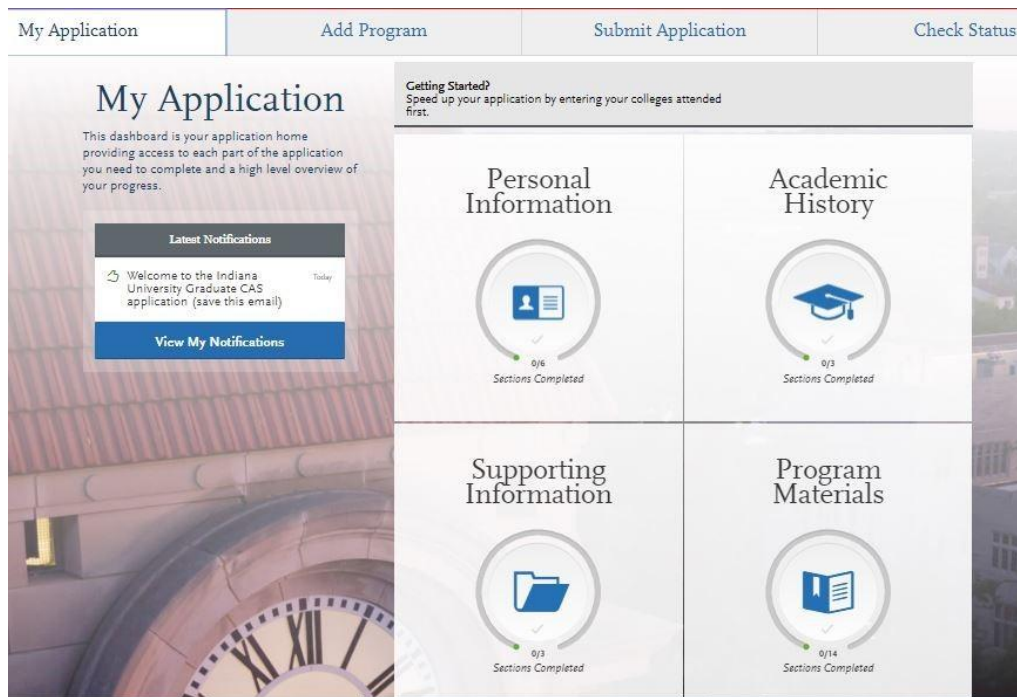
Teacher Cert Program - Special Educa...

IU Indianapolis

Non-Degree

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.

Personal Statement

Please upload a personal goals statement that addresses:

- Are you a licensed teacher in Indiana? If so, what license do you hold?
- 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?
- Are you applying for a license in Mild or Intense Intervention?

License

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

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



Documents





Under the "Personal Statement" section please upload a personal goals statement that addresses:

- Are you a licensed teacher in Indiana? If so, what license do you hold?
- 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?
- Are you applying for a licensure in Mild or Intense intervention?

Under the "License" section please upload a copy of your Indiana teacher license in pdf format.

*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, xlt, xls, 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.

Personal Statement

Progress bar with checkmark

+ Add Document

License

Progress bar with checkmark

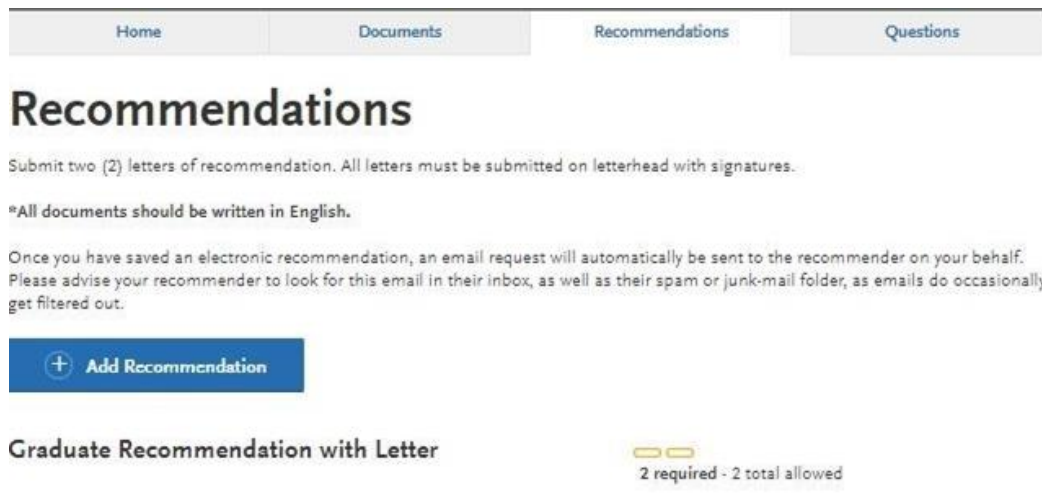
+ Add Document

Step 8: Recommendations

1. Select "Recommendations" tab

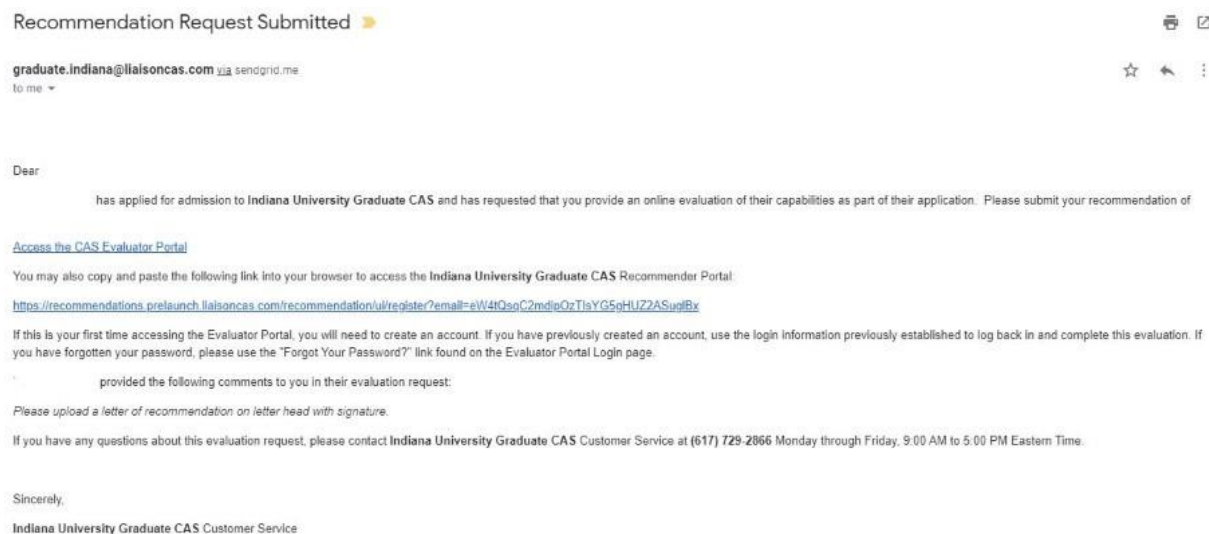
Submit two (2) letters of recommendation. **All letters must be submitted on letterhead with signatures.**

***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, there 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, there 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." A blue button with a plus sign and the text "Add Recommendation" is visible. At the bottom, 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 interface. The subject line is "Recommendation Request Submitted" with a yellow arrow icon. The sender is "graduate.indiana@liaisoncas.com" and the recipient is "me". The email body starts with "Dear", followed by a line of text: "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". Below this is a link: "Access the CAS Evaluator Portal". The next line says: "You may also copy and paste the following link into your browser to access the Indiana University Graduate CAS Recommender Portal:" followed by a long URL: "https://recommendations.prelaunch.liaisoncas.com/recommendation/ui/register?email=eW4tQsqC2mdipOzTIsYG5qHUZZASugBx". The email continues with: "If this is your first time accessing the Evaluator Portal, you will need to create an account. If you have previously created an account, use the login information previously established to log back in and complete this evaluation. If you have forgotten your password, please use the 'Forgot Your Password?' link found on the Evaluator Portal Login page." Below this is a line: "provided the following comments to you in their evaluation request:". The next line says: "Please upload a letter of recommendation on letter head with signature." The final line of the email body is: "If you have any questions about this evaluation request, please contact Indiana University Graduate CAS Customer Service at (617) 729-2866 Monday through Friday, 9:00 AM to 5:00 PM Eastern Time." The email ends with "Sincerely," and "Indiana University Graduate CAS Customer Service".

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 two tabs: 'My Application' and 'Add Program'. Below the tabs, the main heading is 'Colleges Attended'. To the left, there is a circular progress indicator showing '1/3 Sections Completed'. Below this, there is a green checkmark and the text 'Colleges Attended'. The main content area contains instructions: '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'. Below this, it says '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 sign 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 details: 'May 2006 - October 2014 | Semester System | No Degree Earned'. At the bottom of this section, there is a blue button with a download icon and the text 'Upload Transcript', which is highlighted with a large yellow arrow pointing to it from the right.

Step 10: Questions

1. Select “Questions” tab
2. If you select “Yes” to being a licensed teacher in Indiana; specify which license you hold.
3. Select which license addition you are applying for.

Home Documents Recommendations Questions

Save and Continue

* Indicates required field.

Licensure

* Are you a licensed Elementary or Secondary Education teacher in Indiana?

Yes No

What license do you hold?

Licensure Addition

* What licensure addition are you applying for?

Mild Intervention Intense Intervention Both

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