

## 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!

Select a Term to Apply for ▼

ⓘ Choose a semester

**Apply Now**

**Step 2:** Create a new account



### **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 'Add Program' section of the Indiana University application portal. A search filter overlay is open on the right side, showing options for 'Available Programs', 'Past Programs', and 'Future Programs'. Below the search bar, there are filters for 'Start Year', 'Delivery', 'School', 'Degree', 'Campus', and 'Start Term'. The main table displays a list of programs with columns for 'Add', 'Program Name', 'Degree', 'Start Term', 'Start Year', and 'School'. The table is filtered to show only programs from IUPUI. The first two rows have a green checkmark in the 'Add' column, indicating they are selected. The third row has a blue plus sign, indicating it is not selected. The remaining rows have a green checkmark or a blue plus sign.

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.

**Latest Notifications**

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

[View My Notifications](#)

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

<h2>Personal Information</h2> <p>0/6 Sections Completed</p>	<h2>Academic History</h2> <p>0/3 Sections Completed</p>
<h2>Supporting Information</h2> <p>0/3 Sections Completed</p>	<h2>Program Materials</h2> <p>0/14 Sections Completed</p>

### **Step 7:**

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 official test scores under the "Test Score Report" 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.

**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.**

## 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?

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**

			
<b>Review Uploaded Documents</b>	<b>Accepted File Types</b>	<b>Do Not Password Protect Your Documents</b>	<b>Conceal Your Social Security Number (SSN)</b>
The uploading process may have altered your formatting. Please review before submitting.	doc, docx, pdf, txt, tiff, jpg, jpeg, png. The size limit for each file upload is 15MB.	Protected documents will not be sent with your application.	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**

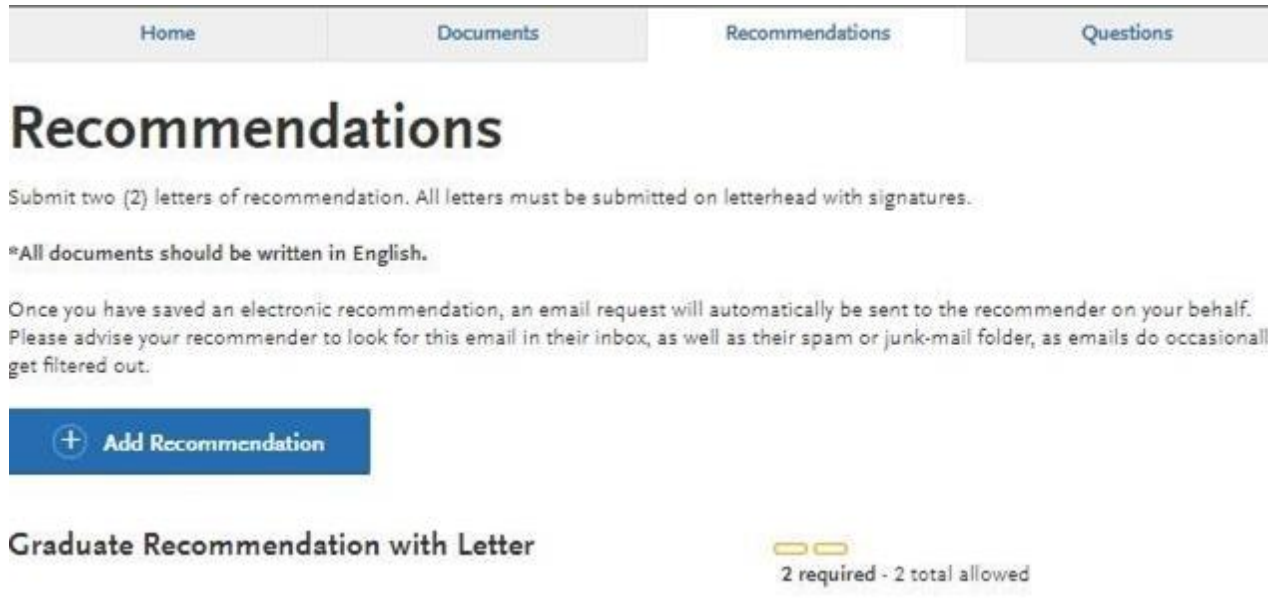
+ Add Document

## **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 web application interface with a navigation bar at the top containing 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 paragraph of text: "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 another paragraph: "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 white plus sign and the text "Add Recommendation" is positioned below the text. At the bottom of the page, there is a section titled "Graduate Recommendation with Letter" and a progress indicator consisting of two yellow bars, with the text "2 required - 2 total allowed" below them.

**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.**

## Recommendation Request Submitted



graduate.indiana@lialsoncas.com via sendgrid.me  
to me



Dear

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

[Access the CAS Evaluator Portal](#)

You may also copy and paste the following link into your browser to access the **Indiana University Graduate CAS Recommender Portal**

<https://recommendations.prelaunch.lialsoncas.com/recommendation/ui/register?email=eW4tQsqC2mdipOzTlsYG5pHUZ7ASuqfBx>

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.

provided the following comments to you in their evaluation request:

*Please upload a letter of recommendation on letter head with signature.*

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.

Sincerely,

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.

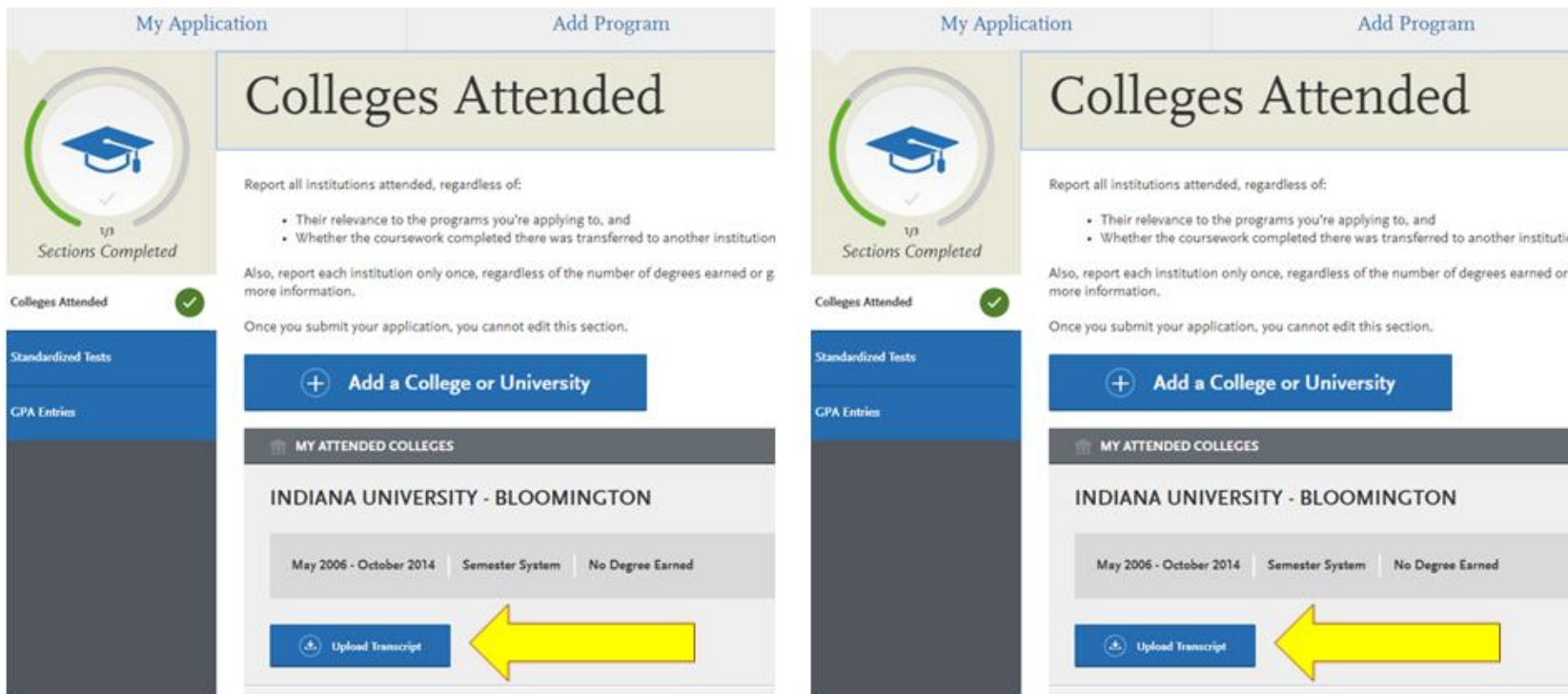


## “OK, Let's Add Your Transcript!”

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”



## Step 10: Questions

1. Select “Questions” tab

2. If you select “Yes” to being a licensed teacher, school guidance counselor, or school media specialist in Indiana; specify which license you hold.

Special Education MSED (Licensure & Non-Licensure)			Deadline: 03/01/2020
Home	Documents	Recommendations	Questions
<a href="#">Save and Continue</a>			

\* Indicates required field.

### Licensure

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

Yes  No

What license do you hold?

### Coupon Code

\* Have you previously been admitted as a graduate student in the IUPLI School of Education?

Yes  No

Follow these steps to request a review for the fee waiver coupon code.

1. Please email all three Graduate staff: [kyeshaw@iu.edu](mailto:kyeshaw@iu.edu), [sbrelend@iupui.edu](mailto:sbrelend@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 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