

## 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



### 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/Consortium 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 **Special Education MSED (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



**Special Education MSED (Licensure ...**

**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 is titled 'My Application' and includes a welcome message and a 'Latest Notifications' box. A 'Getting Started?' tip is also present. 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.
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 Special Education master's 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.**

The screenshot shows a navigation bar with tabs for Home, Documents, Recommendations, and Questions. The 'Documents' tab is active. Below the navigation bar, the heading 'Documents' is displayed. A paragraph of instructions follows, detailing the requirements for the Personal Statement, License, and Test Score Report sections. A list of upload tips is provided, including: Review Uploaded Documents, Accepted File Types (.doc, .docx, .pdf, .rtf, .txt, .xls, .xlsx, .ppt, .pptx, .zip), Do Not Password Protect Your Documents, and Conceal Your Social Security Number (SSN). At the bottom, a note states that supporting documentation can be updated at any time prior to submission.

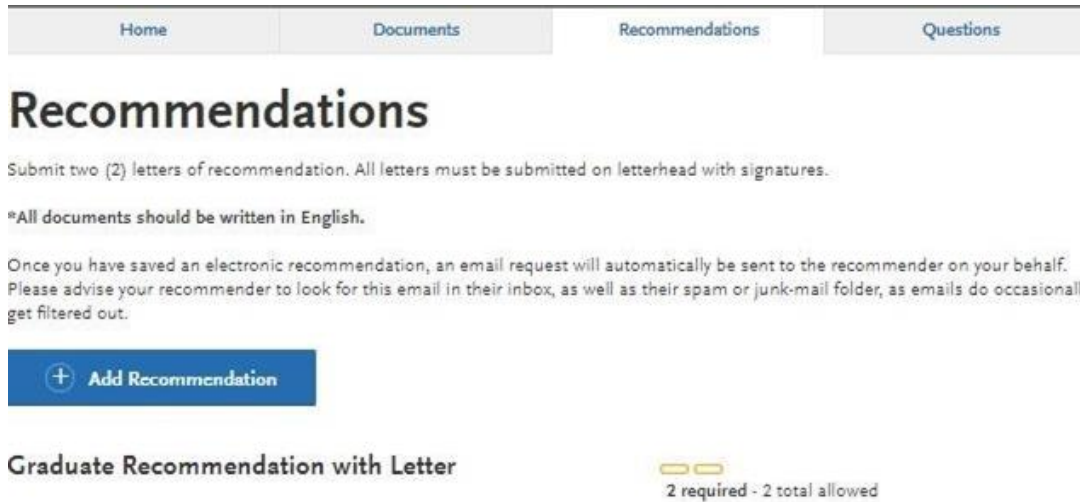
The screenshot shows three sections of the application portal, each with a heading and an 'Add Document' button. The sections are: 'Personal Statement', 'License', and 'Test Score Report'. Each section has a horizontal line above the button, indicating where the document will be uploaded.

## Step 8: Recommendations

1. Select "Recommendations" tab

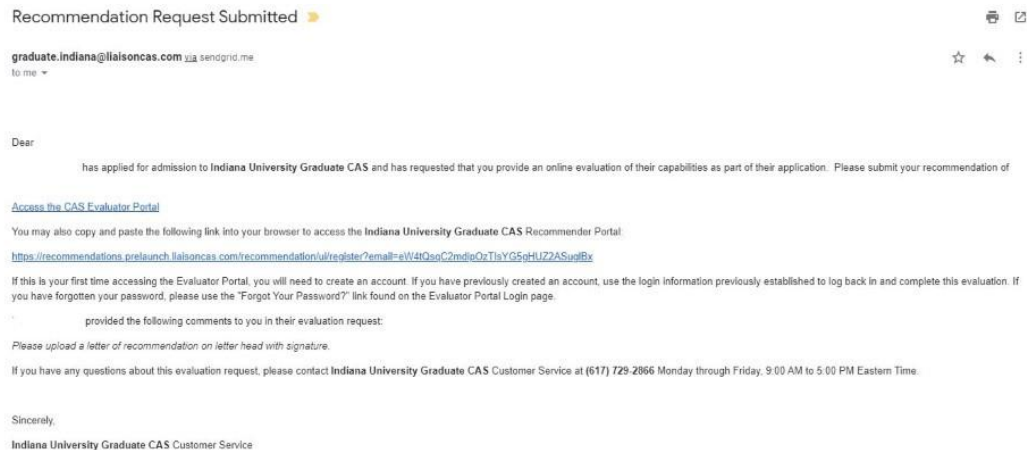
Submit two (2) letters of recommendation. **All letters must be submitted on letterhead with signatures.**

**\*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: "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 right-pointing arrow. The sender is "graduate.indiana@iilaisoncass.com" and the recipient is "jia.sengrid.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 paragraph 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.iilaisoncass.com/recommendation/register?email=eW4QanC2mdiqOzTisYQ5pHUZ2ASudBx". The following paragraph states: "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 paragraph reads: "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.**

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 for 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

## 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

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[Home](#)   [Documents](#)   [Recommendations](#)   [Questions](#)

[Save and Continue](#)

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\* Indicates required field.

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### Licensure

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

Yes    No

What license do you hold?

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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 email [all three](mailto:allthree@iupui.edu) Graduate staff: [kyeshaw@iu.edu](mailto:kyeshaw@iu.edu), [sbreland@iupui.edu](mailto:sbreland@iupui.edu), and [kanicruz@iu.edu](mailto:kanicruz@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.

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## **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