Indiana University Graduate CAS
If you experience any difficulties with the application, please contact the Liaison Student Support (see below).

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 Fall or Summer

Step 4: Search and select **Urban Education Leadership MSED** by clicking the (+) button on the far left side. The (+) will turn to a green check mark when successfully selected.

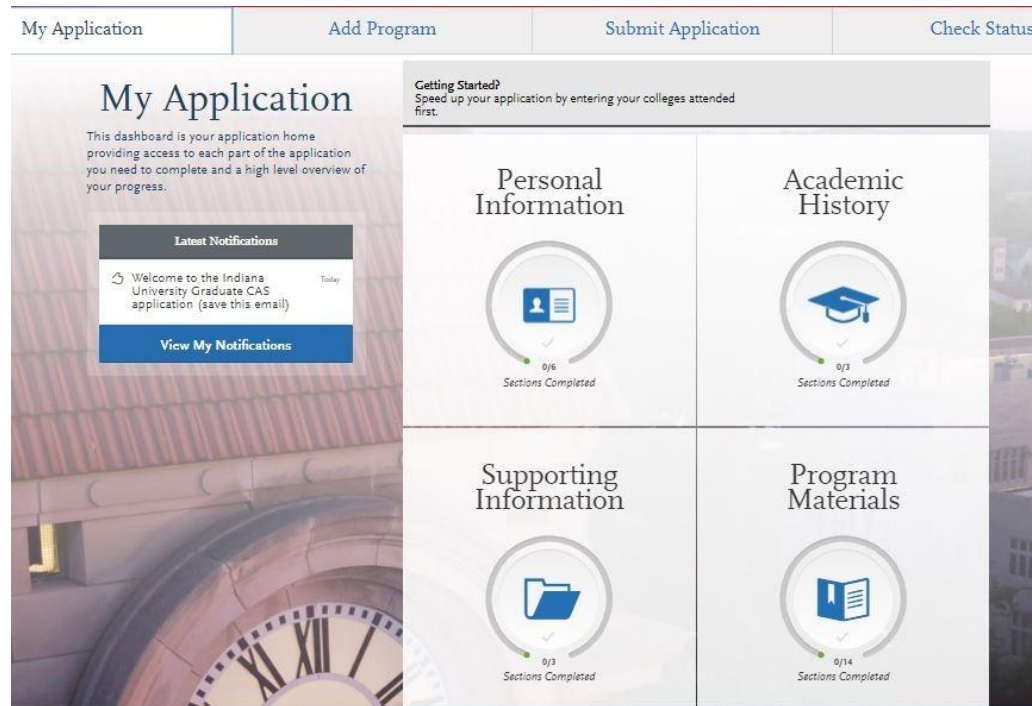**Step 5:** Select "Continue" at the bottom of the page to begin the application

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 school teaching, school guidance counselor, or school media specialist license under the "License" section.

Personal Statement

This statement should be no more than three double-spaced pages, be written with a 12 point font, and have one-half inch right and left margins and one inch top and bottom margins. It should answer the following prompt.

Writing prompt

Leadership programs of the IU Indianapolis School of Education prepare educators to be moral and transformational agents leading high performing schools and fostering equity, justice, and diversity. Leaders of this sort routinely contend with and challenge barriers to educational opportunity relating to poverty, gender, (dis)ability, race, ethnicity, and home language, among others. In preparation for this work, our students engage in ongoing discussions and critical analyses of school organization, community relations, curriculum development and delivery, legal and financial issues, and leadership practice. This work demands the ability to reflect and respond in written and oral form.

So that we can assess interest and commitment to engaging with our faculty and fellow students in these efforts, we ask all candidates provide a Statement of Purpose for entering the IU Indianapolis School of Education Urban Education Leadership program. This statement should clearly introduce you, indicate your educational and professional goals and relate these to your educational, work and life experiences.

Along with addressing the prompt above, be sure to include answers to the following questions in your statement:
- Are you a licensed counselor, teacher or media specialist in Indiana?
- How many years of experience do you have in your licensure area?
- 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?

Licensure

Please provide a copy of your school teaching, school guidance counselor, or school media specialist license.

*All documents should be written in English.

Step 8: Recommendations

1. Select "Recommendations" tab

Submit two (2) letters of reference/nomination on official letterhead with signatures from current administrators, specifically, addressing leadership experiences with potential for leadership success as a school principal. **All letters must be submitted on letterhead with signatures.**

*All documents should be written in English.

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.

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).
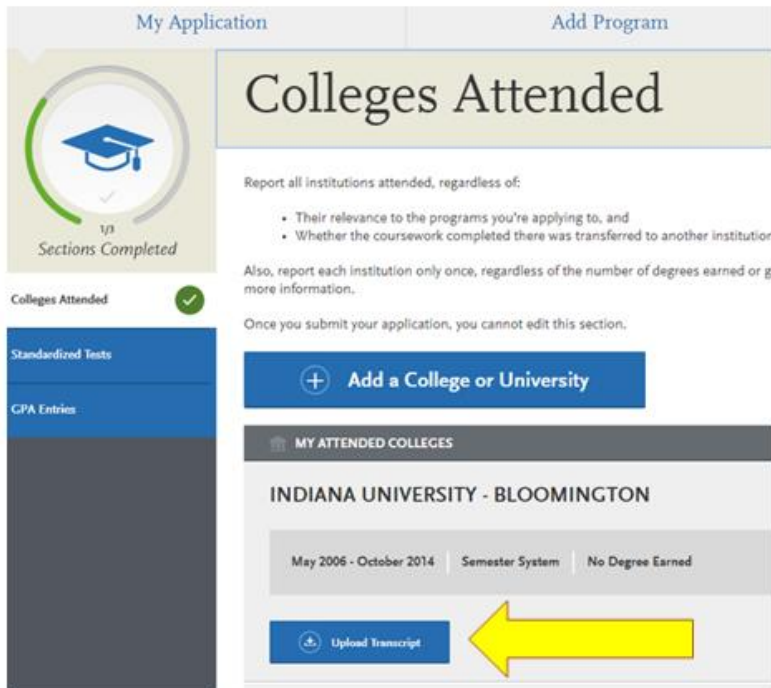
International
If you are not a U.S. Citizen, Permanent Resident, or refugee, you will be considered an international applicant. You must submit documentation of your academic history in U.S. equivalency (see below).

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.

<u>**Step 10:**</u> 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 and how many years' experience you have in the licensure area.
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 acknowledgement.

Statement of Acknowledgment

I understand that the Master's degree in Urban Education Leadership will not lead to an Indiana Building Level Administrator (K-12) license.

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