

## 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

#### 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 **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

✓ **Urban Education Leadership MSED** 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' section with a 'View My Notifications' button. A 'Getting Started?' tip suggests entering colleges attended first. The dashboard is divided into four quadrants, each with a progress indicator:

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

## Step 7:

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 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.**

The screenshot displays the 'Documents' section of an application portal. It includes instructions for the Personal Statement and Resume, and an 'UPLOAD TIPS' section with icons for document upload, file types, password protection, and security. Below the tips, there are two document upload areas: 'CV/Resume' and 'Personal Statement', each with an 'Add Document' button. A small note indicates that the CV/Resume field is required.

**Documents**

**Personal statement**

Submit your personal goal statement under the "Personal Statement" section.

It should outline your academic background and explain your interest in becoming a School Counselor. It should introduce you, describe your educational and professional goals, and relate them to your educational, work and life experiences.

Please use the writing prompt below as a guide for your statement.

**Writing prompt**

The Counselor and Counselor Educator program at the IU School of Education—IUOE prepares school counselors to be transformational agents leading equity and justice, and valuing diversity. Transformational school counselors 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 organizations, the application of counseling theories and research, and the roles and responsibilities of counselors as change agents and advocates in responding to the diverse needs of students in all schools. This work demands the ability to reflect and respond in written and oral form.

Your personal goal statements should be no more than three double-spaced pages, with 12 point font, and one-half inch right and left margins, one inch top and bottom margins.

**Resume**

Under the "CV/Resume" section please submit an updated resume listing all relevant experience.

\*All documents should be written in English.

**UPLOAD TIPS**

<b>Review Uploaded Documents</b> The uploaded documents may have a status of "not reviewed" before submitting.	<b>Accepted File Types</b> doc, docx, pdf, rtf, txt, xls, xlsx, ppt, pptx, The size must be less than 10MB.	<b>Do Not Password Protect Your Documents</b> Your documents will not be sent with your application.	<b>Cancel Your Social Security Number (SSN) for a reapplying candidate to protect your SSN before uploading.</b>
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Provide supporting documentation for your application. You may update the information in the 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.

**CV/Resume**

**Add Document**

**Personal Statement**

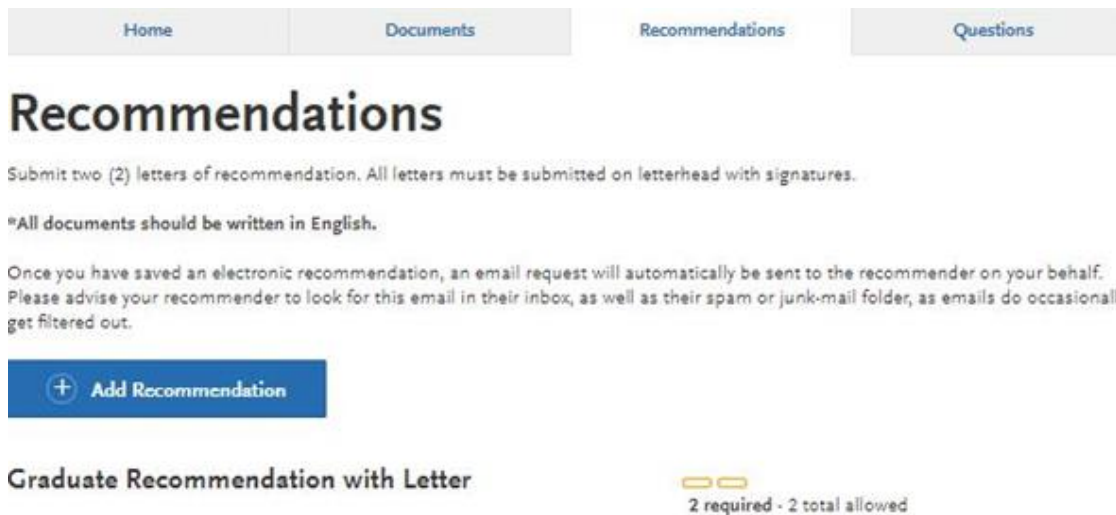
**Add Document**

## 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.**



Home Documents Recommendations Questions

# Recommendations

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

\*All documents should be written in English.

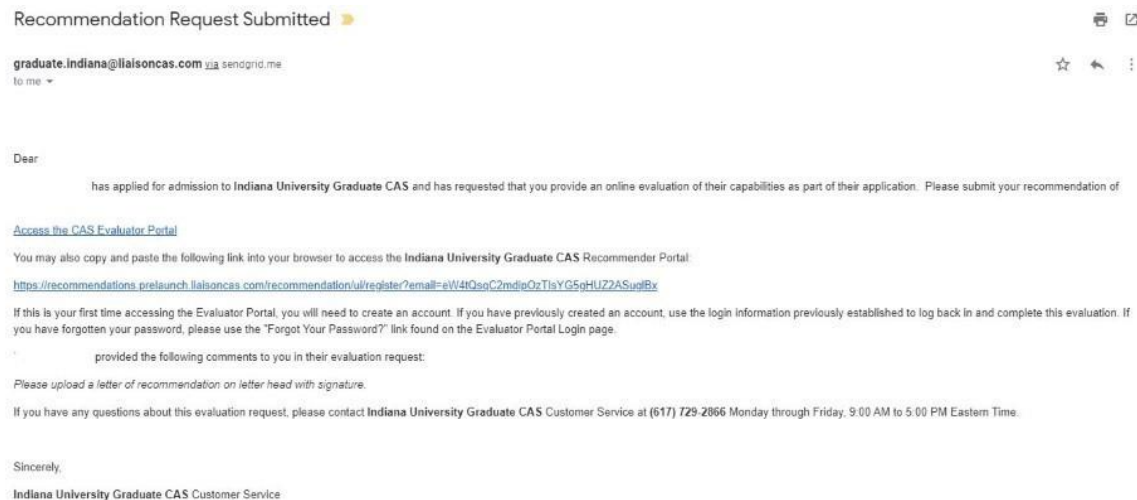
Once you have saved an electronic recommendation, an email request will automatically be sent to the recommender on your behalf. Please advise your recommender to look for this email in their inbox, as well as their spam or junk-mail folder, as emails do occasionally get filtered out.

+ Add Recommendation

Graduate Recommendation with Letter

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.**



Recommendation Request Submitted

graduate.indiana@ilalsoncas.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.ilalsoncas.com/recommendation/ui/register?email=eW4QsoC2mdjeOzTisYG5gHUZ2ASujBx>

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”

The screenshot displays the 'Colleges Attended' section of an application portal. At the top, there are two tabs: 'My Application' and 'Add Program'. The main heading is 'Colleges Attended'. Below this, there is a progress indicator showing '1/1 Sections Completed' with a graduation cap icon. A sidebar on the left lists 'Colleges Attended' (with a green checkmark), 'Standardized Tests', and 'CPA Entries'. The main content area includes 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'. It also states: '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 labeled '+ Add a College or University'. Below that is a section titled 'MY ATTENDED COLLEGES' with an entry for 'INDIANA UNIVERSITY - BLOOMINGTON'. Underneath the college name, it shows 'May 2006 - October 2014 | Semester System | No Degree Earned'. At the bottom of this entry is a blue button labeled 'Upload Transcript', which is highlighted by a yellow arrow.

**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, 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.

Home	Documents	Questions	Recommendations
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## Questions

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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?

How many years of experience do you have in your licensure area?

I understand that the Master's degree in Educational Leadership will not lead to an Indiana Building Level Administrator (K-12) license. Please type in today's date acknowledging this statement.

 MM/DD/YYYY



## **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@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.**

### 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@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.

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